

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, February 21, 2017 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 7:01 p.m.

1) **Roll Call:** PRESENT: Commissioners Price, Tyson, Vaughn, Spreen & Waldeck

ABSENT: Commissioner Dexter

ALSO PRESENT: Assistant Chief Tony Bowden, Christie Moore Deputy Director Community Education Services, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas & Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

President Tyson stated the meeting would be held in memory of Commissioner Bob Johnson who passed away on January 30, 2017. He expressed what a thoughtful, clever and witty man he was and how much he contributed to the Los Altos Hills County Fire District serving as a Commissioner since 2000. A moment of silence was held in Commissioner Johnson's honor.

2) **Public Comment:** There was no public comment.

3) **Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of a Project Proposal from SnowTech Media to Provide Web Hosting and Maintenance Services to the Los Altos Hills County Fire District.** Resolution 17-4 Dave Snow of SnowTech media was present to answer any questions. The services provided included: annual website hosting and email service, WordPress security pro annual service, annual website maintenance and annual District meeting reporting. The SnowTech contract begins March 1, 2017 through February 28, 2018. **Action:** Price made a motion to approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of a project proposal from SnowTech Media to provide web hosting and maintenance services to the Los Altos Hills County Fire District; Vaughn seconded the motion. **All in favor:** Tyson, Waldeck, Spreen, Vaughn and Price. **Opposed:** None.

4) **CERT Report:** a. Calendar of Events (February/March 2017) Christie Moore reviewed the calendar of events for February and March. b. CERT/RECON Quarter One Report: Waldeck asked about a permanent replacement for the Emergency Preparedness Coordinator. Chief Bowden stated George Hurst is in place now to assist on a very part time basis; a permanent replacement for the EPC is being sought. Waldeck asked that a monthly update on this search be reported. c. CERT/RECON Presentation by CERT Supervisor Carol Starbuck: Carol Starbuck reviewed LAHCFD CERT Spotlight Quarter One Report. She explained the CERT/RECON

Team is composed of volunteers who are both CERT members and ham radio operators. She explained what CERT/RECON members do to receive training and maintain skills. Further, she explained the evaluation of the CERT/RECON Team and the plan to maintain the current group as well as recruiting new members. Tyson thanked Carol Starbuck for her presentation. Public member Allan Epstein said this would be the time to request funding for CERT/RECON, if needed, as the 2017/18 budget work was underway.

Public member Neal Katin said CERT involvement has tapered off. Spreen suggested a one-time event to re-energize the CERTS; a communication social event.

d. CERT/RECON Our Town Newsletter Article (March, 2017): copy of article in packet.

Tyson asked for concurrence to change the order of the agenda. All Commissioners agreed.

10) Purissima Hills Water District Proposal and Plan to Upgrade; and

13 c.) Water Supply Subcommittee Update. Patrick Walter from Purissima Hills Water District passed around a four page draft proposal to improve hydrant fire flows in Zone 4. The area was from Julietta Lane to Page Mill Road. Project estimate is \$2,410,000 with perhaps Purissima Hills Water District funding 20-25%. Zone 4 construction and design could take one year. The poorest fire flows are in Zone 4; proposed minimum standard for fire flows is 1,250-1,500 gpm.

Price asked if the proposal had been review by the Purissima Hills Water District Board yet? Patrick Walter said it had not. Public member Allan Epstein asked how old are the water mains? Patrick Walter answered at least 50 yrs. old. Public member John Harpootlian asked why the water district doesn't pay more for their mains? Because they have higher priority projects Patrick Walter answered. Chief Bowden suggested that a flow test be performed for better data. Perform a flow test instead of using a computer model. Tyson would like to request a flow test be performed to be sure the reality fits the model. This item is not an action item at this time Siegel explained; it is for general consensus and direction. Price stated she is not ready to make any decision until the item has been reviewed by the Board of the Purissima Hills Water District. Siegel said the Fire District has done many different types of projects with Purissima Hills Water District. This item will be agendized for a future meeting.

With respect to the Water Supply Subcommittee Update, item 13.c., Spreen said that California Water Service Company has come up with an upgrade for fire flows on Mora Drive. Vaughn asked if Cal Water could come to the District with a presentation. A one page document from Cal Water was distributed; it explained a Mora Drive pipeline upgrade for fire flow and a control valve installation for reliability. Cal Water's goal for gpm (gallons per minute) is 1,250.

5) Consultant Compensation Review: The Clerk explained the additional classes she had taken and presentations she attended pertaining to the District. She stated she was in agreement with what was proposed in the FY 2017/18 budget. Farwell stated he was not asking for an increase.

Action: Price made a motion to approve the 4% increase for the District Clerk and continue with the current contract for the Fire Consultant; Vaughn seconded the motion. **All in Favor:** Spreen, Tyson, Waldeck, Vaughn and Price. **Opposed:** None. It was agreed that the rate adjustment would begin April 1, 2017; however, future increases would not become effective until the beginning of each new fiscal year (July 1).

7) Consideration of Recommendation and Update from Tree Committee Regarding Award of Contract for Phase 3 & 4 of the Tree Trimming Contract and Consideration of Whether to Award a Contract for Phase 3 & 4 and to Authorize District President to Negotiate and Execute Such Contract.

Tyson reviewed the Pakpour Consulting Group memo of February 13, 2017 including the Request for Proposal (RFP) bid results, RFP checklist requirements, and RFP Assessment. He discussed how the three responses were evaluated and ranked. Tyson explained the reasons the subcommittee recommended S.P. McClenahan. Public member Allan Epstein asked questions regarding the RFP assessment.

Area 1 & 2 is 70% completed now; area 5 & 6 has received many more tree cards expressing interest in the program. Tyson explained that additional trees from area 1 & 2 have been brought to the District's attention after the contract was issued. These properties have been rolled into later waves of contracts. Unless the Board objected, this process would be continued until the end of the program. **Action:** Tyson made a motion to authorize the President to negotiate and execute a contract for tree work on Phase 3 & 4 with S.P. McClenahan; Price seconded the motion. **All in Favor:** Spreen, Vaughn, Waldeck, Price and Tyson. **Opposed:** None.

8) Discussion and Consideration of Approval and Request for the Los Altos Hills County Fire District to Contract for and to Pay for the Removal of a Fallen Tree on Side of Mora Drive (a private street).

Tyson stated that authorization had been given to remove the hazardous tree that fell onto Mora Drive on January 15, 2017 and created an emergency due to the road being blocked. An arborist report was requested to inspect and comment on the failed oak tree that had been cut back to the edge of the road. The arborist said the tree was still living and whether to remove it was an aesthetic decision. Waldeck questioned if the damaged tree was fuel? Vaughn felt it was unstable on a rotten branch. The oak is located on private property. **Action:** Tyson made a motion asking if the Fire District should remove the remainder of the oak tree on Mora Drive to the stump level? Waldeck seconded the motion. Vaughn recused himself because he lived in that area. **All in Favor:** None. **Opposed:** Spreen, Price, Tyson and Waldeck.

9) Update on Appointments to Commission: The Clerk stated the Board of Supervisors office was undertaking due diligence on the applications for current vacancies. They are looking to have the item on the Board of Supervisor's meeting agenda by the middle of March.

11) Chief's Report: a.) Monthly Report for January, 2017 Assistant Chief Tony Bowden spoke about a fire that was started by a burning candle in a bedroom. He stated the Chief's Report will be displayed on the screen in March for a visual representation.

Chief Bowden worked with George Hurst regarding the ARK relocation, power upgrade and new antenna location. He discussed Option A and Option B stating Option A was the preferred: no redesign, power upgrade, better location and less cost. Further details will be available at the March or April meeting.

Chief Bowden explained the occupancies within the District in light of the Oakland Ghost Ship fire. The Fire Department has inspected 101 of these areas; 71 are on the Foothill College campus. These areas are inspected annually. They have 100% compliance in the last 18 months which can be attributed to the great prevention program.

6) Discussion and Possible Approval of Draft 2017/18 Budget: Budget Subcommittee Recommendations. Cori Vargas questioned how much to budget for the hydrant /water main

improvements? After discussion, it was decided to create a new account called Fire Flowage budgeting \$1,500,000 in this account. This money could be divided and used with either water district agency project. Spreen expressed he wanted the water district's to be shovel ready with specific projects.

Cori Vargas will prepare a final draft budget document for the March 21, 2017 meeting.

12) Consultant Reports: a.) Projects Update February 1, 2017 Farwell stated the Tree program for areas 1 & 2 was 70% completed as of the first of February. He reviewed the Phase VIII Fire Hydrant Replacement Program explaining the excessive rains have caused the delay in marking the streets; the projects adjusted completion date is July, 2017. Waldeck asked that the percent complete be put into the future Consultant Reports.

13) Sub-Committee, Contract and Non-Board Committee Reports: a. Strategic Plan: Wait for new Commissioners to get on board to assist with the Strategic Plan b.) Website Update: This item has been completed. c. Water Supply Committee Update – discussed previously with agenda item 10. d. Unified Command Committee Update- ARK Status – discussed previously. e. Current Contracts: Discuss FAIRA 2017/18 Insurance Renewal Application: Siegel discussed eliminating the building replacement coverage on the El Monte Station because the contract with Santa Clara County Fire Department places that responsibility on the Fire Department. Siegel also mentioned a name change for Vargas and Company; this item will come back at the March meeting.

14) Consent Calendar: a.) Minutes of January 17, 2017 and b. Period Report 7, January, 2017: **Action:** Vaughn made a motion to approve the minutes of January 17, 2017 and Period Report 7, January, 2017; Waldeck seconded the motion. **All in favor:** Tyson, Vaughn, Spreen, Waldeck and Price. **Opposed:** None.

15) Disbursements for February, 2017: Cori Vargas passed out an updated list of disbursements for February, 2017.

16) Board Member Reports: a.) Form 700 Submittals: The Clerk reminded the Commissioners to turn in their completed Form 700.

17) Adjournment. By consensus, the meeting was adjourned at 9:50 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 3-21-17

