

**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, JANUARY 21, 2020, BEGINNING AT 7:00 P.M.
AT THE EL MONTE FIRE STATION BOARD CONFERENCE ROOM
12355 EL MONTE ROAD, LOS ALTOS HILLS, CALIFORNIA**

President Warren called the meeting to order at 7:01 p.m.

1. Roll Call:

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

ABSENT: Kearney

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

2. Public Comment:

Steve Jordan, Board Member of the Purissima Hills Water District (PHWD), addressed the Board of Commissioners and requested a meeting with the subcommittee to discuss fire hydrant pumper cap pilot projects and update on projects Spreen questioned if the pilot project was already approved by the Commission. Warren clarified there had been Commission discussion in the past, but no agreement was executed. He stated the “Hydrant Flow and Pipeline Resiliency Subcommittee” will discuss further and contact Mr. Jordan and PHWD.

3. Commission President Remarks:

Commission President Warren noted the agenda was very full due to both the absence of a meeting in December and the increased activities of the District Staff.

4. Adopt Resolution No. 20-1 A Resolution of the Board of the Los Altos Hills County Fire District to Proceed with Abatement of Weeds, Brush and Rubbish:

Warren opened a public hearing for residents on the non-compliance list for the abatement of weeds, brush and rubbish on their properties. Khoi Nguyen with the County of Santa Clara Weed Abatement Program was in attendance for resident assistance. There was no response from public during the public hearing. The public hearing was closed.

Action: Motion by Tyson to adopt the resolution to Proceed with Abatement of Weeds, Brush and Rubbish; second by Vaughn.

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

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

MOTION PASSED

5. Commission Ad Hoc Management Audit Subcommittee Update:

General Manager Logan reported the exit conference with County Management Auditors was held November 1, 2019. She noted requested documents had been exchanged with the auditors. Auditors stated that after first of 2020, auditors will contact General Manager when to expect to receive the revised report.

6. Santa Clara County Fire Chief Report:

Assistant Fire Chief Glass reviewed the monthly reports for November and December 2019. He stated there were no significant events in either month. He mentioned there was an anomaly on November's incident map as the outsourced data analytics company excluded the unincorporated areas of the District. This was corrected on December's map.

Comment from Public: Los Altos Hills resident Allan Epstein questioned whether the year-to-date incident totals were accurate and noted the YTD totals from November's report to December's report appeared to be too large of an increase. Chief Glass agreed on the inconsistency and stated he would research further.

7. General Manager Report:

Logan outlined presentations given and meetings attended by her and Emergency Services Manager (ESM) Gluhan in December and January. She reported that three fire hydrants had been damaged within the District. Gluhan summarized the procedure for repairs included assessment of damages, and administrative work which consumed a lot of staff time. She noted insurance for each of the at-fault parties would provide reimbursement for repair and administrative costs. Logan discussed and shared photos of recent events and asked Technical Consultant Victoria Bebee to recap the "Be Prepared for the Big One" earthquake preparedness event. Bebee reviewed the new online Brush Chipping sign-up for residents on the lahcfcd.org website.

8. Emergency Services Manager Update:

ESM Gluhan stated she had done a walk-through with Cal Water on their Ravensbury Avenue Infrastructure Improvement Project. She mentioned several fire hydrants would be moved and three additional hydrants added for better fire engine access. She mentioned she and Logan had presented at a special Town of Los Altos Hills City Council meeting in which Residential Code R337 and building code changes were discussed. Gluhan reported she had met with the Town Parks and Recreation Department to talk about a setting up a neighborhood evacuation workshop and youth safety training. She also met with the Town Landscape Committee about hazardous fuel reduction zoning, fuel management and fire-resistant plants.

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

Technical Consultant Bebee provided a summary of CERT activities since the last Commission meeting. She mentioned a CERT Engagement Survey which provided feedback from CERT members on communications, training and activity improvements. She noted monthly classes had been planned for the first six months of the year, and refresher courses would be open to both CERT members and the public. She congratulated Los Altos Hills residents Dave Stewart and Larry Carr for receiving the Santa Clara County Emergency Managers Association Volunteer of the Year awards.

10. Community Wildfire Protection Plan (CWPP) Subcommittee Update:

Gluhan introduced Santa Clara County FireSafe Council Hazardous Fuel Reduction Program Manager J.R. Call. Call discussed the importance of implementing shaded fuel breaks to keep evacuation routes accessible in case of wildfire. Gluhan stated she was working with FireSafe Council about a possible shaded fuel break pilot project along Page Mill Road which would be explained in more detail under item 13 of the agenda.

11. Receive Report and Provide Direction on GIS Mapping Services:

Gluhan reviewed the proposal from SIG and Prometheus for creating a Geographical Information System (GIS) geodatabase mapping system. Spreen noted the Town of Los Altos Hills has a GIS in place and suggested conversing with them to save time. Chief Glass stated the County used the Intera Software Platform and suggested other options might be considered for GIS software. Warren requested District staff investigate other available mapping systems, and research possible collaboration with the Town or the County before creating a new system. Commissioner Spreen offered to provide assistance.

***Commissioner Spreen announced he needed to leave the meeting early and requested items 16-19 be moved up on the agenda.**

16. Personnel Subcommittee Update:

Spreen mentioned the Personnel Subcommittee had reviewed the proposal from Municipal Resource Group (MRG) for the General Manager annual employee review. Logan discussed retention of a special project consultant for assistance with analytics and other projects. She mentioned a service agreement and resolution would be brought to the Commission for action at February's meeting.

17. Adopt Resolution 20-2 Resolution of the Los Altos Hills County Fire District Authorizing the District President and District Counsel to Finalize Negotiations with Municipal Resource Group, LLC and Authorizing Execution of a Professional Services Agreement with Municipal Resource Group, LLC for Human Resources Services (General Manger Annual Review):

District Counsel Siegel explained that since the contract with MRG was not finalized, this resolution gives authorization to the Personnel Subcommittee and legal counsel to review. The resolution authorizes the District President to execute the final contract on behalf of the Commissioners.

Action: Motion by Spreen to adopt the resolution authorizing the District President and District Counsel to finalize negotiations with MRG and authorizing execution of a professional services agreement, in an amount not to exceed \$10,000, for human resources services for the General Manger annual review; seconded by Vaughn.

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

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

MOTION PASSED

18. Budget Subcommittee and Financial Consultant Update:

Spreen said the Budget Subcommittee had met to begin development of the FY21 Budget.

19. Provide Direction and Approve FY2020/21 Draft Budget:

Financial Consultant Vargas reviewed the memo report and recommended the Commissioners approve the initial FY21 draft budget for submission to the Santa Clara County Office of Budget and Analysis (OBA). She stated the amount for the contract with Santa Clara County Fire Department

(SCCFD) was an estimate and could change. She noted any additional changes would be reviewed at the February Commission meeting with a final draft submitted to OBA thereafter.

Action: Motion by Tyson to approve FY2020/21 draft budget for submission to OBA with possible change to SCCFD contract amount; seconded by Price.

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

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

MOTION PASSED

***Commissioner Spreen excused himself from the meeting at 8:50 p.m. The Commission circled back to cover items 12-15 on the agenda which had previously been skipped to address items 16-19.**

12. Hazardous Fuel Reduction Subcommittee:

Siegel stated at the last meeting that Price had stepped down from her position on the Hazardous Fuel Reduction Subcommittee. He requested a motion to confirm Kearney as her replacement.

Action: Motion by Price to appoint Kearney to the Hazardous Fuel Reduction Subcommittee; seconded by Vaughn.

All in Favor: Warren, Vaughn, Price, Tyson, Carr.

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

13. Hazardous Fuel Reduction Subcommittee Update:

Gluhan stated emergency road access assessments spanned multiple jurisdictions and are a work in progress. Logan reported the two phases of the resident Tree Removal Program were currently in progress, with Phase 1 almost complete. She touched on the importance of a shaded fuel break plan for removal and thinning-out of vegetation for safety egress and ingress along evacuation routes. She suggested Page Mill Road as a favored starting point to begin a pilot project as it would expand on the shaded fuel break already achieved by Palo Alto.

14. Receive Report and Provide Direction on a Pilot Project for Brush Chipping and Debris Removal Services with Santa Clara County FireSafe Council:

Logan reviewed the memo report regarding a proposed brush chipping pilot program with the FireSafe Council. J.R. Call presented the proposal from FireSafe Council and explained the Council would provide management of the bidding process, including inspection of resident's brush piles and selection of qualified chipping contractors. Logan stated an amendment to the service agreement with FireSafe Council would be brought before the Commission at February's meeting.

Comment from Public: Los Altos Hills resident Allan Epstein questioned whether piles of brush would sit in front of a resident's property for a considerably longer amount of time while awaiting inspection and contract bidding. He also questioned if FireSafe Council's 25% administration markup would cause significant increase in cost over the current program. Tyson noted the current chipping program allowed services to each resident twice a year, which sometimes lead to brush piles on properties for months. Under the pilot program the brush piles would be removed within a couple of weeks.

15. Strategic Plan Subcommittee Report:

Price reviewed the proposal from the Center of Public Safety Excellence for services in developing a 2020-2025 District Strategic Plan. She noted this proposal for services was similar to the agreement used for the 2015-2020 Strategic Plan. She stated the progress was still in discussion and more details will be provided at February's meeting.

20. Adopt Resolution 20-3 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement between the Los Altos Hills County Fire District and DACO Construction for the Repair and Replacement of Damaged Fire Hydrants:

Logan outlined the memo report reviewing the details of the three fire hydrants which were damaged during December 2019 and January 2020. She noted the District is in discussion to develop a plan for PHWD to manage future hydrant repairs.

Action: Motion by Vaughn to adopt the resolution authorizing execution of agreement with DACO Construction for the repair and replacement of damaged fire hydrants; second by Tyson.

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

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

21. Adopt Resolution 20-4 of the Los Altos Hills County Fire District Authorizing Approval of District Credit Card Policy:

Vargas explained the Commission had previously approved a resolution authorizing issuance of two credit cards (to the General Manger and ESM) for emergency supplies and monthly expenditures not to exceed \$5,000 per month per card. She explained the cards could not be issued until approval of a credit card policy.

Action: Motion by Tyson to adopt the resolution authorizing approval of District credit card policy; second by Price.

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

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

22. District Clerk Update:

District Clerk Vargas stated all Commissioners and employees had completed the mandatory SB1343 and AB1825 harassment training. She mentioned she would be sending Commissioners and staff information regarding annual Form 700 filing.

23. Consent Calendar:

Warren asked for a motion to approve "23.A. Approval of Draft Minutes of November 19, 2019 Regular Meeting", "23.B. Receive Period Report 5, November 2019", and "23.C. Receive Period Report 6, December 2019. There was no comment from the Commission or the public.

Action: Motion by Price to approve the Consent Calendar as submitted, second by Vaughn.

All in Favor: Warren, Vaughn, Price, Tyson, Carr

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

24. Receive Disbursements for January 2020:

Vargas noted one addition to the list brought the new January 2020 disbursement total to \$172,690.80.

25. Commission Member Update:

Logan clarified that Commissioner Spreen had been approved by the County of Santa Clara Board of Supervisors to serve his second four-year term with the District.

26. 2020 Election of Officers:

Warren stated the Commission needed to nominate and vote for a new President and Vice-President. He expressed his interest in continuing to serve as President for another year.

Action: Motion by Vaughn for Mark Warren to serve as District Commission President; second by Price.

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

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

Warren submitted a nomination for Vaughn to continue serving as Vice President.

Action: Motion by Warren for Melvin Vaughn to serve as District Commission Vice President; second by Price.

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

Opposed: None. **Absent:** Kearney, Spreen.

MOTION PASSED

27. Adjournment:

Warren adjourned the meeting at 9:35 p.m. The next regular meeting date is February 18, 2020.

Prepared by,

Cori Vargas
District Clerk