

Los Altos Hills County Fire District **DRAFT**

Minutes of a Special Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, January 15, 2019 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 7:00 p.m.

1) **Roll Call:** **PRESENT:** Commissioners Carr. Price. Warren. Spreen and Tyson

ABSENT: Commissioner Wu and Vaughn

ALSO PRESENT: General Manager J. Logan, Fire Chief Tony Bowden, Fire District Attorney Dan Siegel and his associate Jennifer Beyers, Fire Consultant Stu Farwell, Financial Consultant Cori Vargas, District Clerk Jeanne Evilsizer

Fire District Attorney Dan Siegel stated as set forth in the roll call,

"A quorum of the Commissioners of the Los Altos Hills County Fire District are present and as such, the January 15, 2019, regularly scheduled meeting of the Los Altos Hills County Fire District may proceed. However, it is important to note that Commissioner Wu is not in attendance at this meeting, either in person or telephonically. As Commissioner Wu is not present and is not participating in this meeting, there are only two members of the Los Altos Hills City Council present. They are Councilmembers Spreen and Tyson. As there are only two of the five City Council Members present, there is not a quorum of the Los Altos Hills City Council.

Siegel introduced his associate Jen Beyers of Jorgenson, Siegel, McClure and Flegel and she was welcomed to the meeting.

Tyson stated the regular meeting of December 18, 2018 had been canceled. Tyson was elected to the Los Altos Hills City Council and took his oath of office on December 13, 2018, which resulted in three members of the Los Altos Hills City Council being on the Fire District Commission. On January 31, 2019 the Los Altos Hills City Council will meet and through a public process will decide which two City Council members will remain on the Fire District Commission.

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

3) **Resolution of the Board of the Los Altos Hills County Fire District to Proceed with Abatement of Weeds, Brush and Rubbish.** Resolution No. 19-1 **Action:** Spreen made a motion to continue this item until the February 19, 2019 meeting; Price seconded the motion. **All in Favor:** Carr, Warren, Tyson, Price and Spreen **Absent:** Wu and Vaughn **Opposed:** None. Noticing for this hearing would be sent by the Santa Clara County Weed Abatement Division.

4) CERT Activites and Update. There was no current CERT update.

5) Santa Clara County Fire Chief Report: a.) Monthly Report for November 2018 and December 2018. Chief Bowden mentioned the structure fire that occurred in Los Altos Hills in November and caused \$1.1 million in damage; the cause of the fire is under investigation. For the month of December 2018 the Chief discussed the response times from the local stations. Chief Bowden is currently the Director of Business Services for County Fire with recruitment for the position beginning soon.

Chief Bowden received a board referral from the Board of Supervisors, Supervisor Chavez, to complete a report regarding the Fire Risks in Santa Clara County including the current efforts occurring today as well as what resources are needed in the future. The report is due in March, 2019. He will prepare a draft and share it with General Manager J Logan. Chief Bowden would like to see the Community Wildfire Protection Plan (CWPP) adopted throughout Santa Clara County. He is also looking into Fire Watch cameras on a regional platform. The Chief thanked public member Allan Epstein for his help with researching the fire watch cameras. Marin currently has a countywide system. Chief Bowden was recently appointed to the Fire Scope Board of Directors for the State of California. This Board sets policy for the State.

6) Staff Consultant Reports: A.) Project Updates January 1, 2019 Farwell updated the figures for dead trees removed 401 and 65 eucalyptus trees removed. The Brush Chipping program is beginning in Area 1 with an increase in resident participation.

Public member Allan Epstein asked how many residents were on the Wait List for tree removal; Farwell stated there were 142 sites on the Wait List.

B.) Tree Program Financial Budget vs Actual: Cori Vargas explained the budget vs actual cumulative graph showing the program ending at the \$2,000,000 mark in June, 2019.

C.) FY 2019/2020 Budget Development: Vargas reviewed the agenda summary report dated January 15, 2019. She recommended the Fire District Board appoint a subcommittee to prepare and report back with a draft FY2019/2020 budget at the February 19, 2019 meeting. The subcommittee could consist of one to three Commissioners and may consult with staff members including J Logan and Cori Vargas. Also, authorizing the Commission President and General Manager to assist in the development of a budget process with direction to staff and consultants. The subcommittee's recommendations would be submitted to the County on February 15, meeting the County deadline, but could be changed if necessary at the February 19, 2019 LAHCFD meeting.

Option 1 was recommended.

Commissioner comment: Spreen said to look at the budget strategically in the future. He suggested working with the Fire Department to look at strategic options. Tyson wants to stay with the water infrastructure program. Price recommended starting the budget discussions in November; Warren said to begin first planning discussions in August. Price recommended Spreen and Vaughn be on the budget development subcommittee, also allowing advisement from the public, to assist with the 2019/2020 budget development. Spreen agreed to assist; Vaughn would be notified of the recommendation that he be on the budget subcommittee.

7) General Manager Report: A.) J Logan reviewed her General Manager Report dated January 15, 2019. Events included: November 29, 2018 EOC drill at City of Los Altos. December 6,

2018 LAH Disaster Council tabletop evacuation drill, December 10, 2018 Emergency preparedness with faith based community meeting exploring resources and temporary shelter, December 13, EMA Award for Neil Katin, December 19 IQ FireWatch technology for early fire detection, January 8, 2019 Los Altos Hills Club event that featured Fire Protection Services with Chief Bowden, Mayor Spreen, Town Manager Carl Cahill and Captain Murphy all speaking, January 9, 2019 organizational meeting for Emergency Preparedness Exhibit at the Los Altos History Museum in October 2019, January 11, 2019 Meeting with Carl Cahill and Marsha Hovey discussing how the agencies can work together with ideas for CERT. Logan mentioned the events are in line with 2015-2020 Strategic Plan Goal 2-Community Outreach. Also, requests had increased for the residential programs and the contact page on the LAHCFD had been updated. Logan showed a Wildfire pamphlet available through County Fire that stressed the need for residents to take personal responsibility for emergency preparedness. Updates in the GM report included the hydrant flow and pipeline resiliency improvement project. Warren gave an update on the Purissima Hills Water District (PHWD) project. Warren stated when they did the model and the analysis they assumed there was a 6" pipe in Altamont Road but it turned out to be an 8" pipe. PHWD is redoing the analysis and adjusting the model. This will impact how many hydrants are deficient. PHWD is doing the engineering work on their own; we may share in the cost of the design work which may end up costing less. They are not ready to submit a proposal to us yet but possibly at the February 19, 2019 meeting. Additional GM Updates included the Santa Clara County Management audit where there had been no further requests for information since December; the Management Audit Report is anticipated any time now. Also, discussing the Community Wildfire Protection Plan and stressing the importance of the plan. Price asked if the Town of Los Altos Hills is doing anything with the CWPP? Spreen said the Town was not. Warren wants to revitalize the CWPP with the Town of Los Altos Hills; stay in sync. Chief Bowden mentioned a revised Fire Service Contract memo dated January 15, 2019 had been emailed to Tyson.

8) Consideration of Resolution No. 19-2 of the Los Altos Hills County Fire District Confirming the District President's Authority to Approve Expense for Temporary Part-Time Technical Analyst Service from December 20, 2018, through January 15, 2019. There was an explanation and discussion about expense approval for part-time technical analyst services. **Action:** Motion was made by Price to approve the resolution of the Los Altos Hills County Fire District confirming the District President's authority to approved expense for temporary, part-time technical analyst services; motion was seconded by Warren. **Roll Call** **Vote: All in Favor:** Carr, Tyson, Spreen, Warren and Price. **Absent:** Wu and Vaughn **Opposed:** None.

9) Authorization to Retain Temporary, Part-Time Independent Contractor Technical Analyst.

A. Agenda Summary Report: Logan reviewed the agenda summary report to receive authorization for temporary, part-time independent contractor technical analyst through June 30, 2019.

B. Resolution No. 19-3 Authorizing Execution of Independent Contractor Agreement for Technical Analyst Services between the Los Altos Hills County Fire District and Angela Nguyen. **Action:** Motion was made by Warren to approve Resolution No. 19-3 authorizing

execution of independent contractor agreement for technical analyst services between the Los Altos Hills County Fire District and Angela Nguyen; Price seconded the motion. **Roll Call Vote: All in Favor:** Carr, Spreen, Tyson, Warren and Price. **Absent:** Vaughn and Wu. **Opposed:** None.

C. Independent Contractor Agreement for Technical Analyst Services: Approved as part of Resolution No. 19-3.

10.) Discussion and Direction to General Manager Regarding Financial Audit Services:

District Counsel Dan Siegel explained the Fire District currently does not have a contract for the annual financial audit. The rule is you have to change audit partners every six years: you may retain the same auditing firm as long as you change audit partners every six years. The Commission discussed the services provided by the current auditor, Vavrinek, Trine, Day and Company (VTD), and agreed with Staff that the process had gone well and they were very satisfied. Direction was given to General Manager J Logan to get a proposal from VTD to bring back to the February 19, 2019 meeting. All Commissioners concurred. There was no comment from the public.

11.) Fire Commission Subcommittee Reports: A.) Strategic Plan Subcommittee Update: Price stated work continues on the Strategic Plan; specifically communication outreach to the public, also work to update the District brochure and use the Town newsletter as a vehicle to pass along District information .

B. Hydrant Flow and Pipeline Resiliency Improvement Project Subcommittee Update: Warren said he had nothing further to report.

C. Tree Subcommittee Report – Tyson said the tree subcommittee had not met recently. For the next round they will look at fuel reduction and fire mitigation. The tree program will be looked at more strategically.

D. CERT Subcommittee Update – There was no update for CERT. Spreen said the District website had email support available for the Commissioners and it was currently being used by the General Manager and District Clerk.

E. Current Contracts Update – Siegel mentioned the possible audit contract with VTD and possible pipeline project in the future. Further, the brush chipping program and the tree removal program will end on June 30, 2019. Public comment: Public member Allan Epstein asked what was the plan to notify people who had expressed interest in the tree removal program but were not part of the current program? Farwell stated that since October, 2018 the bulk of the people who had inquired about the tree program had been told that work would not begin until July or August, 2019.

Tyson mentioned, as part of the new plan, looking at updating the website for tree removal requests. Spreen agreed and suggested an interactive/automatic response. Specific parameters need to be developed for the next round of the tree program.

12.) Consent Calendar: A. Approval of Draft Minutes of November 13, 2018 Regular Meeting

B. Receive Period Report 5, November 2018

C. Receive Period Report 6, December 2018

Action: Spreen made a motion to approve the Consent Calendar as submitted; Warren seconded the motion. **All in Favor:** Tyson, Carr, Price, Warren and Spreen. **Absent:** Wu and Vaughn.

Opposed: None.

Vargas mentioned the County should have the first quarter interest report to us sometime in January. Also, there would be a mid-year adjustment moving \$100,000 from Projects and Programs to Professional and Specialized Services which should be reflected in the February report. Tyson confirmed we are staying within the overall budget.

13.) Disbursements for January, 2019. Updated disbursements for January, 2019 were \$197,182.33 (later corrected to \$197,183.08). Vargas stated the updated disbursements would be posted on the website.

14.) Commission Member Report: A. Two Commissioner Vacancies: Town of Los Altos Hills (1); Unincorporated County Area (1) Tyson stated there had been two letters of interest submitted: one by Melvin Vaughn from the unincorporated area and one by George Tyson of the Town of Los Altos Hills. There were no questions regarding the submitted letters of interest. Siegel said there will likely be another vacancy for a Los Altos Hills resident after the determination is made at the January 31, 2019 City Council meeting as to which two City Council members will remain on the District Board.

15.) 2019 Election of Officers: President and Vice-President. Spreen said if the Board of Supervisors reappoints Tyson to the District, he would like to nominate George Tyson for President. Tyson said due to his new role as City Council member he respectfully declines. **Action:** Tyson nominated Mark Warren to be President; Spreen seconded the nomination. **All in Favor:** Carr, Price, Tyson, Spreen and Warren. **Absent:** Wu and Vaughn. **Opposed:** None. Spreen suggested Tyson for Vice-President; Tyson respectfully declined the nomination. **Action:** Tyson made a motion to nominate Melvin Vaughn as Vice-President; Price seconded the motion. **All in Favor:** Carr, Warren, Spreen, Price and Tyson. **Absent:** Wu and Vaughn. **Opposed: None.**
There was no public comment/discussion.

16.) Adjournment. The meeting was adjourned by consensus at 8:35 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk