

Los Altos Hills County Fire District

Minutes of a Special Meeting of the Los Altos Hills County Fire District Board Members, Held on Wednesday, February 28, 2018 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, Wu, Warren, Price, Tyson, Vaughn and Spreen

ABSENT: None

ALSO PRESENT: Dana Reed Director of Emergency Management, Marsha Hovey Consulting Emergency Manager for Los Altos Hills, Antone Jain and Steve Tarantino – EKI Representatives, former Commissioner Gary Waldeck, Audience Members: Allan Epstein, John Harpootlian, Roy Evilsizer, Neil Katin, Dave Stewart, Kjell Karlsson, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

Commissioner Tyson reported about the Closed Session that occurred at 6:00 p.m. regarding the conference with labor negotiators. Direction was given for the General Manager Subcommittee to proceed with contract negotiations.

2) Public Comment: There was no public comment.

At this time the District honored former Commissioner Gary Waldeck. Former Commissioner Waldeck was presented with a gift from the District as well as from County Fire. Both President Tyson and Dana Reed thanked Gary for his dedication and commitment to the District since 2014.

3) CERT Update. Dana Reed, Director of Emergency Management, stated the upcoming CERT academy on March 5 has 13 people signed up. Dana Reed gave a summary of the fire that occurred on La Rena Lane on Saturday February 24. An attic fire that spread to the shake roof. One firefighter was hurt but released after brief hospitalization. No other injuries.

4) Chief's Report: a.) Monthly Report for January, 2018- Dana Reed stated the Chief's Report for January would be discussed next month by the Chief. He said County Fire is looking for a full-time CERT person.

5) Consultant's Report: a.) Projects Update Dated February 1, 2018 Farwell stated the brush chipping program was completed in area 1 & 2. Also due to the good weather the tree program

was progressing with 70% completion at this time. b) Cori Vargas reviewed the Projects and Programs graphs dated July-February 2018; no comments or questions from the public.

6) Review of Los Altos Hills Evacuation Plan. Presenter: Marsha Hovey. Ms. Hovey gave an overview of the Los Altos Hills Evacuation Annex plan. She touched on the purpose, the contributors, roles and responsibilities, short term evacuation locations and next steps. She stressed how public education is essential and would occur annually. The evacuation plan would apply to all hazards – anything requiring evacuation. This plan was developed for residents of Los Altos Hills; County Office of Emergency Services would assist as well.

7) Presentation and Discussion of Final EKI Report: Antone Jain and Steve Tarantino of EKI Environment and Water gave an overview of the Final Evaluation and Options to Improve Fire Flow Infrastructure in the LAHCFD document dated February, 2018. Jain emphasized the primary criterion is the quality of fire flow available up to the goal of 1250 gallons per minute while maintaining a minimum of 20 pounds per square inch residual pressure at all service connections. The secondary criterion is the proximity of the houses to the open space of the Rancho San Antonio Open Space Preserve. Cost strategies were discussed focusing on the incremental cost sharing philosophy. The approximate cost for the improved hydrants listed was only construction cost estimates and did not include additional engineering design, permitting and construction management costs. These additional costs could run around 40% more. Improvements and modeling was described for both the Purissima Hills Water District area and California Water Service area. An updated Table 8b showing the recommended project prioritization (a) was passed to each Commissioner. EKI recommendation was for the District to begin implementing the Priority 1 projects using the incremental cost sharing philosophy. The Commissioners and public were asked for their comments/questions. Jain and Tarantino answered all concerns. Spreen thanked the sub- committee and EKI for the thorough report. Tyson stated the report was informally accepted; the next step would be the General Manager negotiating with the water districts.

8) Authorization for Request for Proposal for Tree Program. Tyson stated the tree program added a prioritization and fire-risk aspect to it; not so much by area as had been done in the past. The draft request for proposal would be reviewed by the tree sub-committee and brought to the Board at the March 20 meeting. By the May meeting, the Board should have the contractor recommendation by the tree sub-committee.

9) Status and Progress of General Manager Position. As stated in the Closed Session, the sub-committee is proceeding with negotiations for the General Manager position. Also the District is in the process of getting the budget modified by the County to transfer existing budget funds to a different category so that we may pay a General Manager. This is scheduled for the March 6 Board of Supervisor meeting as a consent item. Tyson answered the public's questions: District is in process of negotiating with applicant(s) for a part-time position.

10) Consultant Compensation Review: Tyson stated the District has no employees and contracts with four consultants (Fire Consultant, Finance, Attorney and Clerk). Workloads for these consultants may change when the General Manager comes on board. Tyson requests

consultant's create a proposal for any compensation change and bring request to the April meeting.

11) Discussion and Possible Approval of 2018/19 Budget: Spreen spoke on behalf of the budget sub-committee. He explained there was a modest budget surplus and expressed he likes keeping track of the budget on a monthly basis using the report produced by Cori Vargas. Questions included: what about emergency access roads, public roads, private roads? What about Type 3 Fire Engine Rental? What other programs would be beneficial to us for fire prevention? How can we increase summer awareness/coverage? Vargas stated there were some minor changes to the budget to be made. **Action:** Vaughn made a motion to accept the budget as presented with minor modifications as suggested by Cori Vargas; Price seconded the motion. **All in Favor:** Carr, Price, Wu, Warren, Spreen, Tyson and Vaughn. **Opposed:** None

12) 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. Reso. 18-6 **Action:** Spreen 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; Warren seconded the motion. **All in Favor:** Carr, Price, Spreen, Tyson, Wu, Warren and Vaughn.

13) Sub-Committee, Contract and Non-Board Committee Reports: a. Strategic Plan: Update on Orientation for New Commissioners: Price stated the committee is focusing on internal organization. She had copies of the recently completed New Commissioner Orientation document dated January 24, 2018. b. Water Supply Sub-Committee Update: reviewed with EKI presentation. c. Tree Subcommittee Report: discussed previously under item 8. d. CERT Sub-Committee Update: The sub-committee met with the City Manager and both Fire Chief's. They are working on an organizational chart. Spreen said questions raised were who owns/activates the CERT people? What about the Disaster Service Workers? As far as the CERT Coordinator position they want the General Manager on board before moving forward with this position. The question was raised should the Los Altos Hills County Fire District activate the CERT's? There was public discussion as well. e. Current Contracts – No current contracts to discuss.

14) Consent Calendar: a.) Minutes of January 16, 2018 b.) Minutes of Special Meeting Closed Session February 5, 2018 c.) Period Report 7, January 2018 **Action:** Price made a motion to approve the Consent Calendar as submitted; Warren seconded the motion. **All in Favor:** Carr, Tyson, Spreen, Wu, Warren, Vaughn and Price. **Opposed:** None.

15) Disbursements for February, 2018: There were no updated disbursements.

16) Board Member Reports: a.) Form 700 Completion. A gentle reminder for Form 700 was mentioned.

17) Adjournment. By consensus, the meeting was adjourned at 9:40 p.m. The next meeting is March 20.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 3/20/18