

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, January 17, 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 7:00 p.m.

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

ABSENT: Commissioner Price and Commissioner Johnson

ALSO PRESENT: Assistant Chief Tony Bowden, Assistant Weed Abatement Coordinator Ray Moreno, 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

2) Public Comment: Public member Allan Epstein, Ravensbury Avenue, Los Altos Hills, brought up the recent warehouse fire in Oakland where many lives were lost. He felt the Fire District residents should be assured that the Fire Department complies with all state and local laws. Tyson commented while we have no commercial properties in the District we do take our fire responsibilities seriously- for example the weed abatement hearing that is on tonight's agenda. Waldeck asked if we have any areas that would require such inspections.

3) Commissioner Vacancies – Applications and Interviews. Tyson explained we have three vacancies on the Commission: one in the unincorporated area and two in the Town of Los Altos Hills area. He further explained that the appointment is made by Supervisor Joe Simitian. He asked those present who had applied to introduce themselves and briefly state why they were interested in being on the Board. Tyson mentioned Commissioner Duffy Price and resident Mark Warren both were interested in being on the Board but were unable to make tonight's meeting. For the unincorporated area Janice Carr and Neil Katin spoke. For the Town of Los Altos Hills area Jitze Couperus and Allan Epstein spoke. Tyson thanked all of the applicant's for their interest and for coming to the meeting.

4) Resolution of the Board of the Los Altos Hills County Fire District to Proceed with the Abatement of Weeds, Brush & Rubbish. Resolution 17-1 Ray Moreno, Assistant Weed Abatement Coordinator, stated there were currently 358 parcels on the list which was down from the original 380 parcels. The properties are inspected from April 30 through the end of October. A residents name is removed from the list after three years of compliance.

Action: A motion was made by Vaughn to approve Resolution 17-1 of the Los Altos Hills County Fire District to proceed with the abatement of weeds, brush and rubbish; Dexter seconded the motion. **All in Favor:** Dexter, Tyson, Waldeck, Spreen, and Vaughn. **Opposed:** None.

5) Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of Amendment No. 1 to the Agreement Between Vavrinek, Trine, Day and Co., LLP. Resolution 17-2

Action: A motion was made by Dexter to approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of Amendment No. 1 to the Agreement between Vavrinek, Trine, Day and Company, LLP; Waldeck seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Waldeck, and Spreen. **Opposed:** None.

6. Appointment of Ad Hoc Budget Committee for 2017/18. Tyson asked which Commissioner would be interested in working on the budget for FY 2017/18. Spreen expressed interest. **Action:** Waldeck made a motion to approve an Ad Hoc budget committee consisting of Spreen for the 2017/18 budget; Dexter seconded the motion. **All in Favor:** Dexter, Spreen, Waldeck, Tyson, and Vaughn. **Opposed:** None. Cori Vargas and public member Allan Epstein offered to assist Spreen.

7) Chief's Report: a.) Monthly Report for November and December, 2016 Assistant Chief Tony Bowden discussed the fires that had occurred, vehicle loss and arrival times for first-due units. b.) Update Regarding Emergency Preparedness Coordinator Status: Christie Moore explained that Emergency Preparedness Coordinator Ross Pounds had accepted another position in Monterey. George Hurst, a retired Fire Captain from County Fire who lives in Los Altos, will assist part time in the interim while a new EPC recruitment takes place. Tyson expressed the necessity to get this position filled as soon as it can be.

Moore distributed four handouts: Community Emergency Response Team; 2017 CERT Refresher Training; Personal Emergency Preparedness (PEP); Hands Only CPR/AED and Choking. All four handouts had schedules of where and when the classes would be held. There was a question about training CERT's to be CERT Supervisors.

A map showing the temporary location of the ARK was passed to Commissioners. Power was to be installed for the ARK trailer; bathroom facilities were at El Monte Station. CERT member Barry Bruins discussed the plans for the ARK. Vaughn mentioned having a bathroom at the ARK. Barry Bruins has been working with the architect and Commissioner Price. Chief Bowden will look into the current status and suggestions (bathroom, sewer, sink) about the ARK with contacts he has made.

Brief public comment from Neil Katin regarding the ARK and Allan Epstein regarding the Chief's November monthly report. Barry Bruins mentioned more power was needed at the ARK location; preferably 100 amp.

8) Consultant Report: a.) Projects Update January 1, 2017 Farwell stated the chipping program had seen an increase with chipping being completed in Area 6. Currently, 168 dead trees had been removed, 9 eucalyptus trees removed and 17 eucalyptus trees pruned. The tree contractor is currently half way through the program.

Regarding the Phase VIII fire hydrant replacement program, Waldeck questioned the delay in the hydrant program construction. Farwell said part of the delay was due to the rains. Cori Vargas and Farwell will work together with Pakpour Consulting Group regarding the schedule and spending discrepancy. They will report back at the February meeting.

9) Sub-Committee, Contract and Non-Board Committee Reports:

a.) Strategic Plan: Price will report on this at the next meeting b.) Website Update: 1) Review and Consideration of Resolution to Enter into a Contract with SnowTech to Perform the LAHCFD CERT Website Update at a Fixed Cost of Two-Thousand and Twenty-Nine Dollars (\$2,029) Resolution 17-3. Spreen discussed the SnowTech Media proposal. The proposal would include upgrading the LAHCFD.org website to include a CERT members section. There would be a link with a password log-in. **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 LAHCFD CERT website update; Vaughn seconded the motion. **All in Favor:** Dexter, Vaughn, Waldeck, Tyson and Spreen. **Opposed:** None. Public comment: Jitze Couperus commented on the importance of this sub-section to the LAHCFD.org website. 2) Discussion and Direction on for February Board Meeting Concerning Annual Review of SnowTech Webhosting Contract: Consensus was to place the SnowTech webhosting proposal on the February 21, 2017 agenda. c.) Tree Program: Area 3 & 4 RFP Process: Tyson discussed his sub-committee tree report dated for the January 17, 2017 LAHCFD Board Meeting. He stated area 3 & 4 is a larger area. The advertising coverage was expanded, pre-meeting was eliminated, errors and omissions insurance was eliminated and there was an extension of time allowed for the work. Currently the advertising is underway. For Area 5 & 6 cards will be in the mail the end of this week. Waldeck asked if a letter-size copy of the area map could be made for the next meeting showing the six tree program areas. Tyson asked the Commissioners to think what the future approach to tree work should be? Vaughn suggested a provider be on call under a separate contract for emergency tree work. Spreen felt the current program worked well as far as cost and being organized in designated areas. Tyson stated the primary purpose of the tree program was for fuel load reduction; the secondary purpose was emergency access; all Commissioners concurred. d.) Current Contracts: Dan Siegel stated the Fire Contract had been signed by all three parties and the three Memorandums of Agreement had been signed as well. He mentioned the two consultant contracts would come up in February for discussion. e.) Fire Negotiation Process: Tyson wrote up a summary titled Fire Contract Negotiation Process Summary 2015-2016. An overall timeline of the negotiation process was explained covering the major phases and the strategy. Tyson asked for and received feedback from subcommittee members Vaughn and Price as well as key stakeholders. Waldeck and Vaughn complimented Tyson on the summary stating it was very well done and a document which would be used to guide future negotiations.

10) Consent Calendar: a.) Minutes of November 22, 2016 Special Meeting: **Action:** Spreen made a motion to approve the minutes of the Special Meeting of November 22, 2016; Dexter seconded the motion. **All in favor:** Tyson, Vaughn, Spreen, Waldeck and Dexter. **Opposed:** None. b.) Period 5 & 6 Financial Report November and December, 2016. **Action:** Vaughn made a motion to approve Period Report 5 & 6 November and December, 2016; Waldeck seconded the motion. **All in Favor:** Tyson, Dexter, Spreen, Vaughn and Waldeck. **Opposed:** None.

11) Disbursements for December, 2016 and January, 2017: Cori Vargas passed out an updated list of disbursements for January, 2017.

12) Board Member Reports: a.) Fire Service Contract Increase for FY 16-17. Tyson stated the memo in the packet shows a 3.85% increase for fire protection services effective January 1, 2017.

b.) Calendar of Events: Each Board Member received a 2017 calendar of events showing the date of each Los Altos Hills County Fire District meeting.

The Clerk asked the Commissioners to let Cori Vargas know of any sub-committee meetings they had attended since October, 2016.

13) Election of Officers 2017: Action: Waldeck nominated George Tyson to be President of the District for 2017; Spreen seconded the motion. **All in Favor:** Vaughn, Dexter, Tyson, Spreen and Waldeck. **Opposed:** None. Dexter nominated Price for Vice-President. Because Price's term had expired, Commission consensus was to nominate a current Board Member for Vice-President. **Action:** Tyson nominated Vaughn for Vice-President; Spreen seconded the motion. All in Favor: Waldeck, Dexter, Spreen, Tyson and Vaughn. **Opposed:** None.

The Clerk stated there was a notice of nomination and election procedures for the 2017 election of member's to the authority's governing board for FAIRA in their packets for their review.

14) Adjournment. By consensus, the meeting was adjourned at 9:00 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved February 21, 2017