

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, July 31, 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 7:03 p.m.

1) **Roll Call:** PRESENT: Commissioners Carr, Wu, Price, Warren, Vaughn (Arrived 7:17), Spreen and Tyson

ABSENT: None

ALSO PRESENT: Assistant Chief Tony Bowden, Fire District Attorney Dan Siegel, Moe Kumre Weed Abatement Manager (arrived 7:10) Financial Consultant Cori Vargas of Vargas Company, District Clerk Jeanne Evilsizer

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

3) **Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed Abatement Report and Ordering Cost of Abatement To Be A Special Assessment on the Respective Properties.** Resolution #18-19 Tyson explained the weed abatement resolution and cost of abatement as shown on the 2018 Weed Abatement Assessment Report. There were no public members speaking for the weed abatement hearing; no written or oral protests. Tyson asked for comments from the Commissioners and comments from the public; there were no comments. **Action:** Tyson asked for those all in favor of approving and adopting the resolution of the Board of the Los Altos Hills County Fire District adopting weed abatement report and ordering cost of abatement to be a special assessment on the respective properties. **All in Favor:** Carr, Price, Wu, Tyson, Warren, and Spreen. **Opposed:** None.

4) **Presentation by Purissima Hills Water District to Improve Fire Flows and Prevent Seismic Outages.** Purissima Hills Water District, District Engineer, Joubin Pakpour did a presentation for a potential PHWD and Los Altos Hills County Fire District partnership. Pakpour introduced PHWD Manager Patrick Walter and Board Member Peter Evans. Pakpour gave an overview of the Purissima Hills Water District explaining they serve 2/3 of Los Altos Hills and surrounding unincorporated Santa Clara County; there are 2,150 service connections and their single source of water is the Hetch Hetchy system. He discussed the District facilities and water mains expressing that 50% of the District water mains are over 40 years old. He showed the District boundaries maps and the four (4) water zones within the District boundaries. Pakpour stated the Water District had worked together with the Fire District on a generator installation and the seismic retrofitting of a large water tank in 2009.

Pakpour outlined two scenarios: Scenario 1 related to structure and grassland fires and what PHWD is doing to help (looped system, increased flows and pressure, increased ability to move and store water with room for improvement in Zone 4). Scenario 2 related to a large earthquake; PHWD would propose to construct a backbone infrastructure to move and store water post-earthquake and have more Taaffe Road interconnect. Previous projects worked on trunk lines. The Taaffe project is important to complete the backbone infrastructure which increases the odds of water being available for both domestic and fire protection. Even with multiple leaks in the system there would be an increased chance of water being able to flow from one end of the District to the other through a large diameter (12") restrained, ductile iron pipe. This also reduces the chance of the system going dry.

Tyson asked for comments from the Commissioners and public. Warren expressed how PHWD is a partner with the LAHCFD in public safety; this was displayed in the July, 2017 Byrne Preserve fire when Patrick Walter turned on the water pumps in that area to be sure there was plenty of water available to extinguish that brush fire.

Pakpour and Walter were thanked for their informative presentation.

5) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District in Support of the District Board's Review and Consideration of a Joint Pipeline Capital Improvement Program With Purissima Hills Water District:

Resolution #18-20 Tyson reviewed the resolution including the consideration of cost sharing and/or use of District reserves as a loan to PHWD to help with a timely initiation of the pipeline program. He mentioned how this project could take four-plus calendar years and could consist of multiple small projects or one large project. Also, Tyson mentioned the Fire District's exploration and consideration of similar opportunities with California Water Service. Commissioner's comments included: who would manage the project? Purissima Hills Water District would manage the project and the General Manager and Commissioner's would assist in overseeing it. Public member Allan Epstein inquired and President Tyson confirmed that this resolution is neither committing to any specific project nor committing to a specific fund expenditure. **Action:** Price made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District in support of the District Board's review and consideration of a joint pipeline capital improvement program with Purissima Hills Water District; Spreen seconded the motion. **All in Favor:** Wu, Carr, Vaughn, Spreen, Tyson, Price and Warren. **Opposed:** None.

6) Discussion of Process of Arborist Services for Current Tree Agreement. Tyson reviewed the agreement for arborist services for the 2018 Rolling Tree Removal Program. He stated he had met with Josh McClenahan regarding the tree categories and accessibility. He mentioned how access to trees can be difficult and complicated. He stated Stu Farwell would review the trees and arborist Kevin Kielty would prioritize the trees. Wu commented on the District being more pro-active and encouraging removal of dead trees on properties that have not expressed interest in the program; Price suggested the Town Code Enforcement send a letter to residents with dead trees. There was no public comment.

7) CERT Activities and Update: a.) Review and Consideration of Approval of CERT Radio Purchase. CERT member Neil Katin submitted a detailed request for 20 radio kits at \$50 each for new ham radio operators and non-hams that complete the recon training. **Action:** Motion made by Spreen to approve the request for purchasing 20 radio kits not to exceed \$1,000; Vaughn seconded the motion. **All in Favor:** Carr, Price, Wu, Vaughn, Spreen, Tyson and Warren. **Opposed:** None.

Thanks were extended to Neil for the detailed proposal and his work with the CERT program. Neil will purchase the radios and work out the details for reimbursement with Financial Consultant Cori Vargas.

8) Chief's Report: a.) New Monthly Reporting Format June 2018 Assistant Chief Bowden stated he will take over as Chief on August 13, 2018. He stated that there were fourteen (14) fires throughout the state of California currently and 32 members of the Santa Clara County Fire Department were committed to these fires. A brochure outlining three-zone defensible space, harden your home, wildfire action plan, emergency kit, stay in contact and what to do if you are trapped was discussed and distributed. The Ready Set Go brochure had been mailed to many residents. Chief Bowden discussed the new Chief's report format. Condensed to three colored pages it includes: monthly incident snapshot with incident summary, incidents by time of day and day of week, community education events, incident types and responding units. The report is GIS based. After reviewing the report Vaughn emphasized how important it is to have a Battalion Chief in our District. Bowden stated there would be an annual, larger report. Captain Bill Murphy stressed how important it is to code incidents accurately. They emphasized how the risks are different in each community. Spreen commented that he refers to Page 3 of the original Chief's report for Code 3 Calls only. It was stated that the new, briefer format is a work in progress.

b.) Summary of Mutual Aid Exercise – Captain Bill Murphy. Captain Murphy, Public Information Officer, reviewed the Wildland Drill that occurred in Byrne Preserve the end of June. Overall it was very successful with every fire agency in the County participating. There were a few hiccups with the notification process which have been noted and will be improved upon. Murphy stated how important the Nextdoor platform is for notification purposes as well as hand delivered letters to residents in the immediate area. The drill started right on time. Price attended the drill complimented how well organized it was. Murphy said the Ready Set Go program is the printed informational brochure, the social media platform is used including Nextdoor.

9.) Consultant's Report's: a.) Projects Update Dated July 1, 2018 Tyson reviewed the Projects spreadsheet from Consultant Stu Farwell. The brush chipping program was moving on schedule finishing area 6 and beginning on area 1. The Tree Program is having the tree contractor begin tree inspections.

b.) Projects and Programs Graph FY 17/18 was summarized by Tyson.

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

- a. Strategic Plan Update – Goal 2 & Objectives: Price discussed the tasks the Ad Hoc committee focused on; specifically, establishing an effective district administration. She reviewed the three objectives and recommended that the Commission look at the Poudre Fire Authority website www.poudre-fire.org Price suggested developing an annual report for the LAHCFD; she offered to assist with a draft. Price shared a CERT Program article that will be in the Our Town Newsletter September 2018 edition.
- b. General Manager Sub-Committee Update: We have received a formal opinion that the LAHCFD is not a part of PERS. We now can proceed with the General Manager position.
- c. Water Supply Sub-Committee Update: Discussed previously under item 4. and 5.
- d. Tree Sub-Committee Report: Discussed previously under item 6. Tyson mentioned a claim submitted to the District based on tree work and access to property; he will let the Commissioners know if it requires their attention.
- e. CERT Subcommittee Update: Discussed previously under item 7. Tyson is making the CERT coordinator position a high priority with assistance from the GM. Spreen suggested a meeting with OES, Price and Vaughn to put the process of the CERT/Emergency Services Coordinator together.
- f. Current Contracts: no discussion of current contracts.

11) Consent Calendar. a.) Minutes of June 19, 2018 Regular Meeting

b.) Period Report 12, June, 2018

Action: Motion was made by Price to approve the items on the Consent Calendar as submitted; Vaughn seconded the motion. **All in Favor:** Tyson, Spreen, Wu, Warren, Carr, Vaughn and Price. **Opposed:** None.

12) Disbursements for July, 2018: Accrued to June and July 2018 Expense. There were no changes to date for the disbursements.

13) Board Member Reports: The Clerk reminded the Commissioners of the retirement breakfast on August 11 for Chief Kehmna.

14) Discussion of Potential Cancellation of August 21, 2018 Regular Meeting and Dates for Future Meetings: By unanimous consensus the August 21, 2018 meeting was canceled. The next Regular Meeting is September 11, 2018.

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

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 9/11/18