

Los Altos Hills County Fire District

Agenda

12355 El Monte Road, Los Altos Hills (Foothill College Campus)

Regular Meeting of July 31, 2018 7:00 p.m.

- 1) Roll Call.
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 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
- 4) Presentation by Purissima Hills Water District to Improve Fire Flows and Prevent Seismic Outages.
- 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
- 6) Discussion of Process of Arborist Services for Current Tree Agreement.
- 7) CERT Activities and Update. a.) Review and Consideration of Approval of CERT Radio Purchase.
- 8) Chief's Report: a.) New Monthly Reporting Format June 2018
b.) Summary of Mutual Aid Exercise – Captain Bill Murphy
- 9) Consultant's Report's: a.) Projects Update Dated July 1, 2018
b.) Projects and Programs Graph FY17/18
- 10) Sub-Committee, Contract and Non-Board Committee Reports:

- a. Strategic Plan Update – Goal 2 & Objectives
- b. General Manager Subcommittee Update
- c. Water Supply Subcommittee Update
- d. Tree Subcommittee Report
- e. CERT Subcommittee Update
- f. Current Contracts

- 11) Consent Calendar:
 - a.) Minutes of June 19, 2018 Regular Meeting
 - b.) Period Report 12, June, 2018
- 12) Disbursements for July, 2018: Accrued to June and July 2018 Expense
- 13) Board Member Reports.
- 14) Discussion of Potential Cancellation of August 21, 2018 Regular Meeting and Dates for Future Meetings.
- 15) Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (650) 948-2474. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

RESOLUTION NO. 18- 19

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

WHEREAS, the Los Altos Hills County Fire District ("District"), pursuant to Resolution 94-4 adopted on December 13, 1994, declared weeds and brush a public nuisance and provided for their abatement, and

WHEREAS, the District, pursuant to Resolution 94-1 adopted the procedures of the California Health and Safety Code Section 14875 et.seq. regarding weed abatement; and

WHEREAS, Resolution 17-24 adopted on November 21, 2017, declared weeds or brush growing and/or rubbish on certain described properties to be a public nuisance and a noticed public hearing was held on January 16, 2018 to hear and consider objections; and

WHEREAS, Resolution 18-9 adopted on May 15, 2018 declared brush growing on certain described properties to be a public nuisance and potential fire hazard and noticed public hearing was held on June 19, 2018 to hear and consider objections; and

WHEREAS, the attached Fire Marshal's written report filed with the Clerk of the Board, contains a description of each parcel of real property where weeds and/or brush were abated and shows the amount of the charge to be collected on the tax roll; and

WHEREAS, the Clerk set July 31, 2018 at 7:00 p.m. at the Fire Station, 12355 El Monte Avenue, Los Altos Hills, as the time and place when and where the Board would hear and consider all objections or protest, if any, to said report;

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does RESOLVE:

1. The Fire Marshal's report and assessment list, as shown on the Exhibit A attached hereto, is in all respects complete and correct and is hereby confirmed. The cost for abating weeds, as shown on Exhibit A, shall constitute special assessments against the respective parcels of land and shall be a lien on the property for the amount of the respective assessment.
2. All written and oral protests or objections against the assessments are hereby overruled.

3. The unpaid assessments, as shown on Exhibit A shall be collected at the same time and in the same manner as general County taxes are collected, and be further subject to the same interest penalties and the same procedure and sale in case of delinquency as provided for ordinary taxes. All laws and ordinances applicable to the levy and collection and enforcement of County taxes and are hereby made applicable to this special assessment.

PASSED AND ADOPTED at a Meeting of the District Board on the 31 of July 2018 by the following vote:

YES: Commissioners:

NO: Commissioners:

ABSTAIN: Commissioners:

ABSENT: Commissioners:

PRESIDENT:

George K. Tyson

ATTEST:

Jeanne Evilsizer, Clerk

RESOLUTION NO. 18-20

**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.**

WHEREAS, the Los Altos Hills County Fire District ("District") desires to improve public safety of District residents;

WHEREAS, in order to improve public safety the District considers and supports capital improvement projects and often partners with various entities to complete those projects;

WHEREAS, in the past the District partnered with Purissima Hills Water District ("Purissima") on capital improvement projects and utilized Purissima's capacity to manage larger capital improvement projects; and

WHEREAS, the District now desires to explore and consider a long-term capital improvement program to improve fire flows at identified hydrants to help ensure adequate water delivery to combat fires, and to improve seismic safety to help ensure there are adequate water resources to combat fires after an earthquake.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. Public interest and convenience require the District to review, explore and consider District support of a joint pipeline capital improvement program ("Pipeline Program") with Purissima to improve fire flows at identified hydrants to help ensure adequate water delivery to combat fires, and to improve seismic safety to help insure there are adequate water resources to combat fires after an earthquake.
2. In considering its support for the Pipeline Program, the District may explore the following:
 - a. The best way to accomplish the mutual goals of all parties involved by utilizing each party's organizational strengths;
 - b. Prioritization of the Pipeline Program and projects within the Pipeline Program based on the greatest public good;
 - c. Funding of the Pipeline Program, including consideration of cost sharing and/or use of District reserves as a loan to Purissima to help effectuate timely initiation of the Pipeline Program;
 - d. Duration of the Pipeline Program, which is currently anticipated to occur over four-plus calendar years and may consist of multiple small projects or one large project;
 - e. Timing for commencement of the Pipeline Program, with an intent to commence in 2018; and
 - f. Exploration and consideration of similar opportunities with CalWater.

3. The District Water Subcommittee will meet and bring suggestions to the Board on ways to efficiently accomplish the goals of the District with the potential implementation of the Pipeline Program at a future publicly noticed meeting.

PASSED AND ADOPTED this 31st day of July, 2018.

By: _____
George Tyson, Board President

ATTEST:

District Clerk

Proposal for CERT Radio Purchase

Neil Katin, July 20th, 2018

TL;DR:

- Purchase 20 radio kits @ \$50 each (\$1k total)
- Hand out to new hams and non-hams that complete recon training

Motivation

LAHCFD CERT has been reworking our doctrine this year to streamline our processes and accomodate last year's activation policy changes.

We've revised the Recon part of the program to perform all field operations. As part of this: we've revised the definition of the Recon program. The old Recon charter was ham radio focused and was in addition to non-ham activities. We now have about $\frac{1}{3}$ of the CERT volunteers with ham licenses: we redefined our procedures to do all field surveys to assume ham radio is present.

We've discovered during our drills that there is value in non-ham radio operators being equipped with radios just for listening (you only need a ham license to transmit; anyone can receive). It helps their situational awareness, and our ability to communicate rapidly with the group.

We've also learned that a very high percentage of non-hams to start with just listening to the radio will become motivated to get their ham licenses.

LAHCFD already has offered to purchase radios for new hams (with some caveats). This proposal is to modify the program in a two ways:

- Get additional equipment needed to make the radio useful (earpiece, extra battery, better antenna, etc). There is an existing kit that provides a very useful starting set of equipment (<http://a.co/7qGiQ87>) for a very affordable price (\$50).
- Offer radios to everyone who completes Recon training.

The purchase of 20 kits is an arbitrary number; it was picked to balance the amount spent with the number of expense reports we would need to generate. We could easily raise or lower the number purchased in each batch.



FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

July 6, 2018

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for June 2018

To Whom It May Concern:

The June 2018 fire reports for the Los Altos Hills County Fire District Commissioners are

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 40%
Metro/Urban: 87.5%
Suburban: 83.33%
Rural: 88.89%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Montary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years.

The fire loss for this month was \$3,150.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

Brian A. Glass

Brian Glass
Acting Deputy Chief

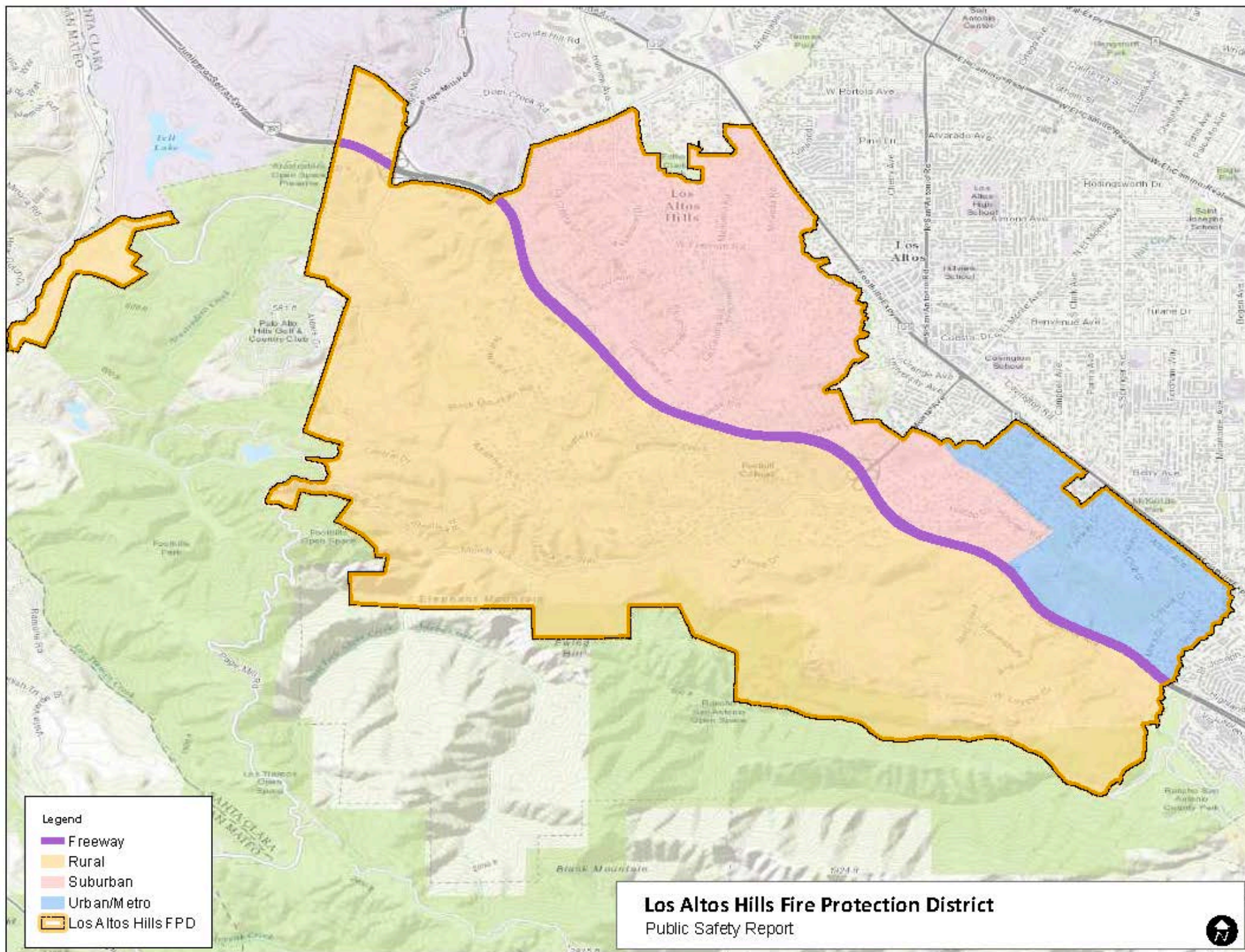
Enclosures

c: Tony Bowden, Assistant Fire Chief

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*

BG:kr



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

June 2018

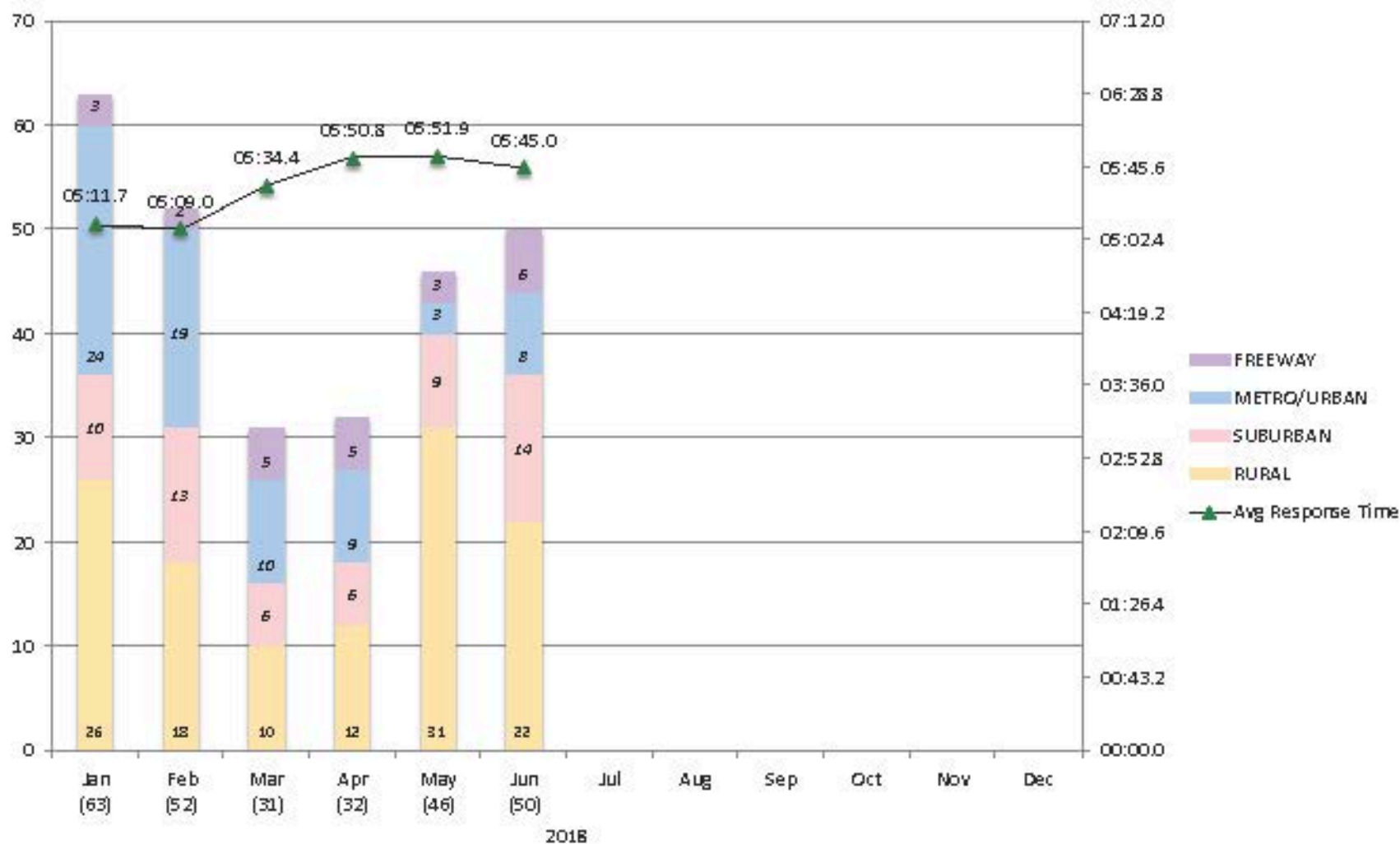
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	8	05:01.4	12	05:22.9	18	05:26.0	5	08:04.8	43	05:39.0
E75	8	05:01.4	6	06:13.2	4	06:06.3	5	08:04.8	6	06:13.2
E76			1	03:11.0					13	05:12.8
R74			3	04:52.0					20	05:47.3
E374			1	03:34.0					2	04:32.0
B74			1	05:55.0					2	06:31.5
RELIABILITY			2	04:53.0	4	07:33.0	1	04:32.0	7	06:21.4
E75			1	06:34.0	3	07:55.7	1	04:32.0	3	07:55.7
R74					1	06:25.0			3	05:50.3
B83									1	03:12.0
Grand Total	8	05:01.4	14	05:18.6	22	05:49.1	6	07:29.3	50	05:45.0

Call Type Breakdown

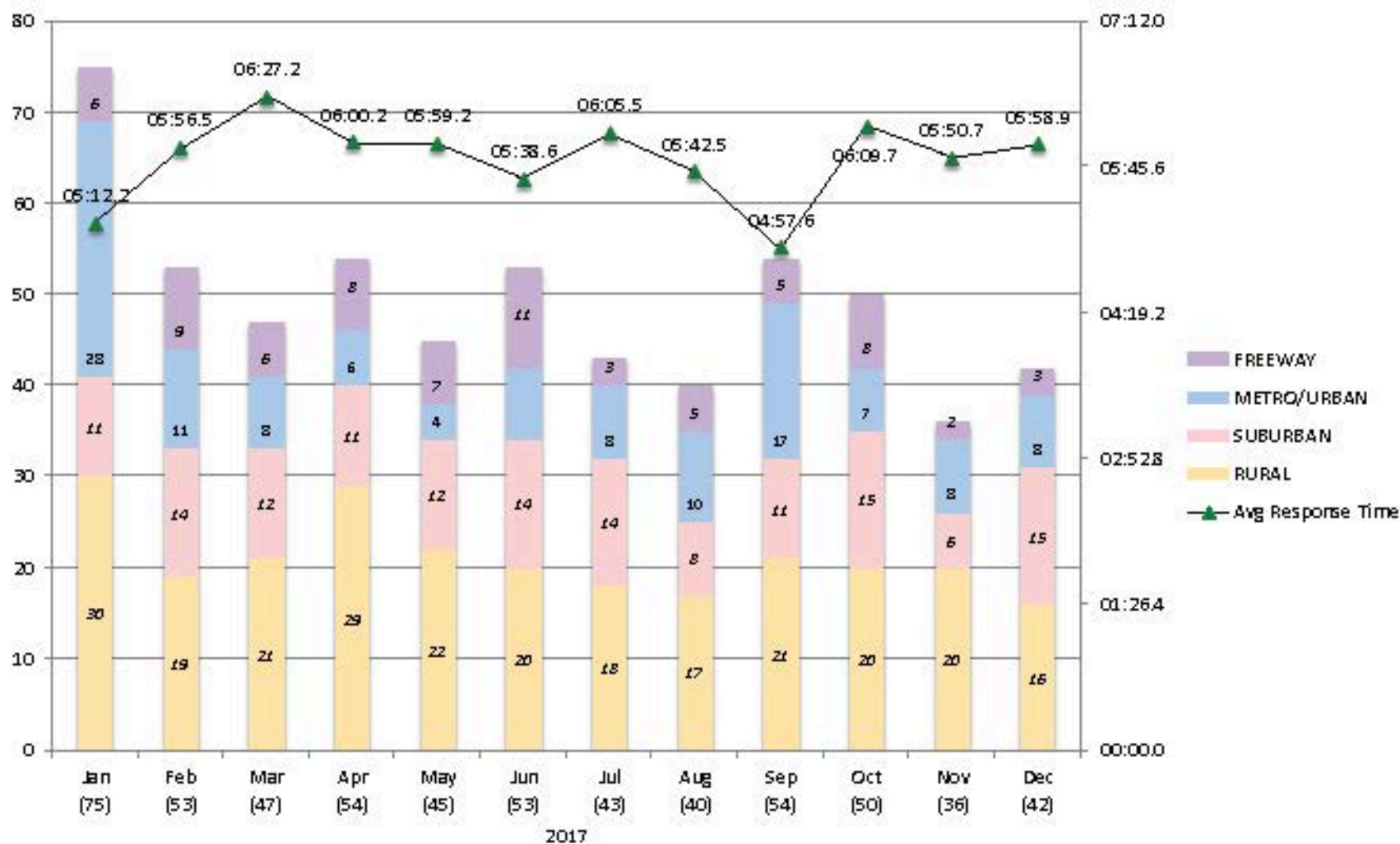
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE	1	06:52.0	3	04:13.7	2	07:29.5	1	05:34.0	7	05:43.7
Structure	1	06:52.0	1	03:34.0	2	07:29.5	1	05:34.0	1	03:34.0
Vehicle									5	06:07.0
Vegetation										
Outside rubbish										
Special outside									1	00:05:55
Other										
OVERPRESSURE										
EMS	7	04:45.6	10	05:35.7	19	05:37.7	3	08:54.7	39	05:43.0
HAZ CONDITIONS			1	05:43.0					1	05:43.0
SERVICE										
GOOD INTENT							2	06:19.0	2	06:19.0
FALSE ALARM					1	06:05.0			1	06:05.0
SEVERE WEATHER										
TOTAL	8	05:01.4	14	05:18.6	22	05:49.1	6	07:29.3	50	05:45.0

Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



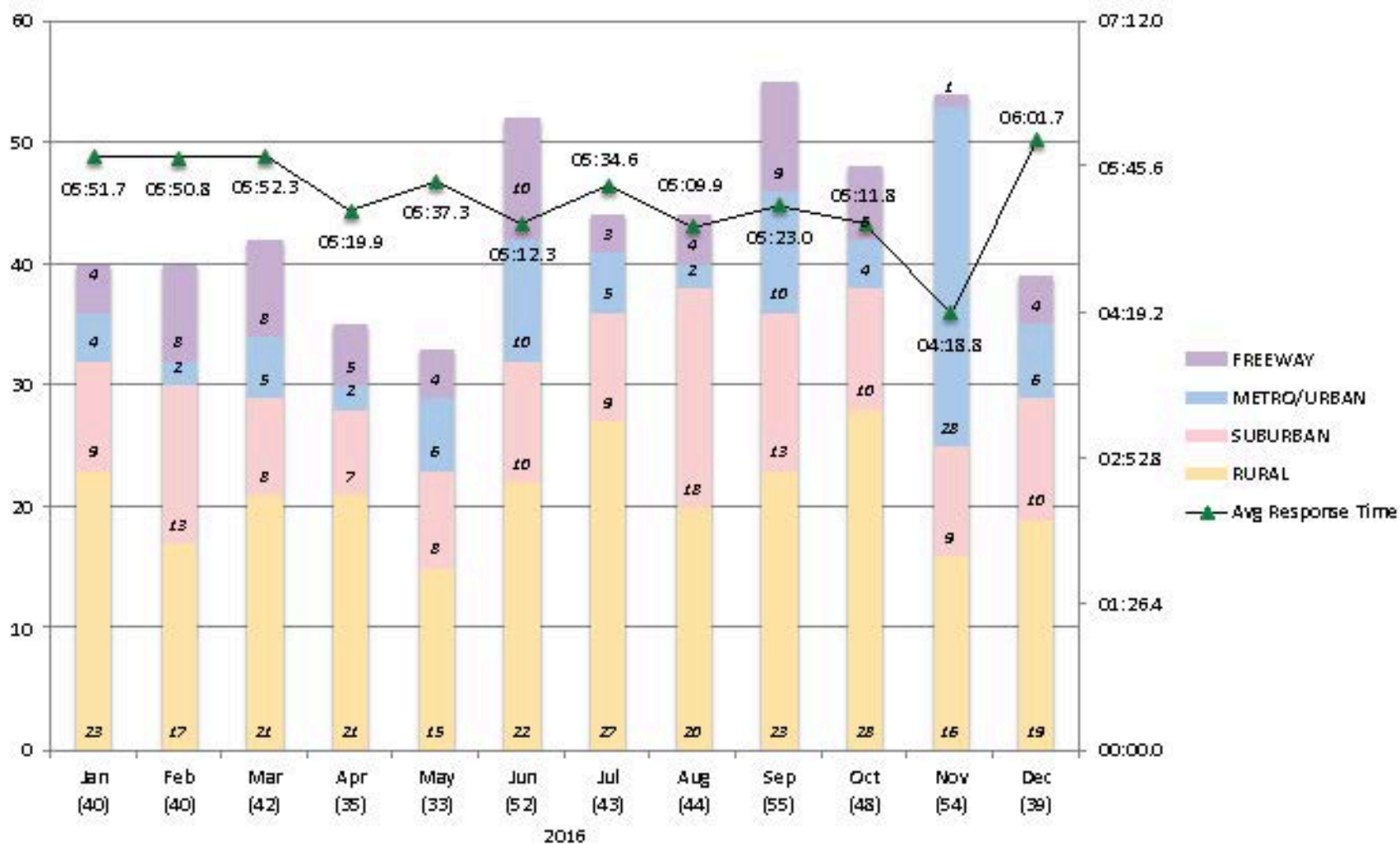
Los Altos Hills County Fire District Response Counts & Average Times

Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times

Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

Code 3 Calls Only

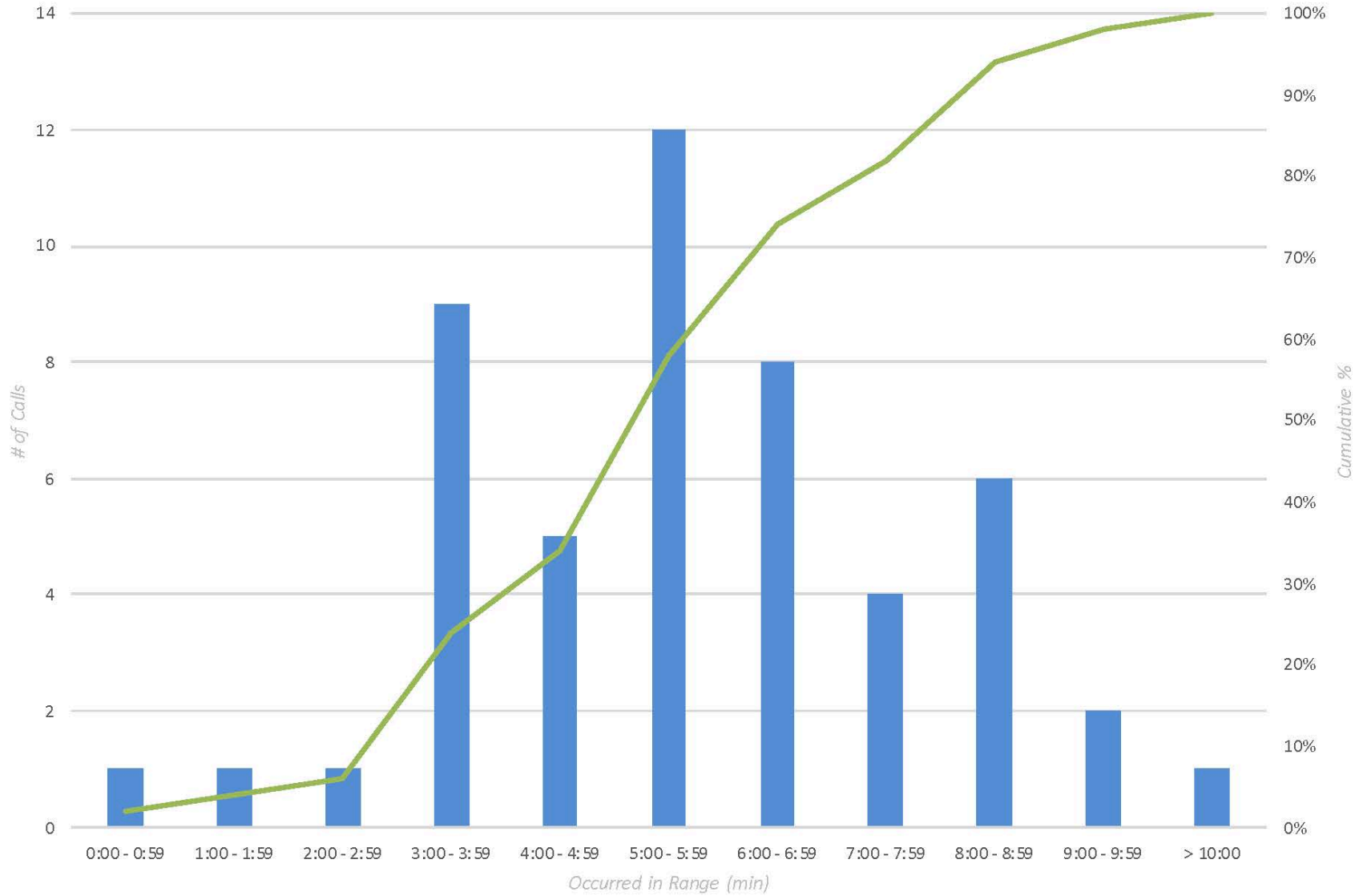
June 2018

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (43)	2.33% (1)	4.65% (2)	6.98% (3)	25.58% (11)	34.88% (15)	62.79% (27)	76.74% (33)	81.4% (35)	93.02% (40)	97.67% (42)
FREEWAY (5)						20% (1)	40% (2)	40% (2)	80% (4)	80% (4)
R74 (5)						20% (1)	40% (2)	40% (2)	80% (4)	80% (4)
URBAN/METRO (8)				50% (4)	62.5% (5)	75% (6)	87.5% (7)	87.5% (7)	87.5% (7)	100% (8)
E76 (8)				50% (4)	62.5% (5)	75% (6)	87.5% (7)	87.5% (7)	87.5% (7)	100% (8)
SUBURBAN (12)		8.33% (1)	33.33% (4)	41.67% (5)	75% (9)	75% (9)	83.33% (10)	100% (12)	100% (12)	
E75 (6)					16.67% (1)	66.67% (4)	66.67% (4)	83.33% (5)	100% (6)	100% (6)
E76 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (3)			33.33% (1)	66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)	100% (3)	100% (3)
E374 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
B74 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (18)	5.56% (1)	11.11% (2)	11.11% (2)	16.67% (3)	27.78% (5)	61.11% (11)	83.33% (15)	88.89% (16)	94.44% (17)	100% (18)
E76 (4)						50% (2)	100% (4)	100% (4)	100% (4)	100% (4)
R74 (12)	8.33% (1)	16.67% (2)	16.67% (2)	25% (3)	41.67% (5)	66.67% (8)	83.33% (10)	83.33% (10)	91.67% (11)	100% (12)
E374 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
B74 (1)								100% (1)	100% (1)	100% (1)
RELIABILITY (7)				14.29% (1)	28.57% (2)	28.57% (2)	57.14% (4)	85.71% (6)	100% (7)	100% (7)
RURAL (4)							25% (1)	75% (3)	100% (4)	100% (4)
E75 (3)								66.67% (2)	100% (3)	100% (3)
R74 (1)							100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (2)				50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (1)							100% (1)	100% (1)	100% (1)	100% (1)
B83 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
FREEWAY (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
Grand Total (50)	2% (1)	4% (2)	6% (3)	24% (12)	34% (17)	58% (29)	74% (37)	82% (41)	94% (47)	98% (49)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	2.00%
1:00 - 1:59	1	4.00%
2:00 - 2:59	1	6.00%
3:00 - 3:59	9	24.00%
4:00 - 4:59	5	34.00%
5:00 - 5:59	12	58.00%
6:00 - 6:59	8	74.00%
7:00 - 7:59	4	82.00%
8:00 - 8:59	6	94.00%
9:00 - 9:59	2	98.00%
> 10:00	1	100.00%

Los Altos Hills County Fire District Response Time Centiles

Code 3 Only



Los Altos Hills County Fire District Incidents by Month

All Code Calls

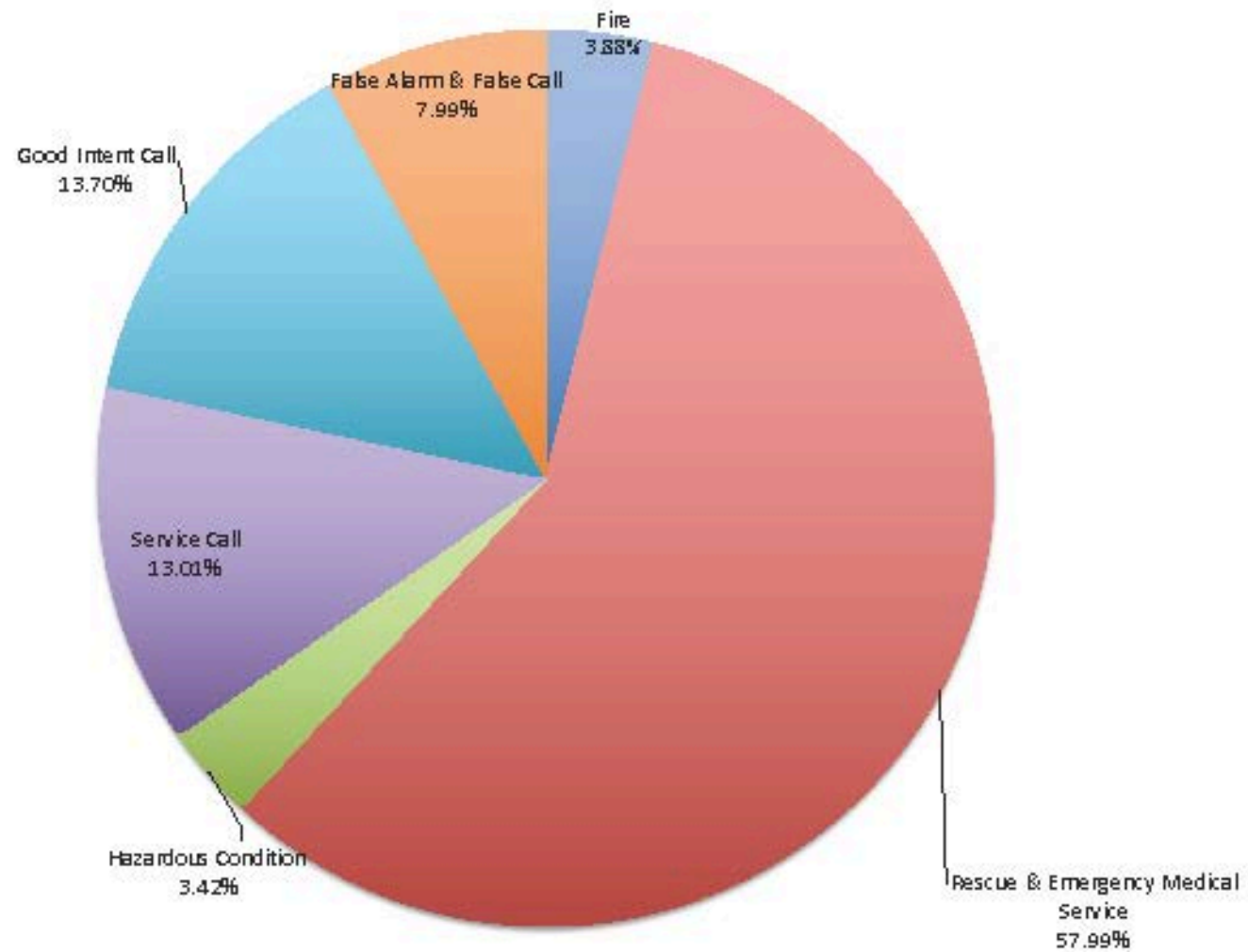
2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2018	0	2	2	1	4	8							17
	2017	1	1	1	2	0	4	4	2	3	2	1	1	22
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
Overpressure, Rupture, Explosion, Overheat (No Fire)	2018	0	0	0	0	0	0							0
	2017	0	0	0	0	0	0	0	0	0	1	0	1	2
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
Rescue & Emergency Medical Service	2018	56	54	31	27	38	48							254
	2017	67	38	42	38	34	32	36	31	45	38	37	42	480
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
Hazardous Condition	2018	4	1	0	3	6	1							15
	2017	6	3	1	9	0	3	1	3	4	3	2	2	37
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
Service Call	2018	19	14	5	8	5	6							57
	2017	9	9	1	12	6	10	10	10	11	10	7	7	102
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
Good Intent Call	2018	14	7	8	8	10	13							60
	2017	8	15	18	24	8	17	20	18	16	18	18	13	193
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
False Alarm & False Call	2018	10	5	4	2	7	7							35
	2017	4	8	9	8	13	8	10	13	14	9	7	12	115
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
Special Incident	2018	0	0	0	0	0	0							0
	2017	0	0	0	0	0	1	0	0	0	0	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2018	103	83	50	49	70	83	0	0	0	0	0	0	438
	2017	95	74	72	93	61	75	81	77	93	81	72	78	952
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2018



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2018	\$0	\$644,160	\$0	\$0	\$40,000	\$0							\$684,160
	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$114,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
Vehicle Fire	2018	\$0	\$1,100	\$8,400	\$0	\$0	\$1,000							\$10,500
	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$53,000	\$0	\$0	\$0	\$10,000	\$66,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
Natural Vegetation Fire	2018	\$0	\$0	\$0	\$0	\$24,000	\$2,150							\$26,150
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$50
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outside Rubbish / Dumpster	2018	\$0	\$0	\$0	\$0	\$0	\$0							\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Outside Fire	2018	\$0	\$0	\$0	\$500	\$0	\$0							\$500
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2018	\$0	\$645,260	\$8,400	\$500	\$64,000	\$3,150	\$0	\$0	\$0	\$0	\$0	\$0	\$721,310
	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$53,000	\$50	\$0	\$0	\$10,000	\$180,550
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145

P.a.

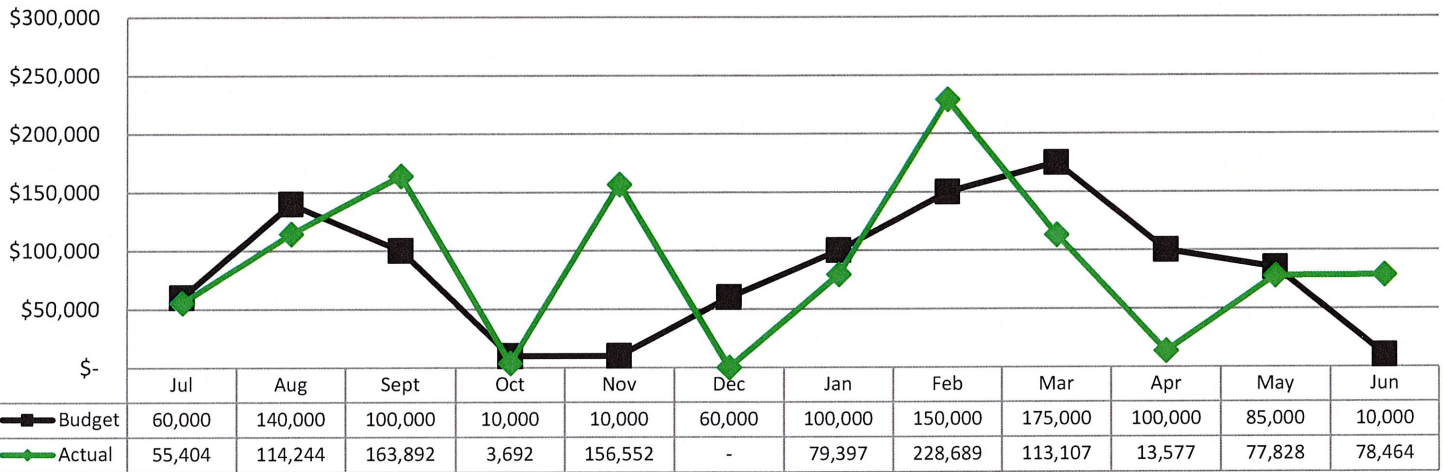
Projects
July 1, 2018

Project Area	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 1	July 2018	June 2019	Chip residents brush, tree and garden prunings.	\$360K	18/19	McClenahan Tree Service	Chipping completed in Area 6. Starting Area 1.
(2) Entire Fire District	Tree Program	July 2018	June 2019	Remove dead, dying, and eucalyptus trees Areas 5 / thru 6	\$2M	18/19	McClenahan Tree Service	Tree contractor is doing tree inspections.

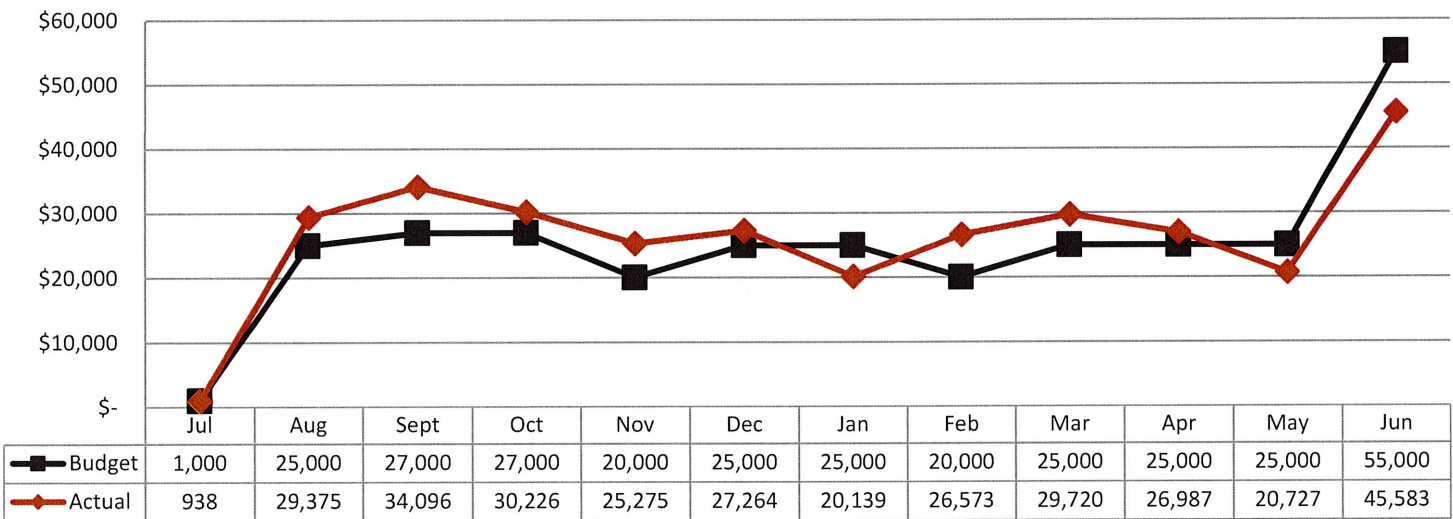
Projects and Programs - Budget vs. Actual Line Charts

July 2017 - June 2018 Budget vs. Actual

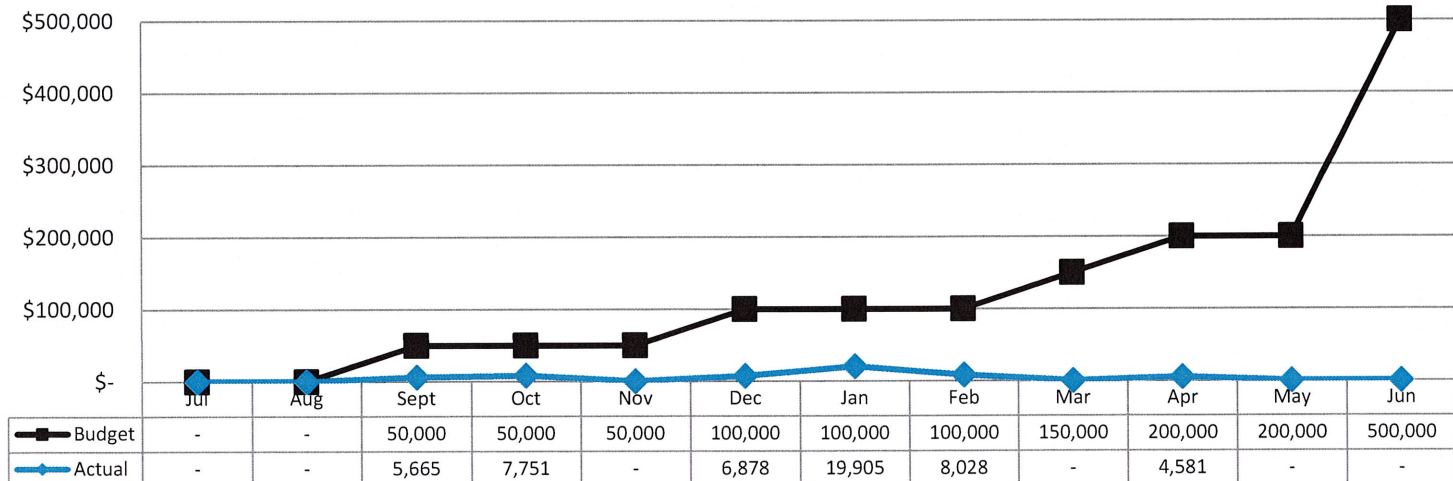
Tree Removal Program



Brush Chipping Program



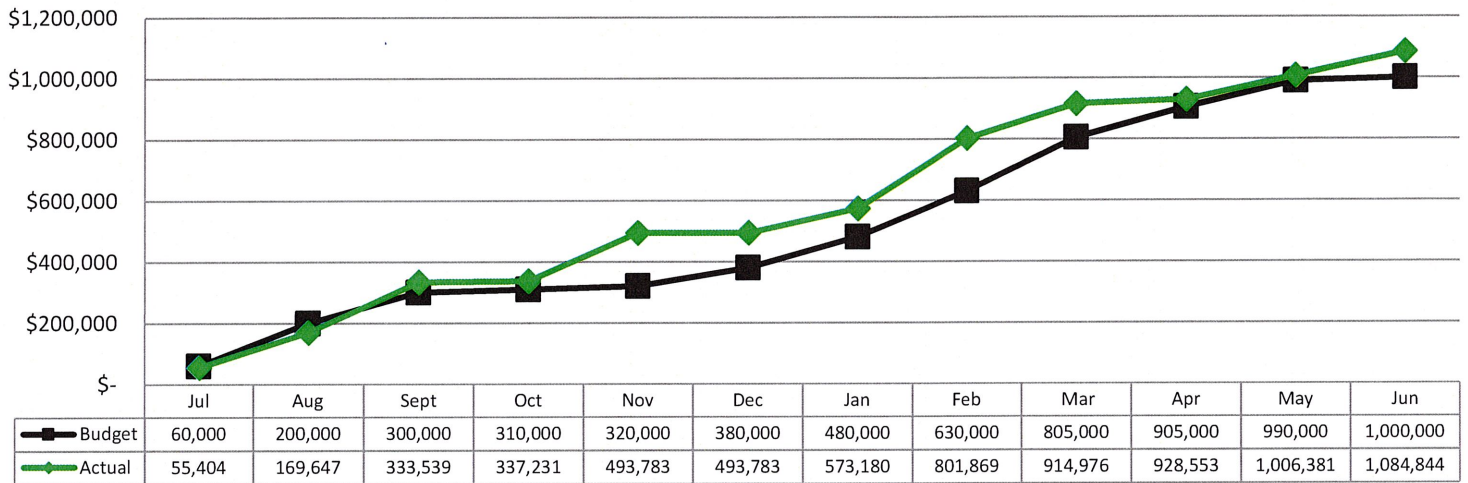
Water Flow Improvement Project



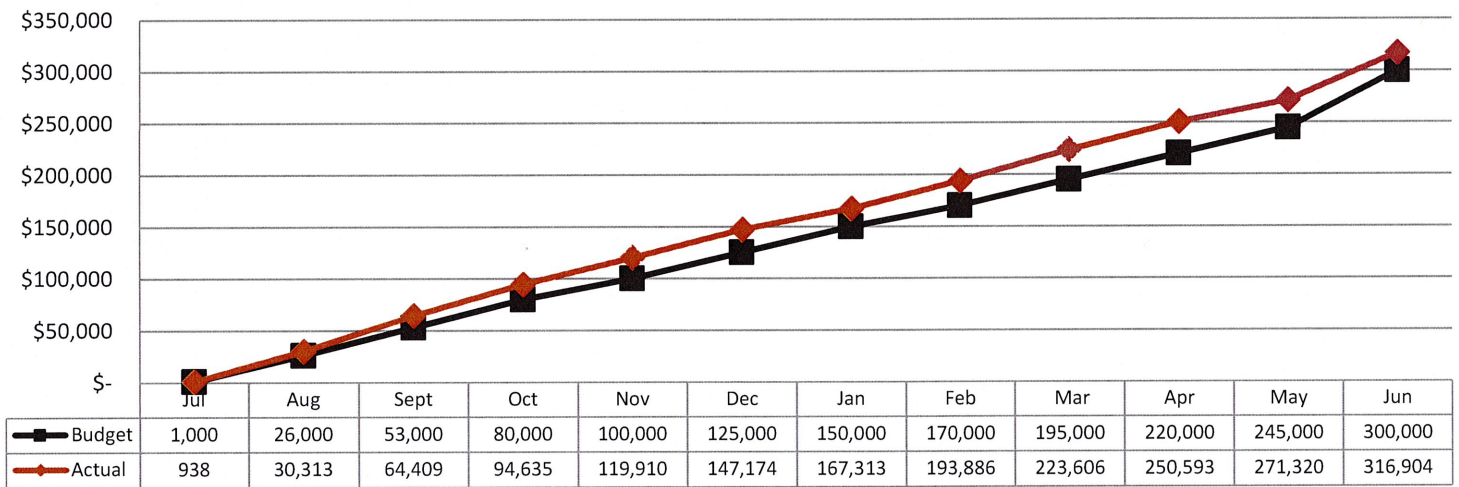
Projects and Programs - Budget vs. Actual Line Charts

Cumulative Budget vs. Actual

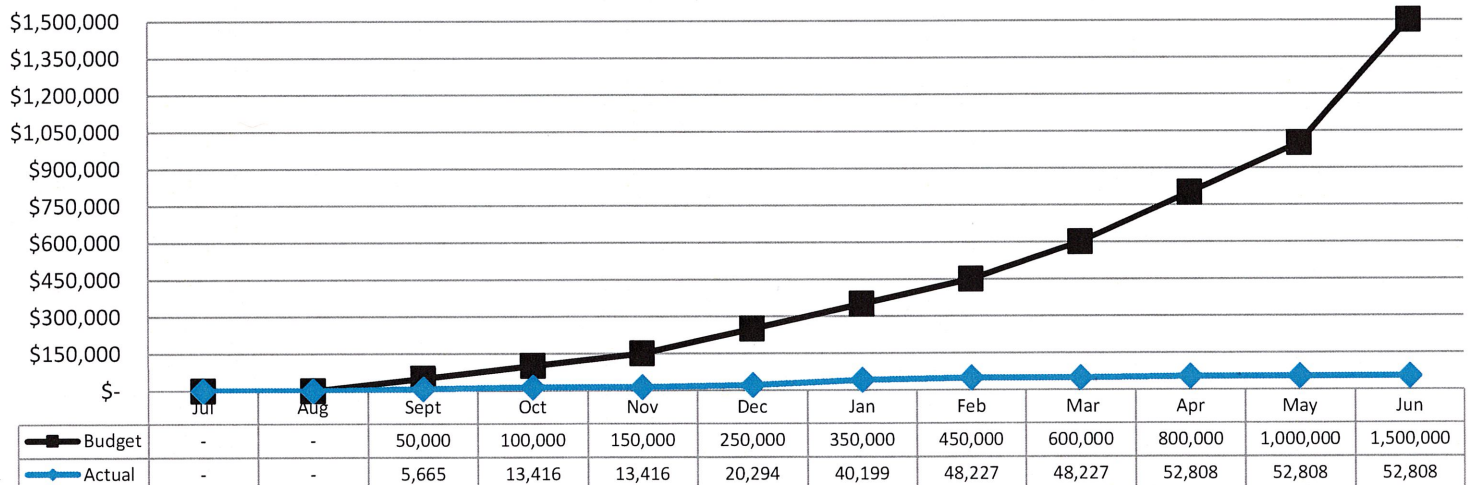
Tree Removal Program



Brush Chipping Program



Water Flow Improvement Project



Strategic Plan Ad Hoc Committee Report

Tuesday, July 31, 2018

7 P.M.

El Monte Station

I. The 2015-2020 S.P. Ad hoc Committee is focused on tasks of Goal 2 – Establish an effective district administration

- **Objective 2 A** – Identify current policies, procedures, and gaps.

TASKS: Deliverables:

- Salary Surveys: Commissioner Tyson assigned, and evaluated salaries based on Cities Association Salary Surveys – Accomplished!
- New Commissioner Orientation: Ad Hoc S.P. -- Developed Orientation for new commissioners – Accomplished!
- General Manager Position: Recommended a General Manager position; active recruitment underway – In Progress.

- **Objective 2 B** – Review and analyze policies and procedures of other district/agencies

TASKS: Deliverables: Accomplished!

- Identify Best Practices of other Fire Districts: Based on recommendation from Brian Dean, Strategic Planning Manager for Center for Public Safety Excellence (CPSE) the **Poudre Fire Authority, (PFA) Fort Collins, CO** was contacted as a resource for best practices.
- www.poudre-fire.org

- **Objective 2 C** – Develop necessary policies /procedures in accordance with best practices; compare the districts policies and procedures with the chosen ones under the best practices; identify any further gaps that exist and analyze future projects.

TASKS: Deliverables: In Progress.

- Review the PFA Website and Annual Report which provides excellent information to share with the public.
- Review PFA Fire Department Training Videos that are available to educate the public on essential tools and skills used in fire fighting. Example: https://www.youtube.com/watch?v=Oe_V7aLyzM8
- See below the link to the new PFA Strategic Plan. Hover over “About Us” on the main web page and then click on “Annual Reports and Budgets” this will take you to the annual reports, budget documents, past strategic plans and the current one as well as other documents. <http://www.poudre-fire.org/home/showdocument?id=4736>

- **The S.P. Objective 2C is to develop policies for improving best practices for public education and perceptions about the LAHCFD.**

- II. Recommendations: In order to comply with Objective 2 C the following recommendations are presented for consideration by the LAHCFD Commission:
1. Develop an Annual Report – provide narrative on performance of District.
 2. Develop the Email System – whereby information can be relayed and responded to in timely manner.
 3. Website Utilization: Posting timely data regarding CERT Training, Tree & Brush program; fires and activities of the District
 4. Marketing of LAHCFD: Branding of the LAHCFD via quarterly newsletter; logos; posters; T-shirts, etc.
- III. Actions: Follow-up to be determined by Commissioners

Submitted on July 20, 2018

Report drafted by: Duffy Price

Reviewed by: Commissioners Janice Carr & Roger Spreen

Outline for LAHCFD Annual Report

Introduction: Mission statement, Annual Report summarizing highlights of the District's efforts to fulfill our mission, emergency response services, tree fuel management program, improvement in water fire flows, and update on 2015-2020 Strategic Plan.

- I. Administrative*
- II. Fiscal Performance*
- III. Emergency Response Services*
- IV. Water Mains & Hydrant Operations*
- V. Fuel Management*
- VI. Disaster Preparedness*
- VII. Strategic Planning Progress*
- VIII. Community Outreach via Website Analytics*
- IX. Public Attendance at District Meetings*
- X. Testimonials*



Vargas Company

July 20, 2018

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

RE: Financial Statement Package – June 2018

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of June 2018, as follows:

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	4
4. Profit and Loss – Budget vs. Actual Year-to-Date	6
5. Profit and Loss – Prior Year Comparison	8
6. Revenues – Transaction Detail By Account	10
7. Expenses – Transaction Detail By Account	11
8. Expenses by Vendor Summary	14

The FY18 Audit is currently in progress, so there may be adjustments to revenues and expenditures based on auditor findings or adjustments made by the County of Santa Clara. A final version of FY18 financials (also known as “Period 13”) will be provided upon completion and approval of the audit in September.

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Balance Sheet

As of June 30, 2018

	<u>Jun 30, 18</u>	<u>May 31, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,692,874.77)	(2,693,174.77)
1100000 · Cash-Clearing Account	18,628,734.69	18,246,374.36
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	<u>15,936,359.92</u>	<u>15,553,699.59</u>
Total Current Assets	<u>15,936,359.92</u>	<u>15,553,699.59</u>
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,124,910.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(334,069.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(60,997.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	<u>2,179,413.13</u>	<u>2,253,637.13</u>
TOTAL ASSETS	<u><u>18,115,773.05</u></u>	<u><u>17,807,336.72</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100300 · AP Year End	48,931.64	
Total Accounts Payable	<u>48,931.64</u>	
Total Current Liabilities	<u>48,931.64</u>	
Total Liabilities	48,931.64	
Equity		
3000000 · Investment in Capital Assets	2,179,413.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	8,855,299.58
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	<u>4,000,000.00</u>	<u>4,000,000.00</u>
Net Income	<u>3,032,128.70</u>	<u>2,698,400.01</u>
Total Equity	<u>18,066,841.41</u>	<u>17,807,336.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,115,773.05</u></u>	<u><u>17,807,336.72</u></u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

June 2018

	Jun 18	Jul '17 - Jun 18
Income		
4001100 · Prop Taxes-Curr Secured	1,002,148.34	9,967,173.63
4001200 · Prop Taxes-Unitary	0.00	44,748.22
4001210 · Prop Taxes - Unitary Railroad	0.00	925.47
4002100 · Prop Taxes-Curr Unsecured	(6,277.18)	646,840.06
4006100 · Property Taxes-SB 813	21,134.60	312,159.26
4301100 · Interest-Dep & Investments		
4301101 · County	41,483.31	156,249.21
Total 4301100 · Interest-Dep & Investments	41,483.31	156,249.21
4302100 · Property Rental	0.00	3,000.00
4419100 · Homeowner's Property Tax Relief	6,612.76	44,085.08
4813000 · Misc. Income		
4813900 · Misc Reimbursements	0.00	160.04
Total 4813000 · Misc. Income	0.00	160.04
4980220 · Property Taxes - Excess ERAF	17,615.39	17,615.39
Total Income	1,082,717.22	11,192,956.36
Gross Profit	1,082,717.22	11,192,956.36
Expense		
5220100 · Insurance	0.00	2,160.00
5225500 · Commissioners Fee	3,800.00	15,200.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	3,750.70	39,086.28
Total 5235400 · Outside Repair & Maintenance	3,750.70	39,086.28
5250100 · Office Expense	688.48	4,704.51
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	17,894.00
5255102 · Accounting Services	6,000.00	36,000.00
5255103 · Outside Legal Services	16,775.00	98,121.25
5255104 · Outside Consulting Services	560.00	3,958.15
Total 5255100 · Professional & Specialized Serv	23,335.00	155,973.40
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	381,888.41	4,498,565.28
5255502 · Battalion 74 Services	92,235.65	1,086,516.60
5255503 · Emergency Service Coordinator	0.00	55,996.08
5255504 · Emergency Prep/Fire Prevention	103.52	9,840.27
5255505 · Extra Fire Season Patrol	60,303.78	338,966.86
5255506 · Type 3 Fire Engine Rental	18,360.00	120,092.00
5255507 · City of Los Altos Workers Comp.	227.87	470.74
Total 5255500 · Contract Services	553,119.23	6,110,447.83
5257130 · Consultants - General and Admin		
5257131 · Clerk	10,316.66	61,899.96
5257132 · Fire Consultant	9,370.00	56,220.00
Total 5257130 · Consultants - General and Admin	19,686.66	118,119.96

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

June 2018

	<u>Jun 18</u>	<u>Jul '17 - Jun 18</u>
5258200 · Professional Services-Internal	231.00	231.00
5259200 · Property Tax Admin Fee	157.65	96,238.24
5260100 · Publications and Legal Notices.	0.00	3,317.00
5282200 · Projects and Programs		
5282201 · Chipping Program	45,582.99	316,903.99
5282202 · Yard Waste Program	0.00	14,214.92
5282203 · Brush Goat Program	17,737.50	17,737.50
5282204 · Buildings and Grounds	1,740.00	5,410.00
5282205 · Emergency Access Roads	0.00	216.56
5282206 · Tree Removal Program	78,464.32	1,084,844.36
5282208 · Hydrant/Main Improv.-Purissima	0.00	121,639.14
5282210 · Fire Service Water Flow Impr.	0.00	52,807.97
Total 5282200 · Projects and Programs	143,524.81	1,613,774.44
5350100 · Misc Expense-Others	695.00	1,575.00
Total Expense	748,988.53	8,160,827.66
Net Income	<u>333,728.69</u>	<u>3,032,128.70</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
June 2018

	Jun 18	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4001100 · Prop Taxes-Curr Secured	1,002,148.34	979,200.00	22,948.34	102.34%
4002100 · Prop Taxes-Curr Unsecured	(6,277.18)	0.00	(6,277.18)	100.0%
4006100 · Property Taxes-SB 813	21,134.60	44,820.00	(23,685.40)	47.15%
4301100 · Interest-Dep & Investments				
4301101 · County	41,483.31	21,250.00	20,233.31	195.22%
Total 4301100 · Interest-Dep & Investments	41,483.31	21,250.00	20,233.31	195.22%
4419100 · Homeowner's Property Tax Relief	6,612.76	6,750.00	(137.24)	97.97%
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	0.0%
4813900 · Misc Reimbursements	0.00	200.00	(200.00)	0.0%
Total 4813000 · Misc. Income	0.00	400.00	(400.00)	0.0%
4980220 · Property Taxes - Excess ERAF	17,615.39	7,000.00	10,615.39	251.65%
Total Income	1,082,717.22	1,059,420.00	23,297.22	102.2%
Gross Profit	1,082,717.22	1,059,420.00	23,297.22	102.2%
Expense				
5225500 · Commissioners Fee	3,800.00	4,200.00	(400.00)	90.48%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	3,750.70	2,000.00	1,750.70	187.54%
Total 5235400 · Outside Repair & Maintenance	3,750.70	2,000.00	1,750.70	187.54%
5250100 · Office Expense	688.48	1,000.00	(311.52)	68.85%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	6,000.00	6,000.00	0.00	100.0%
5255103 · Outside Legal Services	16,775.00	10,000.00	6,775.00	167.75%
5255104 · Outside Consulting Services	560.00	0.00	560.00	100.0%
Total 5255100 · Professional & Specialized Serv	23,335.00	16,000.00	7,335.00	145.84%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
June 2018

	Jun 18	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	383,423.00	(1,534.59)	99.6%
5255502 · Battalion 74 Services	92,235.65	92,405.00	(169.35)	99.82%
5255503 · Emergency Service Coordinator	0.00	6,388.00	(6,388.00)	0.0%
5255504 · Emergency Prep/Fire Prevention	103.52	4,260.00	(4,156.48)	2.43%
5255505 · Extra Fire Season Patrol	60,303.78	75,000.00	(14,696.22)	80.41%
5255506 · Type 3 Fire Engine Rental	18,360.00	26,440.00	(8,080.00)	69.44%
5255507 · City of Los Altos Workers Comp.	227.87	750.00	(522.13)	30.38%
Total 5255500 · Contract Services	553,119.23	588,666.00	(35,546.77)	93.96%
5257130 · Consultants - General and Admin				
5257131 · Clerk	10,316.66	10,317.00	(0.34)	100.0%
5257132 · Fire Consultant	9,370.00	10,148.00	(778.00)	92.33%
Total 5257130 · Consultants - General and Admin	19,686.66	20,465.00	(778.34)	96.2%
5258200 · Professional Services-Internal	231.00	231.00	0.00	100.0%
5259200 · Property Tax Admin Fee	157.65	0.00	157.65	100.0%
5260100 · Publications and Legal Notices.	0.00	1,375.00	(1,375.00)	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	45,582.99	55,000.00	(9,417.01)	82.88%
5282202 · Yard Waste Program	0.00	9,750.00	(9,750.00)	0.0%
5282203 · Brush Goat Program	17,737.50	18,000.00	(262.50)	98.54%
5282204 · Buildings and Grounds	1,740.00	840.00	900.00	207.14%
5282206 · Tree Removal Program	78,464.32	10,000.00	68,464.32	784.64%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	2,000.00	(2,000.00)	0.0%
5282210 · Fire Service Water Flow Impr.	0.00	500,000.00	(500,000.00)	0.0%
5282215 · Project & Programs Contingency	0.00	20,000.00	(20,000.00)	0.0%
Total 5282200 · Projects and Programs	143,524.81	615,590.00	(472,065.19)	23.32%
5350100 · Misc Expense-Others	695.00	250.00	445.00	278.0%
Total Expense	748,988.53	1,249,777.00	(500,788.47)	59.93%
Net Income	333,728.69	(190,357.00)	524,085.69	(175.32%)

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July 2017 through June 2018

	Jul 17 - Jun 18	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	9,967,173.63	9,792,000.00	175,173.63	1.79%	9,792,000.00	101.79%
4001200 · Prop Taxes-Unitary	44,748.22	43,000.00	1,748.22	4.07%	43,000.00	104.07%
4001210 · Prop Taxes - Unitary Railroad	925.47	960.00	(34.53)	(3.6%)	960.00	96.40%
4002100 · Prop Taxes-Curr Unsecured	646,840.06	630,000.00	16,840.06	2.67%	630,000.00	102.67%
4006100 · Property Taxes-SB 813	312,159.26	298,800.00	13,359.26	4.47%	298,800.00	104.47%
4301100 · Interest-Dep & Investments						
4301101 · County	156,249.21	85,000.00	71,249.21	83.82%	85,000.00	183.82%
Total 4301100 · Interest-Dep & Investments	156,249.21	85,000.00	71,249.21	83.82%	85,000.00	183.82%
4302100 · Property Rental	3,000.00	3,000.00	0.00	0.0%	3,000.00	100.00%
4419100 · Homeowner's Property Tax Relief	44,085.08	45,000.00	(914.92)	(2.03%)	45,000.00	97.97%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	600.00	(600.00)	(100.0%)	600.00	0.00%
4813900 · Misc Reimbursements	160.04	400.00	(239.96)	(59.99%)	400.00	40.01%
Total 4813000 · Misc. Income	160.04	1,000.00	(839.96)	(84.0%)	1,000.00	16.00%
4980220 · Property Taxes - Excess ERAF	17,615.39	7,000.00	10,615.39	151.65%	7,000.00	251.65%
Total Income	11,192,956.36	10,905,760.00	287,196.36	2.63%	10,905,760.00	102.63%
Gross Profit	11,192,956.36	10,905,760.00	287,196.36	2.63%	10,905,760.00	102.63%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	15,200.00	16,800.00	(1,600.00)	9.52%	16,800.00	90.48%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	39,086.28	15,000.00	24,086.28	(160.58%)	15,000.00	260.58%
Total 5235400 · Outside Repair & Maintenance	39,086.28	15,000.00	24,086.28	(160.58%)	15,000.00	260.58%
5250100 · Office Expense	4,704.51	5,000.00	(295.49)	5.91%	5,000.00	94.09%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	17,894.00	21,100.00	(3,206.00)	15.19%	21,100.00	84.81%
5255102 · Accounting Services	36,000.00	36,000.00	0.00	0.0%	36,000.00	100.00%
5255103 · Outside Legal Services	98,121.25	60,000.00	38,121.25	(63.54%)	60,000.00	163.54%
5255104 · Outside Consulting Services	3,958.15	4,500.00	(541.85)	12.04%	4,500.00	87.96%
Total 5255100 · Professional & Specialized Serv	155,973.40	121,600.00	34,373.40	(28.27%)	121,600.00	128.27%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July 2017 through June 2018

	Jul 17 - Jun 18	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	4,498,565.28	4,507,775.00	(9,209.72)	0.2%	4,507,775.00	99.80%
5255502 · Battalion 74 Services	1,086,516.60	1,087,530.00	(1,013.40)	0.09%	1,087,530.00	99.91%
5255503 · Emergency Service Coordinator	55,996.08	75,191.00	(19,194.92)	25.53%	75,191.00	74.47%
5255504 · Emergency Prep/Fire Prevention	9,840.27	40,000.00	(30,159.73)	75.4%	40,000.00	24.60%
5255505 · Extra Fire Season Patrol	338,966.86	325,000.00	13,966.86	(4.3%)	325,000.00	104.30%
5255506 · Type 3 Fire Engine Rental	120,092.00	115,200.00	4,892.00	(4.25%)	115,200.00	104.25%
5255507 · City of Los Altos Workers Comp.	470.74	3,000.00	(2,529.26)	84.31%	3,000.00	15.69%
Total 5255500 · Contract Services	6,110,447.83	6,153,696.00	(43,248.17)	0.7%	6,153,696.00	99.30%
5257130 · Consultants - General and Admin						
5257131 · Clerk	61,899.96	61,900.00	(0.04)	0.0%	61,900.00	100.00%
5257132 · Fire Consultant	56,220.00	59,200.00	(2,980.00)	5.03%	59,200.00	94.97%
Total 5257130 · Consultants - General and Admin	118,119.96	121,100.00	(2,980.04)	2.46%	121,100.00	97.54%
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%	231.00	100.00%
5259200 · Property Tax Admin Fee	96,238.24	108,100.00	(11,861.76)	10.97%	108,100.00	89.03%
5260100 · Publications and Legal Notices.	3,317.00	6,000.00	(2,683.00)	44.72%	6,000.00	55.28%
5282200 · Projects and Programs						
5282201 · Chipping Program	316,903.99	300,000.00	16,903.99	(5.63%)	300,000.00	105.63%
5282202 · Yard Waste Program	14,214.92	39,000.00	(24,785.08)	63.55%	39,000.00	36.45%
5282203 · Brush Goat Program	17,737.50	18,000.00	(262.50)	1.46%	18,000.00	98.54%
5282204 · Buildings and Grounds	5,410.00	6,000.00	(590.00)	9.83%	6,000.00	90.17%
5282205 · Emergency Access Roads	216.56	5,000.00	(4,783.44)	95.67%	5,000.00	4.33%
5282206 · Tree Removal Program	1,084,844.36	1,000,000.00	84,844.36	(8.48%)	1,000,000.00	108.48%
5282208 · Hydrant/Main Improv.-Purissima	121,639.14	470,000.00	(348,360.86)	74.12%	470,000.00	25.88%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	10,000.00	(10,000.00)	100.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	52,807.97	1,500,000.00	(1,447,192.03)	96.48%	1,500,000.00	3.52%
5282215 · Project & Programs Contingency	0.00	100,000.00	(100,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	1,613,774.44	3,448,000.00	(1,834,225.56)	53.2%	3,448,000.00	46.80%
5350100 · Misc Expense-Others	1,575.00	2,000.00	(425.00)	21.25%	2,000.00	78.75%
Total Expense	8,160,827.66	10,002,527.00	(1,841,699.34)	18.41%	10,002,527.00	81.59%
Net Income	3,032,128.70	903,233.00	2,128,895.70	235.7%	903,233.00	335.70%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
June 2018

	Jun 18	Jun 17	\$ Change	% Change
Income				
4001100 · Prop Taxes-Curr Secured	1,002,148.34	939,476.93	62,671.41	6.7%
4002100 · Prop Taxes-Curr Unsecured	-6,277.18	0.00	-6,277.18	-100.0%
4006100 · Property Taxes-SB 813	21,134.60	51,273.95	-30,139.35	-58.8%
4301100 · Interest-Dep & Investments				
4301101 · County	41,483.31	27,644.39	13,838.92	50.1%
Total 4301100 · Interest-Dep & Investments	41,483.31	27,644.39	13,838.92	50.1%
4302100 · Property Rental	0.00	1,500.00	-1,500.00	-100.0%
4419100 · Homeowner's Property Tax Relief	6,612.76	6,783.32	-170.56	-2.5%
4980220 · Property Taxes - Excess ERAF	17,615.39	9,147.40	8,467.99	92.6%
Total Income	1,082,717.22	1,035,825.99	46,891.23	4.5%
Gross Profit	1,082,717.22	1,035,825.99	46,891.23	4.5%
Expense				
5225500 · Commissioners Fee	3,800.00	4,200.00	-400.00	-9.5%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	3,750.70	0.00	3,750.70	100.0%
Total 5235400 · Outside Repair & Maintenance	3,750.70	0.00	3,750.70	100.0%
5250100 · Office Expense	688.48	500.61	187.87	37.5%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	6,000.00	6,000.00	0.00	0.0%
5255103 · Outside Legal Services	16,775.00	15,833.00	942.00	6.0%
5255104 · Outside Consulting Services	560.00	0.00	560.00	100.0%
Total 5255100 · Professional & Specialized Serv	23,335.00	21,833.00	1,502.00	6.9%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	367,872.47	14,015.94	3.8%
5255502 · Battalion 74 Services	92,235.65	88,850.45	3,385.20	3.8%
5255503 · Emergency Service Coordinator	0.00	6,143.76	-6,143.76	-100.0%
5255504 · Emergency Prep/Fire Prevention	103.52	749.88	-646.36	-86.2%
5255505 · Extra Fire Season Patrol	60,303.78	14,002.18	46,301.60	330.7%
5255506 · Type 3 Fire Engine Rental	18,360.00	0.00	18,360.00	100.0%
5255507 · City of Los Altos Workers Comp.	227.87	0.00	227.87	100.0%
Total 5255500 · Contract Services	553,119.23	477,618.74	75,500.49	15.8%
5257130 · Consultants - General and Admin				
5257131 · Clerk	10,316.66	10,316.66	0.00	0.0%
5257132 · Fire Consultant	9,370.00	9,370.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	19,686.66	19,686.66	0.00	0.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
June 2018

	Jun 18	Jun 17	\$ Change	% Change
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%
5259200 · Property Tax Admin Fee	157.65	86.15	71.50	83.0%
5260100 · Publications and Legal Notices.	0.00	1,183.00	-1,183.00	-100.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	45,582.99	53,860.13	-8,277.14	-15.4%
5282202 · Yard Waste Program	0.00	18,760.41	-18,760.41	-100.0%
5282203 · Brush Goat Program	17,737.50	17,737.50	0.00	0.0%
5282204 · Buildings and Grounds	1,740.00	325.00	1,415.00	435.4%
5282206 · Tree Removal Program	78,464.32	256,698.32	-178,234.00	-69.4%
5282208 · Hydrant/Main Improv.-Purissima	0.00	454,758.90	-454,758.90	-100.0%
Total 5282200 · Projects and Programs	143,524.81	802,140.26	-658,615.45	-82.1%
5350100 · Misc Expense-Others	695.00	0.00	695.00	100.0%
Total Expense	748,988.53	1,327,479.42	-578,490.89	-43.6%
Net Income	333,728.69	-291,653.43	625,382.12	214.4%

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account**

June 2018

Type	Date	Name	Memo	Amount
4001100 · Prop Taxes-Curr Secured				
Deposit	06/22/2018	County of Santa Clara - Property Taxes	SEC Final 1%	1,002,148.34
Total 4001100 · Prop Taxes-Curr Secured				1,002,148.34
4002100 · Prop Taxes-Curr Unsecured				
Check	06/30/2018	County of Santa Clara - Property Taxes	County Adjustment - UNSEC 1%	(6,277.18)
Total 4002100 · Prop Taxes-Curr Unsecured				(6,277.18)
4006100 · Property Taxes-SB 813				
Deposit	06/22/2018	County of Santa Clara - Property Taxes	5/18 1% Supple	21,134.60
Total 4006100 · Property Taxes-SB 813				21,134.60
4301100 · Interest-Dep & Investments				
4301101 · County				
Deposit	06/27/2018	County of Santa Clara - Interest Alloc	FY18 Int Alloc	41,483.31
Total 4301101 · County				41,483.31
Total 4301100 · Interest-Dep & Investments				41,483.31
4419100 · Homeowner's Property Tax Relief				
Deposit	06/05/2018	County of Santa Clara - Property Taxes	HOPTR 1%	6,612.76
Total 4419100 · Homeowner's Property Tax Relief				6,612.76
4980220 · Property Taxes - Excess ERAF				
Deposit	06/27/2018	County of Santa Clara - Property Taxes	6/27 Excess ERAF	17,615.39
Total 4980220 · Property Taxes - Excess ERAF				17,615.39
TOTAL				1,082,717.22

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW Expenses - Transaction Detail By Account

June 2018

Date	Name	Memo	Amount
5225500 · Commissioners Fee			
06/19/2018	Waldeck, Gary	Refund of Waldeck Overpayment	(300.00)
06/30/2018	Carr, Janice	Commissioner's Fees Apr-Jun	500.00
06/30/2018	Price, Duffy	Commissioners Fee Apr-Jun	600.00
06/30/2018	Spreen, Roger	Commissioners Fees Apr-Jun	600.00
06/30/2018	Tyson, George	Commissioner's Fees Apr-Jun	800.00
06/30/2018	Vaughn, Melvin	Commissioner's Fees Apr-Jun	400.00
06/30/2018	Warren, Mark	Commissioner's Fees Apr-Jun	800.00
06/30/2018	Wu, Michelle	Commissioners Fee Apr-Jun	400.00
Total 5225500 · Commissioners Fee			3,800.00
5235400 · Outside Repair & Maintenance			
5235401 · Hydrant Repair & Maintenance			
06/06/2018	Stoloski & Gonzalez, Inc.	Bollard Street FH Repair	1,400.00
06/20/2018	Pakpour Consulting Group, Inc.	Hydrant Repair Natoma & Saddle Mnt...	1,008.01
06/30/2018	Pakpour Consulting Group, Inc.	Saddle Mountain Rd Hydrant	1,342.69
Total 5235401 · Hydrant Repair & Maintenance			3,750.70
Total 5235400 · Outside Repair & Maintenance			3,750.70
5250100 · Office Expense			
06/29/2018	Petty Cash Custodian - Jeanne Evilsizer	Petty Cash	178.83
06/29/2018	Petty Cash Custodian - Jeanne Evilsizer	Internet and Fax	509.65
Total 5250100 · Office Expense			688.48
5255100 · Professional & Specialized Serv			
5255102 · Accounting Services			
06/06/2018	Vargas Company	Financial Services May 2018	3,000.00
06/29/2018	Vargas Company	Financial Services June	3,000.00
Total 5255102 · Accounting Services			6,000.00
5255103 · Outside Legal Services			
06/29/2018	Jorgenson, Siegel, McClure & Flegel	Legal Fees May 2018	8,150.00
06/30/2018	Jorgenson, Siegel, McClure & Flegel	Legal Services June	8,625.00
Total 5255103 · Outside Legal Services			16,775.00
5255104 · Outside Consulting Services			
06/29/2018	Jost, Karen	District Records Indexing	560.00
Total 5255104 · Outside Consulting Services			560.00
Total 5255100 · Professional & Specialized Serv			23,335.00
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
06/29/2018	Santa Clara County Central Fire Protectio	Fire Protection Services June 2018	381,888.41
Total 5255501 · Santa Clara Co. Fire Dept.			381,888.41
5255502 · Battalion 74 Services			
06/29/2018	Santa Clara County Central Fire Protectio	Fire Protection Services June 2018	99,124.22
06/29/2018	Santa Clara County Central Fire Protectio	Battalion Chief Credit	(6,888.57)
Total 5255502 · Battalion 74 Services			92,235.65
5255504 · Emergency Prep/Fire Prevention			
06/29/2018	Price, Duffy	15621	103.52
Total 5255504 · Emergency Prep/Fire Prevention			103.52

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account**

June 2018

Date	Name	Memo	Amount
5255505 · Extra Fire Season Patrol			
06/29/2018	Santa Clara County Central Fire Protectio	Fire Protection Services June 2018	60,303.78
Total 5255505 · Extra Fire Season Patrol			60,303.78
5255506 · Type 3 Fire Engine Rental			
06/29/2018	Santa Clara County Central Fire Protectio	Fire Protection Services June 2018	18,360.00
Total 5255506 · Type 3 Fire Engine Rental			18,360.00
5255507 · City of Los Altos Workers Comp.			
06/30/2018	City of Los Altos	Worker's Comp Apr-Jun	227.87
Total 5255507 · City of Los Altos Workers Comp.			227.87
Total 5255500 · Contract Services			553,119.23
5257130 · Consultants - General and Admin			
5257131 · Clerk			
06/06/2018	Evilsizer, Jeanne	Clerk's Fee May 2018	5,158.33
06/29/2018	Evilsizer, Jeanne	Clerk's Fee June	5,158.33
Total 5257131 · Clerk			10,316.66
5257132 · Fire Consultant			
06/06/2018	Farwell, Stu	Consulting Fee May 2018	4,685.00
06/29/2018	Farwell, Stu	Fire Consultant Fee June	4,685.00
Total 5257132 · Fire Consultant			9,370.00
Total 5257130 · Consultants - General and Admin			19,686.66
5258200 · Professional Services-Internal			
06/13/2018	Santa Clara County - Property Tax Admin	Prop Tax Admin Fee	231.00
Total 5258200 · Professional Services-Internal			231.00
5259200 · Property Tax Admin Fee			
06/27/2018	Santa Clara County - Property Tax Admin	6/27 Excess ERAF	157.65
Total 5259200 · Property Tax Admin Fee			157.65
5282200 · Projects and Programs			
5282201 · Chipping Program			
06/06/2018	AID Mailing & Fulfillment	BCP Area 1	736.43
06/20/2018	S.P. McClenahan Co., Inc.	Brush Chipping Area 4	26,935.00
06/29/2018	AID Mailing & Fulfillment	Brush Chipping Notice Area 2	853.87
06/29/2018	S.P. McClenahan Co., Inc.	Chipping Program Area 6	16,240.00
06/30/2018	Pakpour Consulting Group, Inc.	Chipping Program	817.69
Total 5282201 · Chipping Program			45,582.99
5282203 · Brush Goat Program			
06/20/2018	Ecosystem Concept	Vegetation Removal	17,737.50
Total 5282203 · Brush Goat Program			17,737.50
5282204 · Buildings and Grounds			
06/06/2018	Crystal Springs Landscaping Co.	Fire Station Landscaping Apr. 2018	340.00
06/06/2018	Crystal Springs Landscaping Co.	Fire Station Landscaping May 2018	340.00
06/20/2018	Crystal Springs Landscaping Co.	Fire Station Landscaping June 2018	340.00
06/20/2018	Crystal Springs Landscaping Co.	Arastradero Lot Weeding	720.00
Total 5282204 · Buildings and Grounds			1,740.00

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account**

June 2018

Date	Name	Memo	Amount
5282206 · Tree Removal Program			
06/06/2018	S.P. McClenahan Co., Inc.	Tree Program Area 5&6 Billing #9	66,766.00
06/20/2018	Pakpour Consulting Group, Inc.	Tree RFP	9,169.13
06/30/2018	Pakpour Consulting Group, Inc.	Tree Program	2,529.19
Total 5282206 · Tree Removal Program			78,464.32
Total 5282200 · Projects and Programs			143,524.81
5350100 · Misc Expense-Others			
06/20/2018	Los Altos Chamber of Commerce	Business Directory Ad	695.00
Total 5350100 · Misc Expense-Others			695.00
TOTAL			748,988.53

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
June 2018

	<u>Jun 18</u>	<u>Jul '17 - Jun 18</u>
AAA		(7,208.17)
AID Mailing & Fulfillment	1,590.30	10,806.30
Alexander Atkins Design		2,000.00
Carr, Janice	500.00	1,900.00
City of Los Altos	227.87	470.74
Craftsmen Printing		5,612.87
Crystal Springs Landscaping Co.	1,740.00	5,410.00
Ecosystem Concept	17,737.50	17,737.50
EKI Environment and Water		52,807.97
Evilsizer, Jeanne	10,316.66	61,899.96
FAIRA Insurance		2,160.00
Farwell, Stu	9,370.00	56,220.00
Gladwell Governmental Services Inc.		1,543.75
Jorgenson, Siegel, McClure & Flegel	16,775.00	98,121.25
Jost, Karen	560.00	560.00
Los Altos Chamber of Commerce	695.00	1,575.00
Los Altos Town Crier		951.00
O'Grady Paving		7,400.00
Pakpour Consulting Group, Inc.	14,866.71	131,172.14
Petty Cash Custodian - Jeanne Evilsizer	688.48	4,131.64
Price, Duffy	703.52	2,781.68
Purissima Hills Water District		(3,431.60)
S.P. McClenahan Co., Inc.	109,941.00	1,328,897.32
Santa Clara County - Property Tax Admin	388.65	96,469.24
Santa Clara County Central Fire Protectio	552,787.84	6,102,146.58
Sharp Business Systems		572.87
Snow Technoligies, Inc.		1,854.40
Spreen, Roger	600.00	2,400.00
Starbuck, Carol		35.96
Stoloski & Gonzalez, Inc.	1,400.00	95,054.34
Town of Los Altos Hills		16,580.92
Tyson, George	800.00	3,000.00
Vargas Company	6,000.00	36,000.00
Vaughn, Melvin	400.00	1,400.00
Vavrinek, Trine, Day & Co.		17,894.00
Waldeck, Gary	(300.00)	500.00
Warren, Mark	800.00	2,600.00
Wu, Michelle	400.00	800.00
TOTAL	<u>748,988.53</u>	<u>8,160,827.66</u>

Los Altos Hills County Fire District June 2018 Accrued Disbursements

There were no additional disbursements paid subsequent to the updated disbursement list provided at the June 19 meeting.
The following list are items that are recorded as June expenses in the books (to close-out the 2018 Fiscal Year) but will not be paid until July.

Stu Farwell	4,685.00	Fire Consultant Fee June 2018
Jeanne Evilsizer	5,158.33	Clerk's Fee June 2018
Vargas Company	3,000.00	Financial Consulting June 2018
AID Mailing and Fulfillment	853.87	Brush Chipping Notice Area 2
S.P. McClenahan	16,240.00	Brush Chipping Area 5
Karen Jost	560.00	Records Indexing
Petty Cash - Jeanne Evilsizer	178.83	Postage and refreshments
Petty Cash - Jeanne Evilsizer	509.65	Conference Room Internet, Phone and Fax
ESC Supplies - Duffy Price	103.52	CERT Picnic Reimbursement
Pakpour Consulting Group	1,342.69	Saddle Mountain Road Hydrant
Pakpour Consulting Group	2,529.19	Tree Program RFP
Pakpour Consulting Group	817.69	Chipping Program
Janice Carr	500.00	Commissioners Fee Apr-Jun
Duffy Price	600.00	Commissioners Fee Apr-Jun
Roger Spreen	600.00	Commissioners Fee Apr-Jun
George Tyson	800.00	Commissioners Fee Apr-Jun
Melvin Vaughn	400.00	Commissioners Fee Apr-Jun
Mark Warren	800.00	Commissioners Fee Apr-Jun
Michelle Wu	400.00	Commissioners Fee Apr-Jun
Jorgenson, Siegel, McClure & Flegel	8,625.00	Legal Services Jun 2018
City of Los Altos	227.87	Workers Comp Apr.-Jun. 2018
TOTAL ACCRUED EXPENSES	48,931.64	

Los Altos Hills County Fire District July 2018 Disbursements

FAIRA	2,517.00	FY19 Property & Liability Insurance
KornDev	496.00	July and Aug. 2018 Website Management
Richard Pattisson Contractors	2,167.23	July 2018 Hydrant Repair - Saddle Mtn.

TOTAL DISBURSEMENTS	<u>5,180.23</u>
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Note: An updated list may be provided at the July 31, 2018 meeting