

DRAFT

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, May 21, 2019 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

Vice-President Vaughn called the meeting to order at 7:00 p.m.

1) **Roll Call:** PRESENT: Commissioners Price, Carr, Spreen, Tyson, Kearney, Vaughn

ABSENT: Commissioner Warren

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

In President Mark Warren’s absence, Vice-President Melvin Vaughn chaired the meeting.

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

3) **Commission President Remarks.** Welcome Newly Appointed Commissioner Terry Kearney. Vaughn welcomed Commissioner Terry Kearney to the Board. There were no comments by members of the public.

4) **Santa Clara County Fire Chief Report.**

A. Monthly Report for April, 2019 Chief Bowden said there were no significant fire events during the month of April and that response times were good with fewer freeway calls.

B. Report to Board of Supervisors Regarding Wildfire Prevention – Chief Bowden did a brief review of the Report to Santa Clara County Board of Supervisors Wildfire Risk and Response April 2019. He stated there is a new normal with respect to fires; the fuel load is not going down and summers are longer and dryer. He mentioned the most destructive California Wildfires as shown in Table 2 of his report; seven (7) of California’s most destructive wildfires have occurred in the last ten (10) fire seasons. The Department made proposals to the County for creation of a wildland fire program. The County is being asked for funding; this item goes back to the County on June 4, 2019. Chief Bowden also mentioned looking for radio tower sites to place cameras on for a fire alert system.

5) **General Manager Report.**

A. Events and Activities – J. Logan reviewed her power point presentation including recent District meetings and events including a CWPP subcommittee meeting on April 19, 2019, orientation meeting with new CERT graduates on April 22, and a Wildfire Preparedness Community meeting at LAH Town Hall on April 23, 2019. Logan reviewed what had taken place at the May 16, 2019 Santa Clara County Budget Workshop including the omission of \$6,656,000 from the Projects and Programs LAHCFD budget; this oversight was going to be addressed at the June 12, 2019 Budget hearing. Tyson and Logan met with Supervisor Simitian and staff after the meeting.

Logan mentioned the PG&E and LAH undergrounding of electricity meeting that occurred today, May 21. A future meeting with PG&E and LAH will occur May 29, to discuss power shut off procedures in wind or danger events.

B. Updates: Santa Clara County Management Audit and Budget Workshop: there were no updates to report on the SCC Management Audit. The Budget Workshop was discussed previously.

6) CERT Activities and Update CERT Supervisor Dave Stewart discussed the moving of the 20' ARK storage container which contained CERT supplies for an earthquake event as well as office supplies. June 20, 2019 the ARK is to be moved and set on a concrete pad. It will be placed near the parking lot with electric power and fresh water supply. Items still being worked on are internet and radio service to the ARK. CERT member Neil Katin mentioned 3 upcoming training activities. J. Logan will work with Foothill College concerning the wiring for the radios and restroom access.

7) Community Wildfire Protection Plan Report, Revised Annex 4 and Addendum.

A. Accept 2016 Santa Clara County Fire Department CWPP Report, Revised Annex 4 and Addendum and Provide Direction for Future Adoption of Revised Annex 4 and Addendum as the LAHCFD CWPP. Tyson spoke about the Annex 4. Revised, LAHCFD document stating there was plenty to worry about with the risk of fire. Page 12 of the Revised Annex 4 document showed high and very high fire hazard severity zones and what mitigations should we work on? Tyson mentioned fuel reduction, trail/escape route management and public communication and training. He pointed out Page 12 which contained recommended fuel reduction projects in the LAHCFD. Tyson discussed the helpful Addendum to Annex 4 document from Retired Captain Denise Gluhan and the ways that fire spread including the embers that are carried by the wind and ignite in receptive fuels and catch other structures on fire.

B. Agenda Report J. Logan reviewed the agenda report and the SCCFD CWPP Report, revised Annex 4 and Addendum; looking for acceptance not approval. Commissioner Kearney offered to help with some revisions and further review of the documents. Logan wanted to present it all to the Commission and public for review. She mentioned tailoring all of the projects and programs under the CWPP umbrella. Spreen and Tyson emphasized that fires do not respect town boundaries or limits; Spreen further mentioned he is concerned with how we communicate what the overall risk to the Town is? Member of the public Dave Stewart mentioned a previous incident years back when a support structure on an electric pole broke off and fell in a storm; so it was not just trees blowing into wires causing potential fire hazards.

At this time Agenda Item 13. was moved up on the agenda for discussion with CSG Consultants.

13) Adopt Resolution No. 19-18 –Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement between the Los Altos Hills County Fire District and CSG Consultants for Tree Removal Request for proposal Services.

A. CSG Proposal and Scope of Services – J. Logan introduced Cyrus Klanpour and Ed Slintak of CSG Consultants. Mr. Klanpour explained that CSG only works for government, public entities. He explained each slide in the power point review from the project goals to the program implementation. Rather than a third party outside selection committee as suggested in the selection committee portion of the report, Spreen recommended a blended model for a selection committee. There was no further Commissioner comment or public comment.

B. Resolution 19-18: Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement between the Los Altos Hills County Fire District and CSG Consulting

for Tree Removal Request for Proposal Services. **Action:** Motion was made by Tyson to approve the Resolution of the Los Altos Hills County Fire District Authorizing Execution of professional Services Agreement between the Los Altos Hills County Fire District and CSG Consultants for Tree Removal Request for Proposal Services; Price seconded the motion. **All in Favor: Roll Call Vote:** Commissioner Vaughn, Carr, Kearney, Spreen, Price and Tyson. **Absent:** Commissioner Warren.

8.) Adopt Resolution No. 19-13 Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties To Be a Public Nuisance and Potential Fire Hazard and Set hearing for Objections to Proposed Removal.

A. Memorandum Report – District Clerk Jeanne Evilsizer reviewed the report for setting the hearing for brush abatement. She explained the list of non-compliant properties would be available in June and that a letter is sent to the properties that are non-compliant telling them of the public hearing date. There was no public comment.

B. Resolution No. 19-13: Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance and Potential Fire Hazard and Setting Hearing for Objections to Proposed Removal

Action: Motion made by Price to approve Resolution 19-13 a Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance and Potential Fire Hazard and Set Hearing for Objections to Proposed Removal; motion was seconded by Tyson. **Roll Call Vote: All in Favor:** Commissioner Spreen, Vaughn, Price, Tyson, Kearney and Carr. **Opposed:** None. **Absent:** Commissioner Warren.

9.) Adopt Resolution 19-14 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Liebert Cassidy Whitmore for Personnel/Employment Legal Services.

A. Personnel Subcommittee Report – Spreen stated the subcommittee of he, Warren and J. Logan met and devised a personnel plan with guidance from the Strategic Plan. He reviewed a power point presentation which started with the historical staffing model of the Commissioners doing most of the work themselves along with assistance from the consultants/contractors. Items discussed included: personnel changes that have occurred, FY 20 personnel resources budget, Strategic vision and vision (2), proposed organization chart, District Clerk, Emergency Services Coordinator, General Analyst, Independent Contractors, District Legal Counsel and lastly a hiring plan. Logan explained that a law firm specializing in employment relations matters would assist with the District achieving the personnel plan. She expressed that structure is needed with employee best practices. Liebert Cassidy Whitmore (LCW) works with public entities and public sector groups. Price questioned the fees that would be charged asking how much it would cost the District. LCW would be a service provider with expertise in the public sector. Price stated to be cautious as we proceed.

B. Resolution 19-14 Resolution of the Board of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Liebert Cassidy Whitmore for Personnel/Employment Legal Services.

Action: Carr made a motion to adopt Resolution 19-14 Resolution of the Board of the Los Altos Hills County Fire District Authorizing Execution of Services Agreement between the Los Altos Hills County Fire District and Leibert Cassidy Whitmore, a Professional Corporation, for Legal Services Pertaining to Employment Matters; Spreen seconded the motion. **Roll Call Vote: All in Favor:** Commissioner Kearney, Tyson, Vaughn, Carr, Spreen and Price **Opposed:** None. **Absent:** Commissioner Warren.

10.) Adopt Resolution No. 19-15 Resolution of the Los Altos Hills County Fire District Confirming District President's Authorization of Expenses to Retain Legal Personnel/Employment Services from Leibert Cassidy Whitmore Between Meetings. Siegel explained the President's expenditure authorization report and why it was necessary. There were no comments from the Commission or the public. **Action:** Tyson made a motion to approve Resolution No. 19-15 The Los Altos Hills County Fire District Confirming the District President's Authority to Approve Expenses to Retain Legal Personnel/Employment Services from Leibert Cassidy Whitmore Between Meetings; motion was seconded by Spreen. **Roll Call Vote: All in Favor:** Carr, Price, Vaughn, Kearney, Spreen and Tyson. **Opposed:** None. **Absent:** Commissioner Warren.

11.) Adopt Resolution 19-16 Resolution of the Los Altos Hillas County Fire District Authorizing Execution of Agreement for Temporary General Service and Temporary District Clerk Services Between the Los Altos Hills County Fire District and Cori Vargas.

A. Memorandum Report – J. Logan reviewed the memorandum explaining the District Clerk would be retiring June 30, 2019 and during the transition Financial Consultant Cori Vargas is available to be trained for temporary District Clerk and General Services.

B. Resolution 19-16 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Temporary General Service and Temporary District Clerk Services Between the Los Altos Hills County Fire District and Cori Vargas. **Action:** Motion was made by Spreen to approve Resolution 19-16 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement Between the Los Altos Hills County Fire District and Corrine Vargas, an Individual, to Provide Temporary Services to the District, Including District Clerk and General Services; motion seconded by Price. **Roll Call Vote: All in Favor:** Carr, Kearney, Vaughn, Tyson, Price and Spreen. **Opposed:** None **Absent:** Commissioner Warren

12.) Adopt Resolution 19-17 Resolution of the Board of the Los Altos Hills County Fire District Confirming District President's Authorization of Expenses for Temporary General Services from Cori Vargas Between Meetings. Siegel explained these expenses were for the training that occurred in preparation of this meeting. **Action:** Spreen made a motion to approve Resolution 19-17 Resolution of the Board of the Los Altos Hills County Fire District Confirming District President's Authorization of Expenses for Temporary General Services from Cori Vargas Between Meetings; Kearney seconded the motion. **Roll Call Vote: All in Favor:** Carr, Price, Vaughn, Tyson, Kearney and Spreen. **Opposed:** None **Absent:** Commissioner Warren.

Agenda item 13. discussed previously.

14.) Echologics Fire Hydrant Pumper Node Cap Program

A. Receive Report and Give Direction for Development of Agreement between Los Altos Hills County Fire District and Purissima Hills Water District authorizing installation of Pumper Node Caps on District Fire Hydrants. J. Logan explained the pumper cap was on the back table and it was in between the seam where the electronics for leak detection were located. Chief Bowden had given his approval of the pumper node caps. San Jose Water was using them in unincorporated areas. After brief discussion the consensus from the group was for PHWD to go ahead with using these devices on the District hydrants. PHWD could draft an agreement for the LAHCFD to approve. There was no public comment.

15.) Fire Commission Subcommittees and Staff Consultant Reports.

A. Hydrant Flow and Pipeline Resiliency Subcommittee Update: Tyson stated he and Warren and J. Logan met with PHWD regarding the replacement of brittle, old pipelines. PHWD was working on the design/engineering for the pipeline project on Elena and Taaffe Roads. Once this phase is complete Tyson will report back to the District.

B. Fuel Reduction Subcommittee Update – Tyson said the areas of focus were beginning with areas 1, 2 and 3 west of freeway 280.

C. Residential Programs Report May, 1, 2019 – Farwell mentioned a hydrant accident that had occurred on May 12 and the person who hit the hydrant would be billed. Farwell stated that 425 goats arrived on May 12 along with three dogs and two handlers. The goat work would be completed by Thursday, May 23. The Brush Chipping program was starting in area 5. To date for the tree program 603 dead trees had been removed. Currently the arborist is looking at areas 1, 2 and 3 and will be completed by the end of May.

D. Cori Vargas said the tree program was currently running under budget.

16.) Consent Calendar.

A. Approval of Draft Minutes of April 16, 2019 Regular Meeting

B. Receive Period Report 10, April 2019

Action: Spreen made a motion to approve item A. and B. of the Consent Calendar; Price seconded the motion. **All in Favor:** Carr, Vaughn, Tyson, Keaney, Price and Spreen. **Opposed:** None. **Absent:** Commissioner Warren

17.) Receive Disbursements for May, 2019. Cori Vargas distributed and reviewed the updated list of May, 2019 disbursements.

18.) Commission Member Report – Price passed around the latest Our Town Newsletter published by the Town of Los Altos Hills.

Tyson stated he will be out of town for the June 18, 2019 meeting.

19.) Adjournment – By consensus the meeting was adjourned at 9:10 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk