

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, June 20, 2017 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 Vaughn, Spreen, Waldeck, Price, Carr and Warren
ABSENT: Commissioner Tyson

ALSO PRESENT: Assistant Chief Tony Bowden, Dana Reed Director of Emergency Management, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: There was no public comment.

3) CERT Report: a.) Calendar of Events June/July: Carol Starbuck, CERT Supervisor, reviewed the calendar of events for the month of June/July. b.) Relocation of the CERT Trailer: the trailer is currently located between the Los Altos Hills Town Hall Council Chambers and the Heritage House. c.) CERT Exercises and Drills, Quarter Two Report d.) CERT Exercises and Drills Presentation by Captain Denise Gluhan and CERT Supervisor Carol Starbuck: Carol Starbuck and Captain Denise Gluhan reviewed the high points of the LAHCFD CERT Spotlight June 2017 report including: May 13, 2017 search and rescue drill held at Westwind Barn incorporating flat terrain, slightly elevated terrain and steep terrain for all CERT member participation of all abilities; objectives of the drill included: set up and follow incident command system (ICS), set up operations and test communications and improve group capabilities while developing team leaders and evaluators. Drill strengths and areas for improvement were discussed as well as a plan for future drills and training. e.) Update on New Emergency Services Coordinator and Staffing Transition – Dana Reed, Director of Emergency Management. Assistant Chief Bowden explained County Fire is in the process of combining three areas of expertise into the Fire Prevention Division: Community Education, Engineering and Fire Investigation. CERT Program will stay with the Office of Emergency Services. Final details of the transition are still underway. Emergency Preparedness Coordinator Barry Stallard will report to Dana Reed's team. During the transition CERT Supervisor Carol Starbuck and Captain Denise Gluhan will stay on until November.

4) Chief's Report: a.) Monthly Report for May, 2017. Assistant Chief Bowden distributed a handout of fire department response calls in May that had arrival times in excess of 8 minutes. The handout detailed what the incident category was and the reason for the response time.

Assistant Chief Bowden gave an update on three fires occurring in the freeway corridor on June 9; Palo Alto assisted with these calls and they are still under investigation.

b.) 2017 Brush Letter Update: Dan Siegel stated there was a letter in the packet dated June 6, 2017 from County Fire that was sent to all residents in the geographical area where the Wildland Urban Interface had been; it listed many defensible space and safety mechanisms for fire prevention. A separate letter had also been mailed to the unincorporated area. He also mentioned a letter sent by a resident concerning LAHCFD CERT coverage areas with respect to Los Altos and Los Altos Hills spheres of influence.

5) Consultant Report: Projects Update dated June 1, 2017. Farwell said the brush chipping in Area 5 had been completed. The Tree Program is in Area 3 & 4 currently. The Fire Hydrant Replacement Program had replaced or service 122 hydrants and should be finished in July. It is estimated to come in at or under budget.

6) Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of an Agreement Between the Los Altos Hills County Fire District and S.P. McClenahan Co. Inc. for Tree Chipping Services: Resolution #17-9 Revisions were made to the resolution and agreement to clarify that it was for Brush and Wood Chipping and not for Trees. **Action:** Price made a motion to approve as amended Resolution #17-9 of the Los Altos Hills County Fire District Approving and Authorizing Execution of an Agreement Between the Los Altos Hills County Fire District and S.P. McClenahan Co. Inc. for Brush and Wood Chipping Services; motion was seconded by Waldeck. **All in Favor:** Spreen, Carr, Warren, Vaughn, Price and Waldeck. **Opposed:** None.

7) Resolution of the Los Altos Hills County Fire District Authorizing Termination of the Agreement Dated March 24, 1998 Between the Los Altos Hills County Fire District and S.P. McClenahan Co. Inc. and All Amendments Thereto: Resolution #17-10 Revisions were made to the resolution clarifying it was for Brush and Wood Chipping and not for Trees. **Action:** Price made a motion to approve as amended Resolution #17-10 the Los Altos Hills County Fire District Authorizing Termination of the Agreement Dated March 24, 1998 Between the Los Altos Hills County Fire District and S. P. McClenahan Co. Inc. and All Amendments Thereto; Warren seconded the motion. **All in Favor:** Carr, Spreen, Vaughn, Waldeck, Price and Warren. **Opposed:** None.

8) Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of Agreement Between the Los Altos Hills County Fire District and Pakpour Consulting Group, Inc. for Consulting Services: Resolution #17- 11 No action was taken as Dan Siegel explained that there was discussion about changes in indemnity rules in California. Pakpour has no concerns or changes to the contract but the issue of indemnity and is it still insurable in the State of California needs to be clarified. This item may come back for approval at the July 25, 2017 Special Meeting.

9) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Contract with Gladwell Governmental Services, Inc. for Scanning Preparation and Records Retention Schedule Update: Resolution #17-12

The Clerk explained that Gladwell Governmental services would spend a one day on site visit to prioritize what should be scanned, separate records not to be scanned, preparation for destruction for appropriate records and prepare indexing values and naming standards for easy search/retrieve electronically. **Action:** Price made a motion to approve Resolution #17-12 of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Contract with Gladwell Governmental Services, Inc. for Scanning Preparation and Records Retention Schedule Update; motion was seconded by Spreen. **All in Favor:** Vaughn, Waldeck, Warren, Carr, Price and Spreen. **Opposed:** None.

10) Consideration of and Potential Award of Contract or Granting Authorization to the Board President to Award a Contract to an Independent Contractor to Consult/Advise/Oversee the Evaluation of Options and Potential Implementation to Upgrade Water Pressure to Fire Hydrants in District. Warren discussed the Water Infrastructure

Subcommittee Report dated June 20, 2017. He stated the subcommittee had reached out to three engineering consulting firms that had experience with water infrastructure projects. Criteria was established and proposals were reviewed and assessed. The company of eki Environment and Water had the strongest proposal. Steven Tarantino, Vice-President/Principal in charge of eki Environment and Water spoke about the steps his company would take for water system modeling including interviewing the water districts. He would report back with the facts found and recommendations. **Action:** Motion was made by Warren to allow the President to sign and negotiate with eki Environment and Water and then bring the executed agreement, if there is one, back to the Commission for the July meeting; Price seconded the motion. All in Favor: Carr, Vaughn, Waldeck, Spreen, Price and Warren. **Opposed:** None.

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

- a.) Strategic Plan: Price discussed the ad hoc committee meeting she and team members Carr and Spreen had on June 2, 2017. They reviewed the agenda and meeting summary as well as the District's Mission Statement, goals and gaps. Price passed out a three page portion of the 2015-2020 Strategic Plan. She asked for input from each Commissioner and consulting Staff. What would the best organization be? Break categories down into smaller pieces. Is an individual needed to assist the President with District meeting items? Cori Vargas said she could help with RFP and other financial needs. Assistant Chief Bowden stated there was overlap with our function and County Fire's function; County Fire has lots of experience and expertise in many areas that can assist the District with their goals. Coordination between the two agencies is the place to start. Spreen suggested writing a job description of the individual we need; define the position and task. Price thanked all members for their input.
- b.) Website Update: There was no update for the District website.
- c.) Water Supply Subcommittee Update: Discussed previously (agenda item 10.)
- d.) Tree Subcommittee Report: Siegel referenced the tree subcommittee report of June 20, 2017. The RFP for areas 5/6 had been released with the RFP due date being July 7. The tree subcommittee will meet during the week of July 10 to review the RFP responses. At the July 25,

2017 Special Meeting the committee will recommend for award for areas 5&6 as well as possibly present a proposal for future management of tree removal.

e.) Community Wildfire Protection Plan Sub-Committee Update: Waldeck stated the committee had met three times to discuss the CWPP. The objective was to get all City Council members aware of what the CWPP is. Possibly change Building Codes to incorporate uniformity and make them apply to everyone; not a line delineating properties within one area and properties out of an area (as the previously voted down Wildland Urban Interface designation did). There are steps involved to take a CWPP from draft form to adoption. There are two annexes: one for the District and one for the Town of Los Altos Hills. Spreen stated the Town as a whole needs to act as we are all in this together. Warren said that input, editing and adoption of a CWPP is what is necessary. There is an application process.

f.) Current Contracts: None.

12) Consent Calendar: a.) Minutes of May 16, 2017

b.) Period Report 11, May 2017

Action: A motion was made by Price to adopt the consent calendar as submitted; those items being: a.) Minutes of May 16, 2017 and b.) Period 11, May 2017. Waldeck seconded the motion made by Price. All in Favor: Vaughn, Carr, Warren, Spreen, Waldeck and Price.

Opposed: None.

13) Disbursements for June, 2017. Cori Vargas handed out a revised June 2017 disbursement list.

14) Board Member Reports: The District Clerk passed out a letter from a resident concerning CERT coverage areas and sphere of influence. This letter will be given to President Tyson for placing on the agenda for a future meeting.

15) Adjournment. By consensus, the meeting was adjourned 9:05 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 7/25/17

