

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, March 21, 2017 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

President Tyson called the meeting to order at 7:04 p.m.

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

ABSENT: Commissioner Price

ALSO PRESENT: Dana Reed Director of Emergency Management, George Hurst - Emergency Preparedness Coordinator, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas & Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

President Tyson introduced the newly appointed Commissioner's: Janice Carr and Mark Warren. He also stated that current Commissioner Duffy Price had been reappointed to the Commission. Mrs. Carr and Mr. Warren gave a brief summary of their background and interest in serving on the Los Altos Hills County Fire District. Once the County paperwork is complete, including the oath of office, both Mrs. Carr and Mr. Warren will be Board Members with a term expiration of December 31, 2020.

President Tyson asked that agenda item 14e. Tree Subcommittee Report be moved up for discussion under item 6. The Resolution for Removal and Trimming of Trees in Areas 3 & 4. All Commissioners concurred.

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

3) **Informational Update from Purissima Hills Water District Concerning Potential Water Project:** Tyson explained that the water service providers were giving us examples of fire flow projects in their particular areas that needed improvement.

Patrick Walter, General Manager of Purissima Hills Water District, passed around a five page proposal for Zone 4 fire flow improvements from Pakpour Consulting Group. Inc. dated March 14, 2017. He stated his Board was supportive of the project offering 20-25% assistance. He said the project could be available in design by June 1, 2017 with the actual start of construction to begin May 1, 2018. Walter said flow tests were now being conducted in Zone 4.

4) **Informational Report from California Water Service Company Concerning Potential Water Project:** Ron Richardson and Devi Prasanna of California Water Service passed around a power point proposal titled "LAHCFD 2017-2018 Budget Proposal from Cal Water for Los Altos Hills County Fire District". Prasanna and Richardson reviewed the proposed opportunities

to improve fire protection including: about 3,200' main upgrade on Mora Drive and Mora Glen Drive; 2 control valves at Station 8(Eloise Circle) and Station 10 (Magdalena at Blandor) and a study for additional system improvements. Approximately 60 lots would be affected by the upgrade. Installation would include 2,250 ft. of 8" ductile iron pipe on Mora Drive and 910 ft. of 8" ductile iron pipe on Mora Glen Drive. This improvement would benefit fire flow on 9 hydrants and would have the capacity to carry 1,250 gallons per minute. Tyson commented on the increased size of the pipeline from 6" to 8"; Vaughn questioned if Cal Water had an easement to the tank in the Open Space. Public member Allan Epstein questioned the flow drop and fire flow variations.

Tyson thanked Patrick Walter, Ron Richardson and Devy Prasanna for their presentations.

5) Discussion on How to Implement Process Framework for a Pipeline Project: Tyson said they had seen the presentation from both water providers and asked the question what have we not thought of? He suggested doing a study, an analysis, and bring in a consulting resource. Someone that could help do an analysis and assessment of what the priority should be; offering a budget and plan, a schedule and tools. Tyson wants to do what is right and look at what is our need? Commissioner feedback included: Spreen asked: what should be fixed and what is the right way to spend the money efficiently. Waldeck questioned the water purveyors and how long their estimated cost numbers would be valid? Walter estimated Purissima Hills Water District figures could be good for one year. Richardson said Cal Water would be good 30-60 days. Vaughn agreed with getting an independent person to prioritize and oversee prospective projects. Spreen mentioned having County Fire's input as well. Also, looking into the Wildland Interface areas: should this be a priority? Tyson said Chief Kehmna would speak about this at the April meeting.

Public member Kjell Karlsson asked what happens in a catastrophic wildfire? How many hydrants would be used? Public member Allan Epstein agreed with the idea of hiring someone to assist the District with priority of necessary projects.

Tyson agreed to discuss this idea with Dan Siegel and Stu Farwell to evaluate a person they had in mind and check availability and cost. Tyson asked that this item be placed on the April 18, 2017 agenda.

6) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Confirming Authorization and Execution of Professional Services Agreement with S.P. McClenahan for Removal and Trimming of Trees in Areas 3 & 4 of the District.
Resolution 17-5

Tyson asked that agenda item 14e. be discussed at this time as well. Tyson reviewed the Tree Subcommittee report dated "for the March 21, 2017 LAHCFD Board Meeting". He reviewed the status for tree work in areas 1&2, 3&4 and 5&6. He asked the Commission about the idea to proceed with a limited contract with S.P. McClenahan for emergency tree work. The consensus of the Commission was to proceed.

Tyson explained the chipping program currently runs on a calendar year basis; he proposed extending it until June 2019 and to propose a plan for establishing a 2- year (fiscal year) contract (to be discussed at a later meeting). Lastly he presented a Tree and Brush Removal RACI Chart (responsible, accountable, consulted and informed) dated March 9, 2017 which identified tasks

and who might have which role. This included the role of the President to spend up to \$10,000 for an emergency purpose. Waldeck expressed how pleased he was with the RACI chart and the pertinent information it contained.

Action: Dexter made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District Confirming Authorization and Execution of Professional Services Agreement with S.P. McClenahan for Removal and Trimming of Trees in Areas 3 & 4 of the District; Vaughn seconded the motion. **All in Favor:** Tyson, Waldeck, Spreen, Vaughn and Dexter. **Opposed:** None.

7) Consideration of Adoption of Budget 2017/18: Cori Vargas reviewed the proposed 2017/2018 budget. She stated the Fire Service Water Flow Improvements category had been added with a budget amount of \$1,500,000. Spreen questioned the Type 3 Fire Engine Rental category; he asked for help in understanding this contract service. Tyson said this was negotiated with the contract; he understood Spreen's inquiry and it would be discussed at a future presentation. Spreen expressed the desire to have a full time person responsible to the Commission to tie things together. He felt the District was a significant organization that would benefit from this additional person. Tyson stated that with two new Commissioners we would rejuvenate the strategic plan and discern what do we need to have in place to run effectively? Waldeck said in his experience, an executive director being someone who runs the business, should be a part of the District.

Spreen and public member Allan Epstein complimented Cori Vargas on her diligence to produce the detailed budget and thanked her for the detailed 2017/18 budget and accompanying budget narrative.

Action: A motion was made by Waldeck to approve the 2017/18 budget as submitted; Spreen seconded the motion. **All in Favor:** Spreen, Tyson, Waldeck, Vaughn and Dexter. **Opposed:** None.

8) Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of Amendment No. 6 to the Consulting Agreement Between Los Altos Hills County Fire District and Jeanne Evilsizer.

Resolution 17-6 **Action:** Vaughn made a motion to approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of Amendment No. 6 to the consulting agreement between the Los Altos Hills County Fire District and Jeanne Evilsizer; Waldeck seconded the motion. **All in Favor:** Dexter, Tyson, Spreen, Vaughn and Waldeck. **Opposed:** None.

9) Vote Regarding Tax Override: The Clerk gave a brief explanation about the special tax for fire protection that was passed by 2/3 of the voters in a special election on November 3, 1981. The tax amount was for \$50 per improved residential parcel. Each year the District Board Members vote to either implement or not implement the special tax and a notification of same is sent to the Tax Collector's Office. **Action:** Dexter made a motion to not implement the special tax override in fiscal year 2017/18; Vaughn seconded the motion. **All in Favor:** Tyson, Spreen, Waldeck, Vaughn and Dexter. **Opposed:** None

10) CERT Report: a.) Calendar of Events – March/April 2017 George Hurst, Emergency Preparedness Coordinator, spoke of the two April CERT events occurring on April 10 and April 20, 2017. b. Update on ARK: Hurst said the ARK would remain in its' current location. There would be a cost for the 100 amp service for lighting/heaters/air conditioning. There would be a

lock box for the restroom and showers. Improvements should be completed 14 months from now.

Hurst said he would check on the Commissioner's parking in Lot 7 during the construction duration. c. Update on Emergency Preparedness Coordinator: Dana Reed, Director of Emergency Management, said steps are underway to fill the Emergency Preparedness Coordinator position. While they continue the search, CERT Supervisor Carol Starbuck will help with the current CERT program.

11) Resolution to Approve Financial Consulting to be Performed by Vargas Company.

Resolution 17-7 This item was postponed to the April 18, 2017 meeting.

12) Chief's Report: a.) Monthly Report for February, 2017. Chief Kehmna and Assistant Chief Bowden were away at a conference. Dana Reed asked if there were any questions regarding the monthly Chief's Report. There were no questions from the Commission nor public.

13) Consultant Report: Farwell reported that the tree program areas 1 & 2 would be completed by the end of March. He referred to the Pakpour Fire Hydrant Replacement Project Phase VIII memo dated March 3, 2017. The end of construction schedule for the Phase VIII project is scheduled for July 31, 2017.

14) Sub-Committee, Contract and Non-Board Committee Reports: a. Strategic Plan: Wait for new Commissioners to get on board to assist with the Strategic Plan b.) Website Update: This item has been completed and will remain on the agenda. c. Water Supply Committee Update – discussed previously with agenda items 3 & 4. d. Unified Command Committee Update- Vaughn stated the committee would run through April so they could transition with the new coordinator. e. Tree Subcommittee Report: Discussed with agenda item 6. f. Current Contracts: Chipping contract costs around \$20,000 per month, depending on work load. Chipping contract will come back with details and possible extension.

15) Consent Calendar: a.) Minutes of February 21, 2017 and b. Period Report 8, February, 2017: **Action:** Waldeck made a motion to approve the minutes of February 21, 2017 and Period Report 8, February, 2017; Spreen seconded the motion. **All in favor:** Tyson, Vaughn, Spreen, Waldeck and Dexter. **Opposed:** None.

16) Disbursements for March, 2017: Cori Vargas passed out an updated list of disbursements for March, 2017.

17) Board Member Reports: a.) Form 700 Submittals: All Form 700 have been submitted.

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

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 4/18/17