

**Los Altos Hills County Fire District**  
**Agenda**  
**12355 El Monte Road, Los Altos Hills (Foothill College Campus)**

**March 21, 2017 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) [Informational Update from Purissima Hills Water District Concerning Potential Water Project.](#)
- 4) [Informational Report from California Water Service Company Concerning Potential Water Project.](#)
- 5) Discussion on How to Implement Process Framework for a Pipeline Project.
- 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
- 7) [Consideration of Adoption of Budget 2017/18.](#)
- 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
- 9) Vote Regarding Tax Override.
- 10) CERT Report: a.) [Calendar of Events – March/April 2017](#)  
b.) Update on ARK  
c.) Update on Emergency Preparedness Coordinator
- 11) Resolution to Approve Financial Consulting to be Performed by Vargas Company.  
Resolution 17-7
- 12) Chief's Report: a.) [Monthly Report for February, 2017](#)
- 13) Consultant Report: a.) [Projects Update March 1, 2017](#)

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

- a. Strategic Plan
- b. Website Update
- c. Water Supply Subcommittee Update
- d. Unified Command Committee Update
- e. [Tree Subcommittee Report](#)
- f. Current Contracts

15) Consent Calendar: a.) Minutes of February 21, 2017  
b.) [Period Report 8, February, 2017](#)

16) Disbursements for March, 2017.

17) Board Member Reports: a.) Form 700 Submittals

18) 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)

## MEMO

**TO:** Los Altos Hills County Fire District

**FROM:** Patrick Walter, Purissima Hills Water District

**DATE:** March 13, 2017

**SUBJECT:** Consideration of PHWD for contributing to LAHCFD Capital Improvement Plan to improve hydrant flows in Zone 4.

I plan to attend the Fire District's meeting on March 21, to discuss the results of the Purissima's board meeting on March 8<sup>th</sup>, present a schedule for a potential project and answer any questions.

On March 15, Pakpour Consulting Group will flow test and record residual pressures on 10 fire hydrants throughout Zone 4 to calibrate the hydraulic model. We expect to discuss the results of the flow tests.

# CAL WATER

4.

## Mora Dr. Pipeline upgrade for fire flow

Scope: **Installation** of 2250ft of 8" Ductile Iron pipe on Mora Dr. from Sunhills Dr. to Eastbrook Ave and 910ft of 8" Ductile Iron pipe on Mora Glen Dr. from Mora Dr. to Mora Heights Wy:

Based on estimated and actual fire flow test results, approximately 4 fire hydrants on Mora Dr and 5 hydrants on Mora Glen Dr., Eastbrook Ave, and Mora Heights Way do not meet the desired fire flow requirement of 1250 gpm at 20 psi. Currently we have approximately 885 ft. of 6" Cast Iron pipe and 1280 ft. of 6" Transite pipe on Mora and 910ft of 6" Transite pipe on Mora Glen Dr. The 6" pipeline is not slated to pull 1250 gpm of fire flow, and considering the length of the main in this section, head loss is very significant and thus not meeting the desired fire flow requirements. Upsizing the main to 8" DI will enable this section of main to flow 1250 gpm with lesser head loss thus allowing all nine hydrants to meet a 1250gpm fire flow.

PROPOSED PROJECT		COST (Est)
Installation of 8" DI		\$ 729,500.00
<i>Estimated Cal Water Labor</i>	10%	\$ 72,950.00
<i>Contingency</i>	10%	\$ 80,245.00
<i>Construction overhead</i>	15%	\$ 120,367.50
<b>Total Project Cost (Est)</b>		<b>\$ 1,003,063</b>

## Control Valve Installation for reliability

Scope: Installation of 1 – 6" control valve with Solenoid feature at Cal Water Station 8 and Station 10 respectively:

Currently Cal Water's Loyola Zone has a combined water storage of 225,000 gallons at Station 8 which gravity feeds the zone. This is equivalent to 830 gpm for 4 hours. The main supply for the zone comes from two stations with booster pumps that has the ability to meet the current fire flow requirements. However, during an emergency, if we were to lose one or both the stations, we may not be able to meet the desired goal of 1250 gpm. Installing a control valve at Sta 8 will provide Loyola zone with backup supply from Cal Water's Price Zone which has a total storage of 750,000 gallons.

Similarly, a control valve installation at Station 10 will help supply water to Price zone from Blandor Zone which has a storage capacity of 500,000 gallons.

PROPOSED PROJECT		COST (Est)
Installation of 6" control valve at Station 8		\$ 75,000
Installation of 6" control valve at Station 10		\$ 75,000
Total Construction Cost		\$ 150,000.00
<i>Estimated Cal Water Labor</i>	10%	\$ 15,000.00
<i>Construction overhead</i>	15%	\$ 24,750.00
<b>Total Project Cost (Est)</b>		<b>\$ 189,750</b>



Study to evaluate the existing fire flow conditions and propose additional system improvements

Scope: Detailed evaluation of the fire flow exhibit map presented on October 18, 2016 at the Los Altos Hills County Fire District Commission meeting.

Of the approximate 360 fire hydrants, the majority of them meet fire flow requirements of 1250 gpm at 20 psi. There are about 66 fire hydrants that are known to not meet that desired flow requirement. Most of them are located in cul de sacs or at the end of dead end mains. The projects that are currently proposed by Cal Water are listed above. These upgrades are not for dead end mains, and are targeted to impact multiple hydrants for which we see larger value. Additional system upgrades could be proposed after evaluating each location. Prior to embarking on this study it would be necessary to obtain the fire department's guidance to understand their criteria in ranking the proposed improvements. This estimated cost includes communication with the fire department, additional analysis including field and model data, and eventual proposals for system upgrades in addition to ones listed above.

<b>PROPOSED PROJECT</b>		<b>COST (Est)</b>
Detail Evaluation and proposal of improvements (incl. Construction OH)		\$ 25,000
<b>Total Project Cost (Est)</b>		<b>\$ 25,000</b>



# California Water Service

March 21 2017

Quality. Service. Value.

**LAHCFD 2017 – 2018 Budget proposal  
from Cal Water: for Los Altos Hills  
County Fire District**

# History

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- In October 2016, Cal Water staff met with Los Altos Hills County Fire District to present the results of the fire flow analysis within the LAHCFD's boundary.
- Results indicated majority of hydrants within the boundary to exceed the desired fire flow goal of 1250 gpm at 20 psi
- The existing low pressure areas have been reduced from six to three.
- Cal Water presented the approved Capital improvements for 2016 – 2018
- February of 2017, LAHCFD approached Cal water for a list of proposed improvements related to fire protection.



# Status of Cal Water Capital Improvements – 2016 thru 2018

- Replace panelboard at Station 11 (Border Road) – Completed July 2016
- Replace a booster at Station 117 (El Monte Ave) – Completed Jan 2017
- Replace a booster at Station 113 (DeBell Drive) – Completed February 2017
- Installed 4,000 ft of 12” Ductile Iron pipe (Mora, Loyola Dr.) – Completed March 2017
- Replace 1 tank at Station 8 (Eloise Circle) – Est. Completion May 2017
- Replace a booster pump at Station 7 (Terrace Drive) – In Design



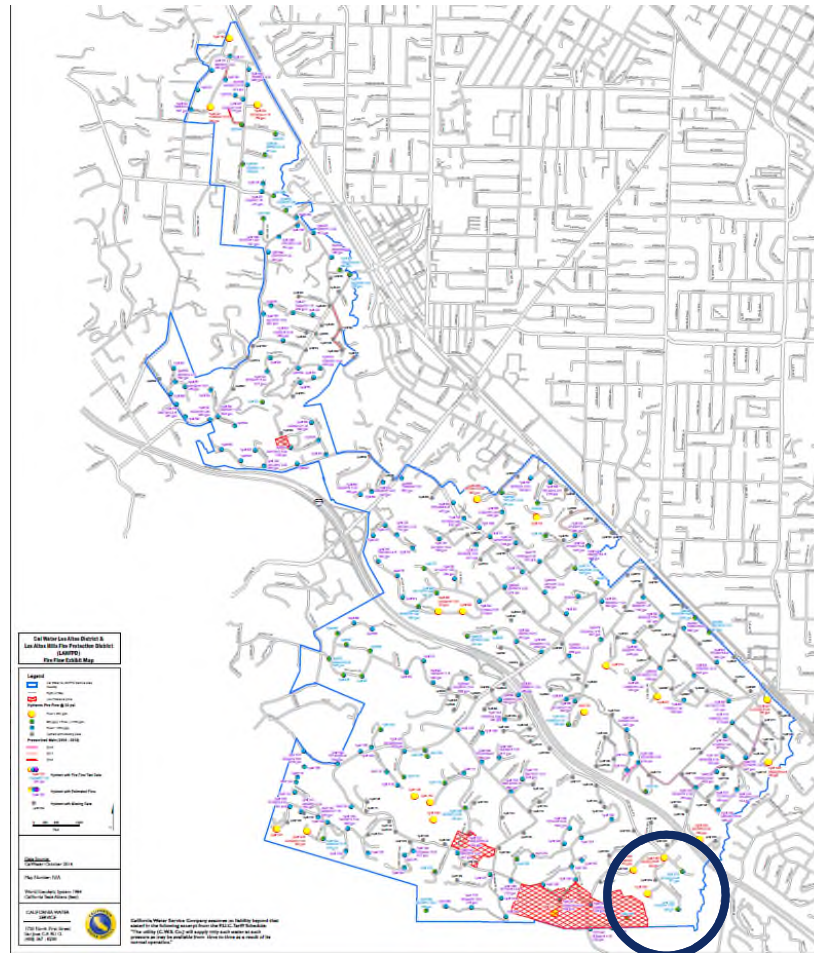
# Proposed Improvement – LAHCFD Capital Budget 2017-2018

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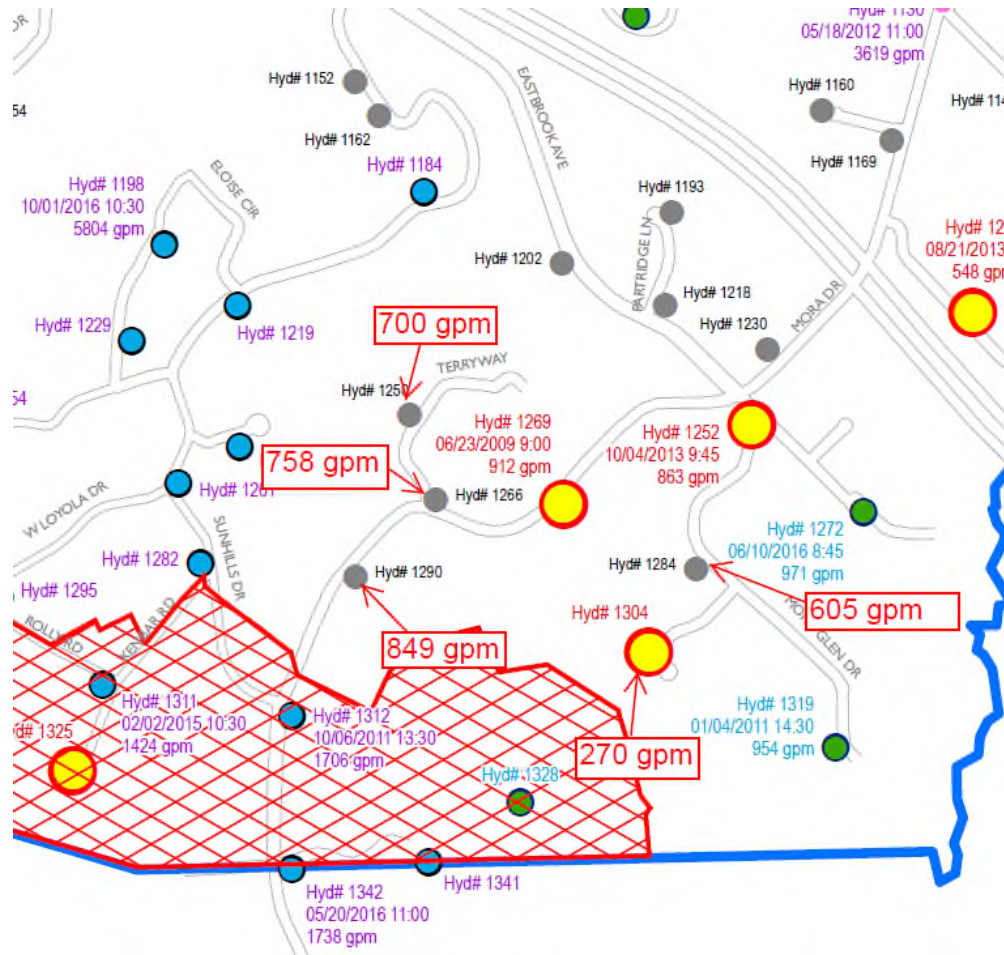
- 3200' main upgrade on Mora Dr. and Mora Glen Dr.
- 2 control valves at Station 8 (Eloise Cir.) & 10 (Magdalena at Blandor).
- Detailed study for additional fire protection improvements



# Opportunities to improve fire protection



# Opportunities to improve fire protection (cont.)



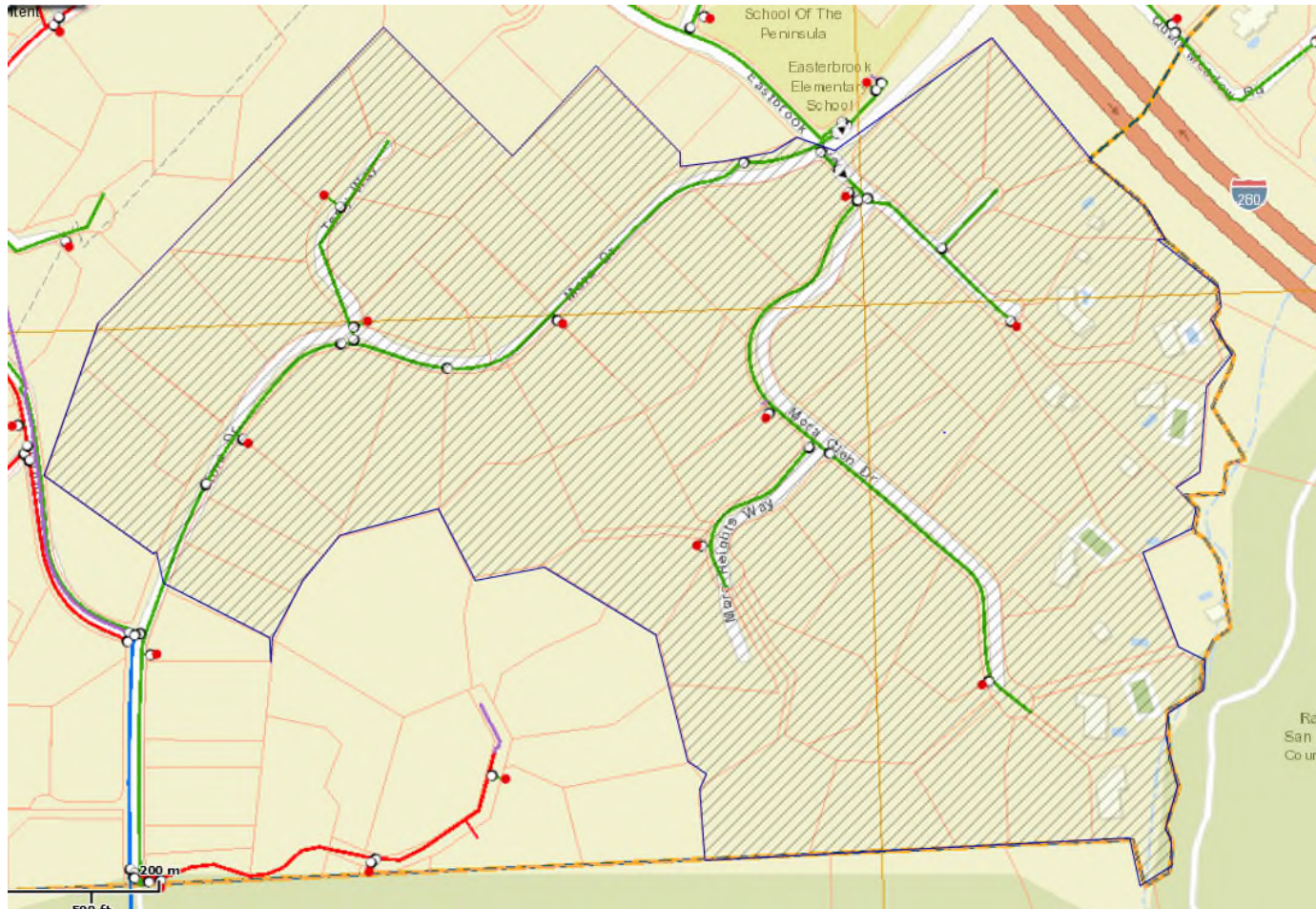
# Mora Dr. Pipeline upgrade

- Scope: Install 2250ft of 8" Ductile Iron pipe on Mora Dr and 910ft of 8" Ductile Iron pipe on Mora Glen Dr
- Benefits:
  - Improves fire flow on 9 fire hydrants that do not meet the desired fire flow goal currently
  - Will improve fire protection for 60+ properties off Mora and Mora Glen Dr.
  - Ex. 6" pipe does not have the capacity to carry 1250 gpm

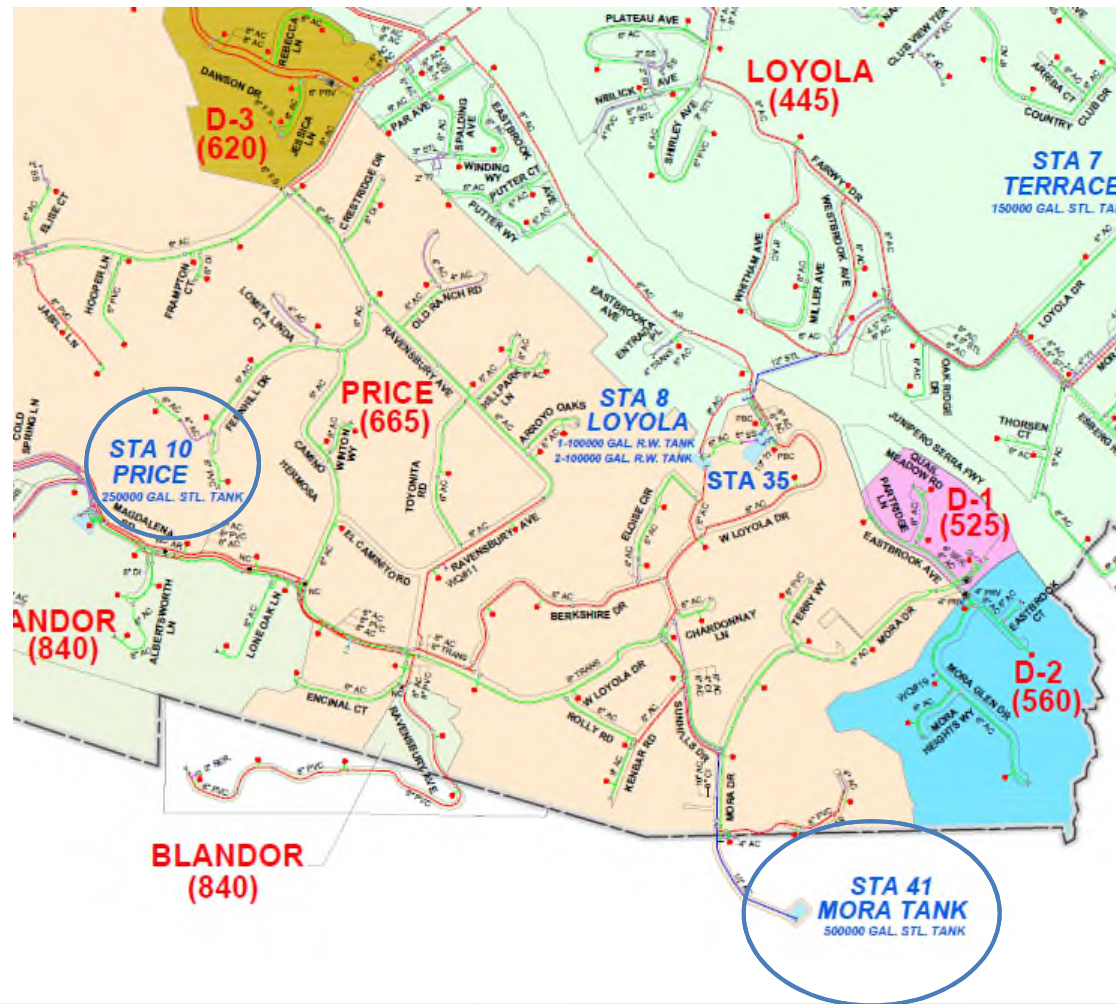




# Mora Dr. Pipeline upgrade (cont.)



# Mora Dr. Pipeline upgrade (cont.)



# Mora Dr. Pipeline upgrade (cont.)

- Other alternatives considered:
  - Booster pumps:
    - Need to address restriction in distribution system and not pressure at these location
    - Adding booster pumps to ex. stations does not address the concern of low flow
  - Tank
    - Need to address restriction in distribution system and not storage at these location
    - No additional space available at the ex. station properties



# Mora Dr. Pipeline upgrade (cont.)

- Other alternatives considered:
  - Interconnection
    - Adjacent pipe north of Hwy 280 is 100 psi lower than the proposed upgrade on Mora Dr.
    - No other system to connect to



# Mora Dr. Pipeline upgrade (cont.)

- Proposed Schedule
  - Upon initial deposit for design, set up project – 14 days
  - Design and Cost Estimate – 90 days
  - Commission Decision – unknown
    - Cal Water Install – requires remaining deposit, agreement and permit
    - Subdivider Install – requires remaining deposit, contractor license verification, contractor insurance, agreement, permit
  - Construction – 5 months



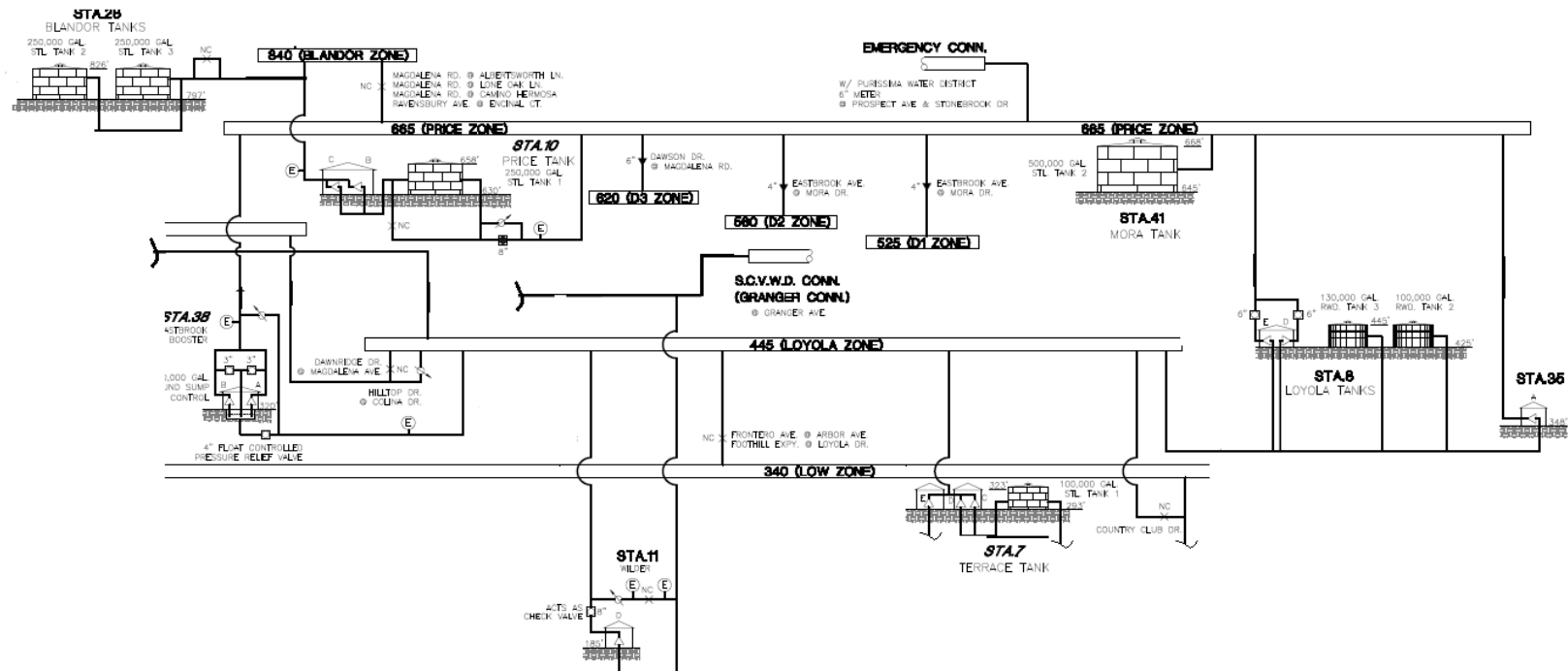


# Control Valve Installation

- Scope: Install 6” control valve at Station 8 and Station 10 (total 2 valves), respectively
- Benefits:
  - Improves reliability within Loyola Zone and Price Zone during emergencies (e.g. SCVWD connection outage).



# Control Valve Installation



# Detailed study to evaluate ex. fire flow conditions

- Scope: Detailed evaluation of the existing fire flow conditions to propose additional system improvements
- Need to know Fire District's goals and priorities:
  - Reliability
  - Extent of meeting desired flow
- Additional system upgrades could be proposed after evaluation of each location not meeting desired fire flow goal.







6.

RESOLUTION NO. 17-5

**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.**

**WHEREAS**, on January 11, 2017, the Los Altos Hills County Fire District ("District") released a Request for Proposal for professional services to trim and remove certain trees within Areas 3 & 4 of the District ("RFP");

**WHEREAS**, the proposals on the RFP were due on February 6, 2017, and three companies submitted proposals on the RFP by the deadline;

**WHEREAS**, at the February 21, 2017, District Board meeting, the District's Tree Committee presented information on the RFP proposals to the District Board;

**WHEREAS**, on February 21, 2017, the District Board selected the proposal submitted by S.P. McClenahan as the most advantageous to the District based on the Evaluation Criteria set forth in the RFP;

**WHEREAS**, on February 21, 2017, the District Board authorized execution of a Professional Services Agreement with S.P. McClehanan for removal and trimming of trees in Areas 3 & 4 of the District ("Agreement") ; and

**WHEREAS**, on March \_\_\_, 2017, the District Board President and S.P. McClenahan executed the Agreement.

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

1. The District confirms the authorization to execute the Agreement with S.P. McClenahan.
2. The District hereby ratifies and approves the Agreement executed on March \_\_\_, 2017, between the District and S.P. McClenahan.
3. The fully executed Agreement is attached hereto as Exhibit A.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of March, 2017.

By: \_\_\_\_\_  
George Tyson, Board President

ATTEST:

\_\_\_\_\_  
District Clerk

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made and entered into this 28<sup>th</sup> day of February, by and between the Los Altos Hills County Fire District, ("District") and S.P. McClenahan Co. ("Tree Services Contractor") (collectively, "Parties").

### RECITALS

A. The District desires to retain the professional services of Tree Services Contractor as an independent contractor to provide services to the District, as described in more detail in Exhibit 1. Tree Services Contractor will work with the District to remove or prune trees located on private property within the District at the direction of the District.

B. Tree Services Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Tree Services Contractor are as set forth in detail in Exhibit 1 attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis in accordance with the Time of Completion outlined in Exhibit 1. The District's Consultant, Stu Farwell or his designee, has sole discretion whether or not to issue one or more Notices to Proceed.

3. STANDARD OF PERFORMANCE. As a material inducement to the District to enter into this Agreement, Tree Services Contractor hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Tree Services Contractor agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Tree Services Contractor's profession and in a manner reasonably satisfactory to the District. Tree Services Contractor hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care. If Tree Services Contractor requests, and District approves use of any subcontractors, Tree Services Contractor shall be solely responsible for ensuring that the subcontractors meet the work standards and insurance requirements required of Tree Services Contractor under this Agreement.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Tree Services Contractor shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the District, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered. Such compliance with the law shall include, but not be limited to, compliance with any and all applicable prevailing wage regulations and Department of Industrial Relations concerning registration of subcontractors.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required hereunder have been satisfactorily completed by Tree Contractor, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The District agrees to compensate Tree Services Contractor in the total amount of Five Hundred Forty Nine Thousand Six Hundred Forty Dollars and No Cents (\$549,640.00). The Tree Services Contractor shall submit a bill on the 20<sup>th</sup> of each month based on the percentage of the services completed as required under this Agreement. The calculation for each monthly bill shall only include the actual percentage of the services performed to date based on the Tree List attached as Exhibit 2.

7. METHOD OF PAYMENT. Tree Services Contractor shall invoice the District for work performed after each task as set forth in Paragraph 6. Payments to Tree Services Contractor by District shall be made within forty-five (45) days of its submittal of invoice for all work that is satisfactorily performed. In no event shall the Tree Services Contractor be paid more than Five Hundred Forty Nine Thousand Six Hundred Forty Dollars and No Cents (\$549,640.00) for work performed under this Agreement.

8. REPRESENTATIVE. Joshua McClenahan is hereby designated as the representative of Tree Services Contractor authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Joshua McClenahan were a substantial inducement for District to enter into this Agreement. Therefore, Joshua McClenahan shall be responsible during the term of this Agreement for directing all activities of Tree Services Contractor and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Tree Services Contractor without the express written approval of the District.

9. INDEPENDENT CONTRACTOR. Tree Services Contractor is, and shall at all times remain as to the District, a wholly independent contractor and not an agent or employee of District. Tree Services Contractor shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Tree Services Contractor receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Tree Services Contractor shall not be eligible for benefits and shall receive no compensation from the District except as expressly set forth in this Agreement. Tree Services Contractor shall have no power to incur any debt, obligation, or liability on behalf of the District or otherwise act on behalf of the District as an agent. Neither the District, nor any of its agents shall have control over the conduct of Tree Services Contractor or any of Tree Services Contractor's employees, except as set forth in this Agreement. Tree Services Contractor shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the District. Tree Services Contractor agrees to pay all required taxes on amounts paid to Tree Services Contractor under this Agreement, and to indemnify and hold the District harmless from any and all taxes, assessments, penalties, and interest asserted against the District by reason of the independent contractor relationship created by this Agreement. Tree Services Contractor shall fully comply with the worker's compensation law regarding Tree Services Contractor and Tree Services Contractor's employees. Tree Services Contractor further agrees to indemnify and hold the District harmless from any failure of Tree Services Contractor to comply with applicable worker's compensation laws. The District shall not have the right to offset against the amount of any fees due to Tree Services Contractor under this Agreement any amount due to District from Tree Services Contractor as a result of Tree Services

Contractor's failure to promptly pay the District any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Tree Services Contractor, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the District. Tree Services Contractor covenants that all data, documents, discussion, or other information developed and received by Tree Services Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Tree Services Contractor without written authorization by the District. The District shall grant such authorization if disclosure is required by law. Upon request, all District data shall be returned to the District upon the termination of this Agreement. Tree Services Contractor's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Tree Services Contractor or any other person engaged directly or indirectly by Tree Services Contractor in the performance of this Agreement shall be and remain the property of the District without restriction or limitation upon its use or dissemination by the District.

12. CONFLICT OF INTEREST. Tree Services Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Tree Services Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Tree Services Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Tree Services Contractor shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Tree Services Contractor agrees not to accept any employment or representation during the term of this Agreement which is or may make Tree Services Contractor "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which Tree Services Contractor has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Tree Services Contractor from accepting other engagements with the District.

13. ASSIGNABILITY; SUBCONTRACTING. The Parties agree that the expertise and experience of Tree Services Contractor are material considerations for this Agreement. Tree Services Contractor shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Tree Services Contractor's obligations hereunder, without the prior written consent of the District, and any attempt by Tree Services Contractor to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1 To the fullest extent permitted by law, Tree Services Contractor shall indemnify, defend (with independent counsel approved by the District) and hold harmless the District, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Tree Services Contractor or Tree Services Contractor's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 *[INTENTIONALLY OMITTED]*

14.3 The District does not and shall not waive any rights that they may possess against Tree Services Contractor because of the acceptance by the District or the deposit with the District of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Tree Services Contractor agrees to have and maintain the policies set forth in Exhibit 3 entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the District's Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the District's Attorney. Tree Services Contractor agrees to provide District with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The District may, in writing, order Tree Services Contractor to suspend all or any part of Tree Services Contractor's services under this Agreement for the convenience of the District, or for work stoppages beyond the control of the District or the Tree Services Contractor. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding one hundred twenty (120) days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the District or Tree Services Contractor following twenty (20) days written notice of intention to terminate. In the event the Agreement is terminated, Tree Services Contractor shall be paid for any services properly performed and authorized to the last working day the Agreement is in effect and Tree Services Contractor shall not be entitled to any other compensation. Tree Services Contractor shall substantiate the final cost of services by an itemized, written statement submitted to the District. The District's right of termination shall be in addition to all other remedies available under law to the District.

17.2 In the event of termination, Tree Services Contractor shall deliver to the District copies of all reports, documents, and other work prepared by Tree Services Contractor under this Agreement, if any. If Tree Services Contractor's written work is stored electronically, Tree Services Contractor shall, in addition to providing a written copy of the information shall provide the District with the electronic files. District shall not pay Tree Services Contractor for services performed by Tree Services Contractor through the last working day the Agreement is in effect unless and until Tree Services Contractor has delivered the above described items to the District.

18. TREE SERVICES CONTRACTOR'S BOOKS AND RECORDS. Tree Services Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to District for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Tree Services Contractor pursuant to this Agreement. Tree Services Contractor understands that the Public Records Act may apply to documents created under this Agreement and Tree Services Contractor covenants and agrees to assist District in responding to Public Record Act Requests at no additional cost to



District. Tree Services Contractor agrees that the Tree Services Contractor's covenants under this Section shall survive the termination of this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the District of the performance of any work or services by Tree Services Contractor shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the District's making of any payment to Tree Services Contractor constitute or be construed as a waiver by the District of any breach of this Agreement, or any default which may then exist on the part of Tree Services Contractor, and the making of any such payment by the District shall in no way impair or prejudice any right or remedy available to the District with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To District:

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

To Tree Services Contractor:

Joshua McClenahan  
S.P. McClenahan Co.,  
1 Arastradero Road,  
Portola Valley, CA 94028  
Fax: (650) 854-1267

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Tree Services Contractor shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Tree Services Contractor will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be Santa Clara County.

23. COOPERATION. In the event any claim or action is brought against the District relating to Tree Services Contractor's performance or services under this Agreement, Tree Services Contractor shall render any reasonable assistance and cooperation which District might require.

24. EXHIBITS. PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

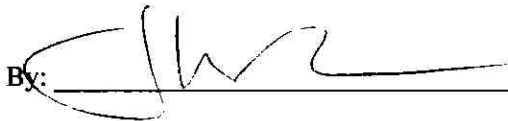
25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the District and Tree Services Contractor. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Tree Services Contractor shall be for only a not-to-exceed sum.

**IN WITNESS WHEREOF,** the District and Tree Services Contractor have executed this Agreement effective as of the date written above.

**DISTRICT:**

By: \_\_\_\_\_  
District President

**TREE SERVICES CONTRACTOR:**

By:  \_\_\_\_\_  
Joshua McClenahan, S.P. McClenahan Co.,  
COO

\_\_\_\_\_  
EIN: 94-1443516  
\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
District Secretary



## **Exhibit 1**

### **Scope of Services**

These specifications are for the removal or pruning of designated medium to large trees within District. The contract will be on a lump sum basis with the proposer providing all the necessary labor and equipment to satisfactorily complete the project. Please refer to Exhibit 2, Tree List Area 3 and Tree List Area 4 for a complete list of trees to be removed and pruned.

At any and all times, Proposer must have immediate access to any and all necessary equipment and assume liability for said equipment as if Proposer owns said equipment, even if it is leased. Proposer further assumes and any all responsibility for storage of the necessary equipment.

### **Necessary Equipment**

1. Chipping Machine: Towed or truck mounted. Must meet all applicable Federal, State and manufacturer's standards.
2. Chip Box Truck: Two-ton minimum 10 cubic yard box with hydraulic dump.
3. Aerial lift truck: Must meet all applicable Federal, State and manufacturer's standards.
4. Must have cell phone or radio service that works in all areas of Los Altos Hills.
5. Must have a local 650 or 800 office phone number.
6. Must have at least one full time office employee to answer District resident's calls. The use of an answer machine is acceptable only after normal working hours and weekends. Answer of District resident's calls by cell phone in the "field" is not acceptable.
7. Must commit at least one supervisory person full time to service the needs of District residents both over the phone and in person in the field.
8. Office technology must be well equipped to handle work orders, billing, sorting and tracking of District resident information, preparation of reports and taking of photographs.
9. Billing to be completed by the 20th of each month with details for each jobsite listing including: resident's name, address, type of work, date completed, disposition of debris, photographs and cost.
10. Provide progress report every two weeks to District's Fire Consultant showing the information noted in item #9 above.

Standard tree trimming equipment shall be used and maintained in a satisfactory condition at all times complying with State and Federal/OSHA regulations. Equipment not suitable for tree removal shall not be permitted to operate on contract work. All tools shall be clean, sharp, and in a proper working order. They shall be checked for safety before each job. All trucks, chippers and aerial lift devices, and other equipment shall be in good operating condition, well maintained and in compliance with applicable laws and regulations.

### **Safety and Traffic Control**

Special care and preparation shall be taken in all work areas to avoid conditions that will create hazards. The Proposer shall conduct work so as to cause the least possible obstruction and inconvenience to traffic and the general public. Lane closures and traffic control shall be done in accordance with the manual of Traffic controls, State of California and U.S. Department of Transportation FHWA, the Town of Los Altos Hills and Santa Clara County. The Proposer is responsible for providing all approved traffic control devices, including advance warning signs, arrow boards and traffic cones of an adequate number to safely redirect traffic. Traffic control plan must be approved by the Town of Los Altos Hills and/or Santa Clara County.

Proposer shall provide and maintain fire extinguishing equipment at all times and as directed by the District.

### **Tree Pruning**

Branches and limbs to be pruned up to at least 15 feet from ground level unless otherwise specified in the arborist report.

All exfoliating, shedding or sloughing bark on the full length of the tree trunk to be removed.

All debris, dead or broken branches are to be removed within the drip line (and further if necessary) of the tree to soil level.

All dead or broken branches on the tree are to be removed.

### **Tree Removal**

Tree(s) to be cut leaving no more than a 6-inch stump. Stump removal is the property owner's responsibility. The District will not pay for stump removal.

### **Removal of Brush and Wood**

All tree waste and debris resulting from tree removals shall be promptly removed from the work site at the completion of each work day.

### **Coordination of Work**

The Proposer shall be responsible for coordinating all tree work activity with the District representative.

The Proposer shall establish a uniform time schedule for performance of tree work, which shall conform to Town of Los Altos Hills and County of Santa Clara work hours.

Scheduled tree work shall be performed during normal work hours, 8:00 a.m. to 5:00 p.m., Monday through Friday and Saturday, if necessary.

The Proposer is required to enter into a short agreement with each property owner to enter the property to perform the work. The agreement will be prepared by the Proposer and reviewed by the District. The agreement can be the same for all property owners, with the only modification being the address of the property.

### **Final Site Cleaning**

Upon completion of tree removal the area shall be cleaned to a condition that is at least equal to that which existed prior to the start of the work. District, County, or private property including road ways, sidewalks, undergrowth, adjacent shrubbery or tree, and irrigation system sustaining damage or other injury resulting from tree removal operation shall receive corrective treatment or replacement at Proposer's cost.

### **Quality Specifications**

The Proposer shall ensure that work performed be continually monitored to maintain work consistent with high industry standards and provide regular and systematic inspections by its own supervisory personnel of all work sites. The Proposer is expected to have a system approach that decreases the number of complaints and ensures ongoing customer satisfaction. The District, in its sole discretion, shall have the right to inspect any the Proposer's training records, prior complaints, or any other related documents upon request.

### **Response Specification**

The Proposer will respond to notice of problems received from the District staff regarding the quality of services within 24 hours. The District reserves the right to monitor and evaluate the progress and performances of the Proposer to ensure the terms of the agreement are being met.

The Proposer shall provide labor, equipment, tools, supplies, (unless otherwise noted), supervision, management and other resources and services needed to perform the duties required.

Employees of the Proposer will be required to adhere to District, County of Santa Clara and Town of Los Altos Hills Safety regulations and policies. The Proposer agrees that it will, upon notice, immediately remove any supervisor or employee who is unsatisfactory to the District.

The Proposer shall not represent that it and its employees are agents or employees of the District. Personnel shall be thoroughly trained and qualified in the work assigned to them.

All of the Proposers employees shall display identification cards at all times that include their name and company.

### **Time of Completion**

The time for completion is one-hundred forty (140) working days from Notice to Proceed ("Time of Completion"). The Time of Completion may be extended by mutual agreement of the parties.

Designated legal holidays are: January 1st, the third Monday in January, the third Monday in February, the last Monday in May, July 4th, the first Monday in September, November 11<sup>th</sup>, Thanksgiving Day, the Friday following Thanksgiving Day, and December 25th. When a designated legal holiday falls on a Sunday, the following Monday shall be the designated legal holiday. When November 11th falls on a Saturday, the preceding Friday shall be a designated legal holiday.

Proposer is not authorized to perform any work until he has received a Notice to Proceed from the District. Within five (5) working days after the effective date of such Notice to Proceed, the Proposer shall commence work and shall diligently prosecute the same to completion within the Time of Completion.

The Proposer shall notify the District, in writing, of his intent to begin work at least seventy-two (72) hours before work is begun and shall specify the date the Proposer intends to start.

Should the Proposer begin work in advance of receiving the Notice to Proceed and providing notice to the District, any work performed by him in advance of such notice shall be considered as having been done by him at his own risk and as a volunteer without compensation.

#### **Other Requirements**

The Proposer shall record all work, showing date of performance, area where work is performed, and percentage of work performed. Records will be made available to the District upon request.

The Proposer shall report to the District as soon as possible after any accident resulting in death or injury to persons or damage to property.

If the problem is critical in nature and requires immediate action, the District shall be notified immediately.

The Proposer shall immediately call the Town of Los Altos Hills or Santa Clara County and report any circumstances that will create hazardous or unhealthful conditions involving public facilities, roads, pathways and etc.

The property owner shall be responsible for obtaining all required tree removal permits.

### Exhibit 3

Tree Services Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Tree Services Contractor, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Tree Services Contractor has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

2. MINIMUM LIMITS OF INSURANCE. Tree Services Contractor shall maintain limits no less than:

2.1 Commercial General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the District. At the option of the District, either: the Tree Services Contractor shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the District, its officials, employees, agents and contractors; or the Tree Services Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the District. The District may require the Tree Services Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The District, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Tree Services Contractor including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Tree Services Contractor on premises owned, leased or used by the Tree Services Contractor. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Tree Services Contractor's insurance coverage is the primary insurance as respects the District, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the District, its officials, employees, agents, contractors, and volunteers shall be excess of the Tree Services Contractor's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the District, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the District's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the District.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees, agents or contractors.

4.1.6 Tree Services Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

4.4 Claims Made Policies. If any of the required policies provide claims-made coverage, the District requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Tree Services Contractor for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Tree Services Contractor shall furnish the District with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by

that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Tree Services Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

P.O. Box 1766  
Los Altos, CA 94023-1766

6. SUBCONTRACTORS. Tree Services Contractor shall include all subcontractors as insured under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.



Los Altos Hills County Fire District			Actual FY14 (2013-2014)	Actual FY15 (2014-2015)	Actual FY16 (2015-2016)	Budget FY17 (2016-2017)	Projected FY17 (2016-2017)	Budget FY18 (2017-2018)	Budg. FY18 vs. Proj. FY17 Fav (Unfav)	% Change Fav (Unfav)
SAP	LAHCFD #	Revenues (NOTE 1)								
4001100	4001100	Prop Taxes - Curr Secured	7,572,518	8,182,311	8,798,597	9,087,000	9,416,000	9,792,000	376,000	4.0%
4001200	4001200	Prop Tax - Unitary	30,409	35,718	44,355	43,900	43,960	43,960	-	0.0%
4002100	4002100	Prop Taxes - Curr Unsecured	560,395	664,757	606,621	643,000	625,000	630,000	5,000	0.8%
4006100	4006100	Senate Bill 813	163,690	288,108	288,777	173,000	332,000	298,800	(33,200)	-10.0%
4301100	4301100	Interest - Deposits & Investment	51,723	51,498	77,007	45,000	85,000	85,000	-	0.0%
4302100	4302100	Property Rental	4,250	500	5,500	3,000	11,000	3,000	(8,000)	-72.7%
4419100	4419100	HOPTR (Homeowner's Prop Tax Relief)	47,968	48,062	46,557	46,000	45,000	45,000	-	0.0%
4813810	4813810	Other/Misc. Revenue	1,062	686	-	1,100	1,100	1,000	(100)	-9.1%
4980220	4980220	Tax Revenue - Excess ERAF (NOTE 2)	-	-	13,757	8,000	8,300	7,000	(1,300)	-15.7%
		<b>Total Revenues</b>	<b>8,432,015</b>	<b>9,271,640</b>	<b>9,881,172</b>	<b>10,050,000</b>	<b>10,567,360</b>	<b>10,905,760</b>	<b>338,400</b>	<b>3.2%</b>
		<b>Operating Expenditures:</b>								
5220200	5220200	Insurance	3,562	3,517	5,099	5,100	4,653	5,000	(347)	-7.5%
5225500	5225500	Commissioners Fee	6,900	9,400	5,900	16,800	11,800	16,800	(5,000)	-42.4%
5235400	5235401	Outside Hydrant Repair/Maint	12,910	2,602	70,208	15,000	15,000	15,000	-	0.0%
5250100	5250100	Office Expenses	3,272	2,913	4,610	8,000	4,000	5,000	(1,000)	-25.0%
5258200	5258200	Professional Services - Internal	231	231	231	231	231	231	-	0.0%
5259200	5259200	Property Tax Admin Fee	100,619	90,418	102,453	106,000	106,000	108,100	(2,100)	-2.0%
5260100	5260100	Publications and Legal Notices	895	2,804	8,218	6,500	6,000	6,000	-	0.0%
5350100	5350100	Miscellaneous	6,237	13,568	10,239	2,000	2,000	2,000	-	0.0%
		<b>Total Operating Expenditures</b>	<b>134,626</b>	<b>125,453</b>	<b>206,957</b>	<b>159,631</b>	<b>149,684</b>	<b>158,131</b>	<b>(8,447)</b>	<b>-5.6%</b>
5255100		<b>Professional &amp; Specialized Services</b>								
	5255101	Annual Audit Charter	12,350	18,950	20,440	21,000	20,440	21,100	(660)	-3.2%
	5255102	Accounting Services	19,800	24,150	30,000	36,000	36,000	36,000	-	0.0%
	5255103	Outside Legal Fees	33,054	61,043	54,108	50,000	70,000	60,000	10,000	14.3%
	5255104	Outside Consultant Services	-	17,387	2,072	4,500	4,500	4,500	-	0.0%
5255100		<b>Total Professional &amp; Spec. Services</b>	<b>65,204</b>	<b>121,530</b>	<b>106,620</b>	<b>111,500</b>	<b>130,940</b>	<b>121,600</b>	<b>9,340</b>	<b>7.1%</b>
5255500		<b>Contract Services</b>								
	5255501	Central Fire District	3,822,594	3,988,329	4,162,212	4,347,500	4,332,636	4,507,775	(175,139)	-4.0%
	5255502	Battalion 74 Services	992,202	1,035,224	1,080,358	1,128,500	1,084,780	1,087,530	(2,750)	-0.3%
	5255503	Emergency Services Coordinator	75,864	79,042	82,488	86,200	78,980	75,191	3,789	4.8%
	5255504	Emergency Prep/Fire Prevention	27,154	35,909	20,055	40,000	10,802	40,000	(29,198)	-270.3%
	5255505	Extra Fire Season Staff	403,032	297,209	307,755	350,000	328,004	325,000	3,004	0.9%
	5255506	Type 3 Fire Engine Rental	-	-	-	-	20,000	115,200	(95,200)	-476.0%
	5255507	Self Insurance Claim (Worker's Comp)	1,244	5,319	1,444	4,000	2,493	3,000	(507)	-20.3%
5255500		<b>Total Contract Services</b>	<b>5,322,090</b>	<b>5,441,032</b>	<b>5,654,313</b>	<b>5,956,200</b>	<b>5,857,695</b>	<b>6,153,696</b>	<b>(296,001)</b>	<b>-5.1%</b>
5255600		<b>Contract Services (Consultants)</b>								
	5255601	Clerk	54,213	56,220	56,853	59,550	59,496	61,900	(2,404)	-4.0%
	5255602	Fire Consultant	54,213	56,220	56,220	59,550	56,932	59,200	(2,268)	-4.0%
5255600		<b>Total Contract Services (Consultants)</b>	<b>108,426</b>	<b>112,440</b>	<b>113,073</b>	<b>119,100</b>	<b>116,428</b>	<b>121,100</b>	<b>(4,672)</b>	<b>-4.0%</b>
5282200		<b>Projects and Programs</b>								
	5282201	Chipping Program	292,532	251,191	266,782	300,000	285,987	300,000	(14,013)	-4.9%
	5282202	Yard Waste Program	37,320	27,450	36,604	39,000	38,072	39,000	(928)	-2.4%
	5282203	Brush Goat Program	17,738	17,738	17,738	18,000	17,738	18,000	(262)	-1.5%
	5282204	Buildings and Grounds	6,509	4,804	4,464	12,000	6,916	6,000	916	13.2%
	5282205	Emergency Access Roads	1,948	459	304	3,000	2,000	5,000	(3,000)	-150.0%
	5282206	Tree Removal and Pruning (NOTE 3)	1,653,738	2,516,711	2,633,356	1,500,000	1,500,000	1,000,000	500,000	33.3%
	5282208	Hydrant/Water Main Improv. - Purissima	545,634	515,064	537,996	1,955,570	1,400,000	470,000	930,000	66.4%
	5282209	Hydrant/Water Main Improv. - Cal Water	309,969	54,289	-	50,000	10,000	10,000	-	0.0%
	5282210	Fire Service Water Flow Improvements	-	-	-	-	-	1,500,000	(1,500,000)	-100.0%
	5282211	Projects & Programs Contingency	-	-	-	100,000	-	100,000	(100,000)	-100.0%
	5282212	Page Mill Tank Seismic Retrofit	-	-	624,404	-	-	-	-	-
	5282213	Neary Tank Project	2,337,107	-	-	-	-	-	-	-
	5282214	Weed Control Program	5,000	-	-	-	-	-	-	-
	5282213	Fuel Break Prog Open Space	-	-	-	-	-	-	-	-
5282200		<b>Total Projects and Programs</b>	<b>5,207,495</b>	<b>3,387,706</b>	<b>4,121,648</b>	<b>3,977,570</b>	<b>3,260,713</b>	<b>3,448,000</b>	<b>(187,287)</b>	<b>-5.7%</b>
		<b>Total Expenditures:</b>	<b>10,837,841</b>	<b>9,188,161</b>	<b>10,202,611</b>	<b>10,324,001</b>	<b>9,515,459</b>	<b>10,002,527</b>	<b>(487,068)</b>	<b>-5.1%</b>
		<b>Net Change in Fund Balance</b>	<b>(2,405,826)</b>	<b>83,479</b>	<b>(321,439)</b>	<b>(274,001)</b>	<b>1,051,901</b>	<b>903,233</b>	<b>(148,668)</b>	<b>-14.1%</b>
Balance Sheet										
<b>Assets</b>	Cash		11,150,855	11,902,307	11,486,888	11,100,802	12,701,704	13,404,937	703,233	5.5%
	Accounts Receivable / Prepaids		411,373	16,491	18,284	20,000	20,000	20,000	-	0.0%
	Capital Assets (net of Accum. Depreciation)		2,476,476	2,405,341	2,329,342	2,253,343	2,253,343	2,177,344	(75,999)	-3.4%
	<b>Total Assets</b>		<b>14,038,704</b>	<b>14,324,139</b>	<b>13,834,514</b>	<b>13,374,145</b>	<b>14,975,047</b>	<b>15,602,281</b>	<b>627,234</b>	<b>4.2%</b>
<b>Liabilities</b>	Accounts Payable		146,507	427,556	335,369	225,000	500,000	300,000	(200,000)	-40.0%
<b>Fund Balance</b>	Committed to Operations		-	-	2,000,000	2,000,000	2,000,000	2,000,000	-	0.0%
	Committed to Insurance		-	-	100,000	100,000	-	-	-	-
	Committed to Emergency Operations		-	-	2,000,000	2,000,000	2,000,000	2,000,000	-	0.0%
	<b>Total Committed Funds</b>		<b>-</b>	<b>-</b>	<b>4,100,000</b>	<b>4,100,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>-</b>	<b>0.0%</b>
<b>Net Position</b>	Unassigned Fund Balance		11,415,721	11,491,242	7,069,803	6,795,802	8,221,704	9,124,937	903,233	11.0%
	Investment in Capital Assets		2,476,476	2,405,341	2,329,342	2,253,343	2,253,343	2,177,344	(75,999)	-3.4%
	<b>Total Liabilities and Net Position</b>		<b>14,038,704</b>	<b>14,324,139</b>	<b>13,834,514</b>	<b>13,374,145</b>	<b>14,975,047</b>	<b>15,602,281</b>	<b>627,234</b>	<b>4.2%</b>

#### NOTES

- Property Tax Revenues are provided by the County of Santa Clara (February 2017)
- Excess ERAF was included in Curr. Secured Property Taxes for FY16, but the County separated the account in FY17
- "Dead Tree" and "Eucalyptus" tree programs have been combined into one account (see Budget Narrative for explanation)





**COUNTY FIRE  
DISTRICT**

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**BUDGET NARRATIVE  
FY 2017 - 2018**

## **Introduction**

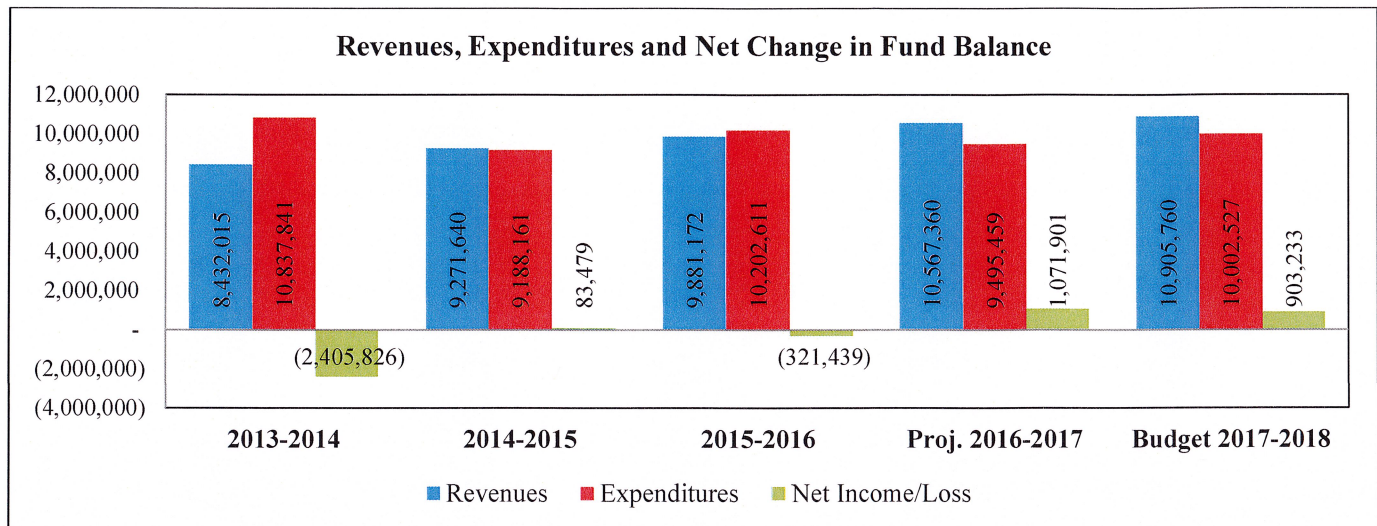
The mission of the Los Altos Hills County Fire District (LAHCFD) is to protect the lives, property and environment within the community it serves from fires, disasters and medical emergencies or incidents through education, prevention and emergency response services for the Town of Los Altos Hills and adjacent county areas.

The District does not employ its own personnel, so to achieve our mission LAHCFD have contracted specialized consultants and contractors, thus minimizing the financial risks and burden of maintaining “in-house” capability. For Emergency Response Services, the District has contracted with the Santa Clara County Fire Department (SCCFD), thereby enjoying all the benefits offered by a larger organization, including a full roster of professional staff, specialized equipment, and a high level of readiness for various types of emergencies. The District also manages a number of other programs aimed at fire prevention; such as upgrades to fire hydrants, water mains and tanks, District-funded brush chipping services for residents, monthly assistance with yard waste disposal, annual weed abatement inspections, and District-funded eucalyptus and dead tree mitigation and removal. Finally, the District provides regular classes in emergency preparedness for residents of the district, including “Personal Emergency Preparedness”, “Community Emergency Response Teams”, and “Cardio Pulmonary Resuscitation”.

## **Budget Overview**

We offer the readers of the District’s budget this narrative overview and analysis of the planned financial and operating activities for the Los Altos Hills County Fire District for the year ending June 30, 2018.

- The District’s assets are expected to increase from \$15 million to \$15.6 million, a 4.2 percent increase. Cash at the end of the year will be slightly in excess of \$13.4 million, while fixed assets (including land, station improvements, fire hydrants, furniture and equipment) are expected to be slightly less than \$2.2 million.
- The District’s strong fund balance has enabled it to undertake costly but essential fire prevention projects during the past eight years upgrading hydrants and tanks. By FY18 most of these projects are finished or in their final stages. During FY18 LAHCFD intends to review and improve fire-fighting water flow capacity throughout the District, which is likely to continue for the next few years, and result in substantial project expense in partnership with local water districts.
- Dead Tree and Eucalyptus removal expense is expected to be less costly than in previous years due to extensive prior removal work, the end of the drought and implementation of a new bidding process which has resulted in substantial tree work savings.
- Revenue is anticipated to increase by 3.2 percent to \$10.9 million. The County assessor’s office reports that home sales and prices continue to rise in the District.
- Expenditures are expected to increase by 5.1 percent from the prior year primarily due to higher fire department expense and the fire-fighting water flow capacity project expected to begin in FY18.
- Beginning on January 1, 2017 a new 10-year contract was entered into with the SCCFD, who have been providing the District with Fire Protection Services for the past 20 years. See the “Contract Services” section on page 6 for more details.



### Revenues

FY18 Budget	10,905,760	3.2%		FY16 Actual	9,881,172	6.6%
FY17 Projected	10,567,360	6.9%		FY15 Actual	9,271,640	10.0%
FY17 Budget	10,050,000	1.7%		FY14 Actual	8,432,015	

### Property Taxes

Santa Clara County collects taxes for the District, remits funds and charges an administrative handling fee for collecting the money (which is covered in the expense portion of this narrative). The County provides the District with a projection of expected tax revenue that is adapted into the budget.

- Secured Property Taxes:  
Secured taxes are calculated based upon the value of real property, land, and personal property, such as structures, located upon the real property. Secured property is taxed at a general rate of one percent of the assessed value. These taxes make up the majority of the District's revenue each fiscal year.

FY18 Budget	9,792,000	4.0%		FY16 Actual	8,798,597	7.5%
FY17 Projected	9,416,000	7.0%		FY15 Actual	8,182,311	8.1%
FY17 Budget	9,087,000	3.3%		FY14 Actual	7,572,518	

- Unitary Property Taxes:  
Unitary taxes cover such entities as railroads, electric, gas, and telephone companies. The State Board of Equalization assesses the value of these companies' operations and establishes a countywide tax rate system.

FY18 Budget	43,960	0.0%		FY16 Actual	44,355	24.2%
FY17 Projected	43,960	-0.9%		FY15 Actual	35,718	17.5%
FY17 Budget	43,900	-1.0%		FY14 Actual	30,409	

- Unsecured Property Taxes:  
Unsecured taxes are assessed against movable personal property such as business equipment, boats and airplanes. The tax is considered unsecured because any tax not paid results in a lien filed against the owner of the property, not the property itself.

FY18 Budget	630,000	0.8%		FY16 Actual	606,621	-8.7%
FY17 Projected	625,000	3.0%		FY15 Actual	664,757	18.6%
FY17 Budget	643,000	6.0%		FY14 Actual	560,395	

## LAHCFD FY18 Budget Narrative

### Property Taxes Continued

- Supplemental Senate Bill 813 Tax:

SB 813, also known as the Hughes-Hart Educational Reform Act of 1983, originally was designed to close a perceived loophole in Proposition 13 and generate much needed additional funding for schools. The new law established a “floating lien date” and prevented property owners from delaying the taxation of their properties at higher value assessments. After the first year, the revenue generated by SB 813 is distributed to all local governments that receive property tax revenues.

FY18 Budget	298,800	-10.0%		FY16 Actual	288,777	0.2%
FY17 Projected	332,000	15.0%		FY15 Actual	288,108	76.0%
FY17 Budget	173,000	-40.1%		FY14 Actual	163,690	

- The Homeowner Property Tax Relief:

HOPTR provides a \$7,000 exemption on the value of owner occupied homes. The tax revenue lost from this exemption is made up in part from other sources and the District receives a share of this funding.

FY18 Budget	45,000	0.0%		FY16 Actual	46,557	-3.1%
FY17 Projected	45,000	-3.3%		FY15 Actual	48,062	0.2%
FY17 Budget	46,000	-1.2%		FY14 Actual	47,968	

- Excess Educational Revenue Augmentation Fund:

The County ERAF account has more revenue than necessary to offset all aid to K–12 and community college districts under Proposition 98. In response, the CA State Legislature enacted a law requiring some of these surplus funds to be used for special education programs, with the remaining funds returned to cities, counties, and special districts in proportion to the amount of property taxes they previously contributed to ERAF. LAHCFD received their first return of Excess ERAF in FY16 (but the County did not list it as a separate revenue account until FY17.)

FY18 Budget	7,000	-15.7%		FY17 Budget	8,000	-41.8%
FY17 Projected	8,300	-39.7%		FY16 Actual	13,757	

### Other Revenues

- Interest – Deposits and Investments:

The District’s cash balances are commingled with and held by the County of Santa Clara. The District earns income from these holdings, which varies depending upon market interest rates.

FY18 Budget	85,000	0.0%		FY16 Actual	77,007	49.5%
FY17 Projected	85,000	10.4%		FY15 Actual	51,498	-0.4%
FY17 Budget	45,000	-41.6%		FY14 Actual	51,723	

- Property Rental

The District owns a property that is rented out, usually to contractors who are performing public work, for parking their heavy equipment and materials during operations. Over the last few years the District has rented out the space an average of 2-3 months per year at a maximum of \$1,500 per month.

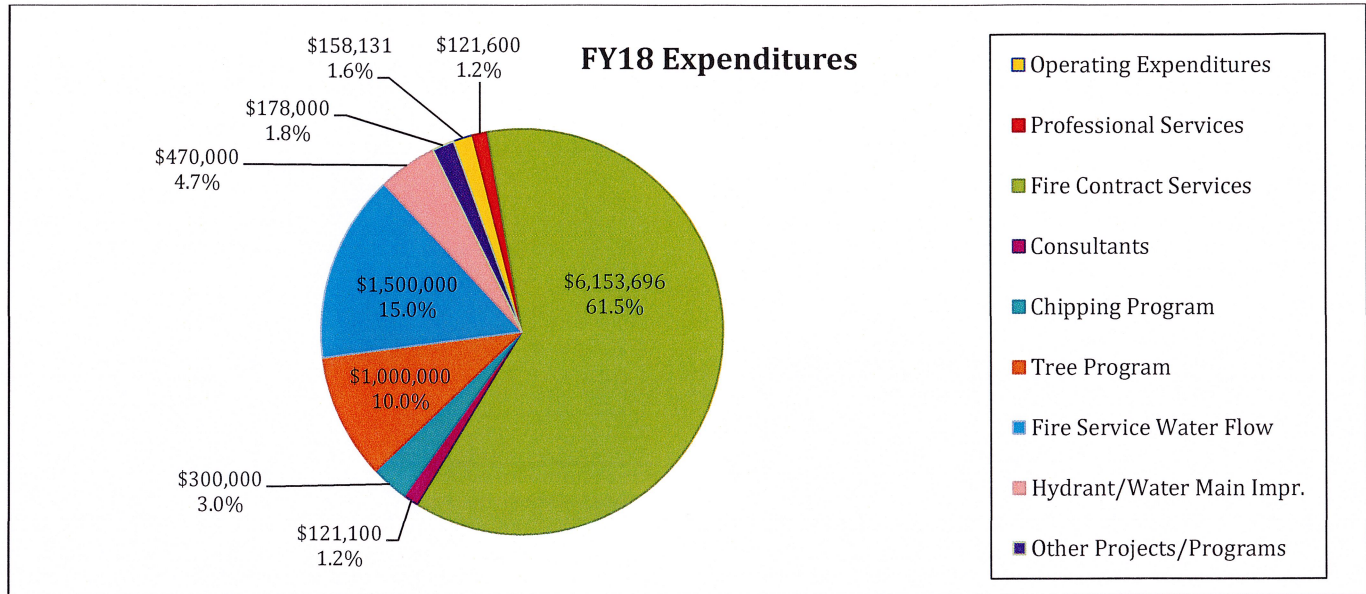
FY18 Budget	3,000	-72.7%		FY16 Actual	5,500	1000%
FY17 Projected	11,000	100%		FY15 Actual	500	-88.2%
FY17 Budget	3,000	-45.5%		FY14 Actual	4,250	

- Other/Miscellaneous Revenues

Other income such as reimbursements and hydrant damage insurance settlements.

FY18 Budget	1,000	-9.1%		FY16 Actual	0	-100%
FY17 Projected	1,100	100%		FY15 Actual	686	-35.4%
FY17 Budget	1,100	100%		FY14 Actual	1,062	



**Expenditures**

FY18 Budget	10,002,527	-5.1%	FY16 Actual	10,202,611	-11.0%
FY17 Projected	9,515,459	6.7%	FY15 Actual	9,188,161	15.2%
FY17 Budget	10,324,001	-1.2%	FY14 Actual	10,837,841	

**Operating Expenditures**

- Insurance:

In FY16, the District entered into an insurance policy with the Fire Agencies Insurance Risk Authority (FAIRA), which provides a comprehensive asset and liability coverage.

FY18 Budget	5,000	-7.5%	FY16 Actual	5,099	-45.0%
FY17 Projected	4,653	8.7%	FY15 Actual	3,517	1.3%
FY17 Budget	5,100	0%	FY14 Actual	3,562	

- Commissions Fee:

The seven Commissioners of the Board are currently paid \$100 per meeting. Prior to FY17, the Commissioners were only paid for the ten monthly Board Meetings per year; Commissioners are now compensated for sub-committee attendance as well, not to exceed three meetings per month per Commissioner.

FY18 Budget	16,800	-42.4%	FY16 Actual	5,900	37.2%
FY17 Projected	11,800	-100%	FY15 Actual	9,400	-36.2%
FY17 Budget	16,800	-184.7%	FY14 Actual	6,900	

- Outside Hydrant Repair:

This account covers hydrant repair and maintenance costs for the District's 600 hydrants in the Purissima Hills Water District service area. Hydrants in the Cal Water service area are the responsibility of Cal Water. In FY16 a leaking hydrant lateral caused severe road damage which accounted for the unusually large expenditure. The Fire Consultant recommends \$15,000 to cover necessary repairs.

FY18 Budget	15,000	0%	FY16 Actual	70,208	-2598.2%
FY17 Projected	15,000	78.6%	FY15 Actual	2,602	79.8%
FY17 Budget	15,000	78.6%	FY14 Actual	12,910	

## LAHCFD FY18 Budget Narrative

### Operating Expenditures Continued

- Office Expenses

This account includes amounts spent by the District Clerk on postage, copier expenses, shredding, Commissioner meeting accommodations, etc. Starting in FY16 some expenses that were previously recorded in the "Miscellaneous Expense" account (such as business cards and letterhead) were moved to this account, hence the slightly higher expenditure over prior years.

FY18 Budget	5,000	-25.0%		FY16 Actual	4,610	-58.3%
FY17 Projected	4,000	13.2%		FY15 Actual	2,913	11.0%
FY17 Budget	8,000	-73.5%		FY14 Actual	3,272	

- Professional Services – Internal

This is an annual fee of \$231 paid to the Clerk of the County for processing of the "Property Tax Administration Fee".

- Property Tax Administration Fee:

The Property Tax Administration Fee is paid to the County in the 4<sup>th</sup> Quarter of the fiscal year, and is based on a variable percentage of actual property tax collection costs. The County provides an estimate of the fee as part of their revenue projections, which typically represents 1% of tax revenue.

FY18 Budget	108,100	-2.0%		FY16 Actual	102,453	-13.3%
FY17 Projected	106,000	-3.5%		FY15 Actual	90,418	10.1%
FY17 Budget	106,000	-3.5%		FY14 Actual	100,619	

- Publications and Legal Notices:

Notices of fire prevention hearings and emergency information are recorded in this account. In FY16, the District started covering the costs of the "Los Altos Hills Our Town" mailings to the unincorporated areas of the Town, accounting for a higher expenditure over prior years.

Note: notices relating to specific "Projects and Programs" are expensed to their corresponding accounts.

FY18 Budget	6,000	0%		FY16 Actual	8,218	-193.1%
FY17 Projected	6,000	27.0%		FY15 Actual	2,804	-213.3%
FY17 Budget	6,500	20.9%		FY14 Actual	895	

- Miscellaneous:

This account is used to record expenses that do not fall into a specific expense category, such as advertising expenses, and boardroom improvements. Historically, this account included website maintenance costs (which from FY17 onward are recorded as "Outside Consultant Services"), and business cards and letterhead (which from FY17 onward are recorded as "Office Expenses".)

FY18 Budget	2,000	0%		FY16 Actual	10,239	24.5%
FY17 Projected	2,000	80.5%		FY15 Actual	13,568	-117.5%
FY17 Budget	2,000	80.5%		FY14 Actual	6,237	

### Professional & Specialized Services

- Annual Audit Charter:

The District's finances are audited annually by an outside auditor, and are subject to audit at any time by the Audit Division of the Board of Supervisors. The District's contract with its existing auditor goes through FY20.

FY18 Budget	21,100	-3.2%		FY16 Actual	20,440	-7.9%
FY17 Projected	20,440	0%		FY15 Actual	18,950	-53.4%
FY17 Budget	21,000	-2.7%		FY14 Actual	12,350	



## LAHCFD FY18 Budget Narrative

### Professional & Specialized Services Continued

- Accounting Services:

The District is provided a financial package including Balance Sheet, P&L and transaction details by an outside accounting firm on a monthly basis, with financial consulting services provided as needed. Beginning in FY16, the financial consultant took on additional responsibilities including disbursement voucher preparation, vendor maintenance, extra budget documents, etc.

FY18 Budget	36,000	0%		FY16 Actual	30,000	-24.2%
FY17 Projected	36,000	-20.0%		FY15 Actual	24,150	-22.0%
FY17 Budget	36,000	-20.0%		FY14 Actual	19,800	

- Outside Legal Fees:

Legal Counsel fees are paid monthly and are variable depending on the scope of work required. Extra expenditure was incurred in FY17 due to Fire Contract renegotiations.

FY18 Budget	60,000	14.3%		FY16 Actual	54,108	11.4%
FY17 Projected	70,000	-29.4%		FY15 Actual	61,043	-45.3%
FY17 Budget	50,000	7.6%		FY14 Actual	33,054	

- Outside Consulting Services:

The District uses outside consultants for special projects. In FY15 The Center for Public Safety Excellence was contracted to assist with Strategic Planning review. For FY17 and onward, this account will include the annual website maintenance costs.

FY18 Budget	4,500	0.0%		FY16 Actual	2,072	88.1%
FY17 Projected	4,500	-117.1%		FY15 Actual	17,387	-
FY17 Budget	4,500	-117.1%		FY14 Actual	-	

### Contract Services

- Central Fire District:

Beginning January 1, 2017, the District entered into a contract with the SCCFD for fire protection and emergency medical services through December 31, 2026. The annual percentage increase is based on a weighted average allocation of three indices as follows: 50% the change in the San Francisco/Oakland area consumer price index, 25% assessed local secured parcel values, and 25% firefighter's annual cost of living increases in total compensation. The annual percent increase shall not be less than 2% or greater than 5% of the prior year's base rate.

FY18 Budget	4,507,775	-4.0%		FY16 Actual	4,162,212	-4.4%
FY17 Projected	4,332,636	-4.1%		FY15 Actual	3,988,329	-4.3%
FY17 Budget	4,347,500	-4.5%		FY14 Actual	3,822,594	

- Battalion 14:

Battalion 14 services are part of the SCCFD contract and are recorded in a separate account to better track expenditures. Battalion 14 was added in FY10 and includes the cost of a Battalion Chief 24/7. Annual increases in compensation are calculated at the same rate as outlined above. As part of the new contract, LAHCFD will receive a 1/15th credit of the adjusted base amount for battalion chief services.

FY18 Budget	1,087,530	-0.3%		FY16 Actual	1,080,358	-4.4%
FY17 Projected	1,084,780	-0.4%		FY15 Actual	1,035,224	-4.3%
FY17 Budget	1,128,500	-4.5%		FY14 Actual	992,202	

## LAHCFD FY18 Budget Narrative

### Contract Services Continued

- Emergency Services Coordinator:

The Emergency Service Coordinator's salary is a contracted service provided by the SCCFD based on 20 hours of service per week. Cost increases annually at the same rate as the Central Fire District (see above.) The annual base amount for ESC Coordinator was lowered as part of the new contract.

FY18 Budget	75,191	4.8%		FY16 Actual	82,488	-4.4%
FY17 Projected	78,980	4.3%		FY15 Actual	79,042	-4.2%
FY17 Budget	86,200	-4.5%		FY14 Actual	75,864	

- Fire Prevention/Emergency Prep:

This account covers the non-labor costs associated with the CERT program and ESC supplies paid to SCCFD. During the last part of FY16 and a majority of FY17 the District did not have a designated ESC, so expenses (outside of labor as covered above) were minimal. FY18 is expected to have increased supply expenses as well as \$23,000 designated to cover relocation costs of the ARK incident command center on the Foothill College campus.

FY18 Budget	40,000	-270.3%		FY16 Actual	20,055	44.1%
FY17 Projected	10,802	46.1%		FY15 Actual	35,909	37.1%
FY17 Budget	40,000	-99.4%		FY14 Actual	27,154	

- Extra Fire Season Staff:

The District contracts for three additional firefighters nine hours a day during high fire hazard periods as designated by Cal Fire, roughly 160 days per year. FY18 has been budgeted slightly lower than FY17 due to increased wet weather patterns that are expected to result in a shorter fire season.

FY18 Budget	325,000	0.9%		FY16 Actual	307,755	-3.5%
FY17 Projected	328,004	-6.6%		FY15 Actual	297,209	26.3%
FY17 Budget	350,000	-13.7%		FY14 Actual	403,032	

- Type 3 Fire Engine Rental

Under the new contract with SCCFD the District will need to rent the Type 3 Engine due to excessive wear caused by the District's service. Cal Fire OES determines the rate each year. The FY18 Budget assumes a rate of \$80 per hour, nine hours a day for 160 days.

FY18 Budget	115,200	-476%		FY17 Projected	20,000	
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- Self-Insurance Claim (Workman's Comp):

The District is currently paying off its share of a few workman's compensation claims, dating from 1993 when they were involved with Los Altos Fire. The City of Los Altos bills the District an agreed upon one-third of the actual payments quarterly.

FY18 Budget	3,000	-20.3%		FY16 Actual	1,444	72.8%
FY17 Projected	2,493	-72.6%		FY15 Actual	5,319	-327.6%
FY17 Budget	4,000	-176.9%%		FY14 Actual	1,244	

### Contract Services (Consultants)

- Contract Employment Services (Clerk):

This position serves as the primary and confidential administrative liaison for the LAHCFD Commission and its legal counsel and for the Fire Chief and other executive management personnel in Santa Clara County. Responsibilities include preparing the monthly packets, taking minutes of the monthly meetings, responding to public inquiries, collecting invoices for payment and coordinating auditor visits.

FY18 Budget	61,900	-4.0%		FY16 Actual	56,853	-1.1%
FY17 Projected	59,796	-4.6%		FY15 Actual	56,220	-3.7%
FY17 Budget	59,550	-4.7%		FY14 Actual	54,213	

## LAHCFD FY18 Budget Narrative

### Contract Services (Consultants) Continued

- Contract Employment Services (Fire Consultant):

The Fire Consultant assists with all of the water main and hydrant projects in the District as well as overseeing the brush chipping, dead tree, eucalyptus and other programs as directed by the Board.

FY18 Budget	59,200	-4.0%		FY16 Actual	56,220	0%
FY17 Projected	56,932	-1.3%		FY15 Actual	56,220	-3.7%
FY17 Budget	59,550	-5.9%		FY14 Actual	54,213	

### Projects and Programs

- Chipping Program:

A District-funded, on-site "chipping" service (provided twice-yearly in each of the District's six Areas) to reduce excess fuel loads from residential properties.

FY18 Budget	300,000	-4.9%		FY16 Actual	266,782	-6.2%
FY17 Projected	285,987	-7.2%		FY15 Actual	251,191	14.1%
FY17 Budget	300,000	-12.5%		FY14 Actual	292,532	

- Yard and Waste Program:

This District-funded program allows residents to drop-off garden debris and other combustible plant materials once a month. The District reimburses the Town of Los Altos Hills for the cost of the program. Note: The FY15 number is lower because the Town did not calculate the amount for the 4<sup>th</sup> Quarter of the fiscal year in time.

FY18 Budget	39,000	-2.4%		FY16 Actual	36,604	-33.3%
FY17 Projected	38,072	-4.0%		FY15 Actual	27,450	26.4%
FY17 Budget	39,000	-6.5%		FY14 Actual	37,320	

- Brush Goat Program:

The District rents goats annually for fuel load reduction, usually provided at the end of the fiscal year in June. The annual charge for goat services has been \$17,738. FY18 estimate is \$18,000.

- Buildings and Grounds:

Includes monthly landscaping fees and any upgrades made to the District owned fire station at Foothill College.

FY18 Budget	6,000	13.2%		FY16 Actual	4,464	7.1%
FY17 Projected	6,916	-54.9%		FY15 Actual	4,804	26.2%
FY17 Budget	12,000	-168.8%		FY14 Actual	6,509	

- Emergency Access Roads:

The District budgets funds for emergency road repairs and maintenance. Fire Consultant recommended \$5,000 to cover extra road repairs due to increased wet and stormy weather conditions.

FY18 Budget	5,000	-150.0%		FY16 Actual	304	33.7%
FY17 Projected	2,000	-557.7%		FY15 Actual	459	76.4%
FY17 Budget	3,000	-886.5%		FY14 Actual	1,948	

## LAHCFD FY18 Budget Narrative

### Projects and Programs Continued

- Tree Removal and Pruning Program:

The District provides for the removal and pruning of dead or dying trees within the District. Previously there were two accounts; one for “Dead Tree” removal, and one for “Eucalyptus” pruning and removal. A new contract process began in FY17 in which contractors bid to remove and prune all trees in a specific area, rather than billing on a tree-by-tree basis as was done in the past. Since the new process does not track costs by tree type, the two accounts have been combined into a single account called “Tree Removal and Pruning Program.” The prior year figures in the table below have been calculated by combining the “Dead Tree” and “Eucalyptus” expenditures.

Since the program started in FY12, the District has removed or pruned approximately 8,600 trees. Expenditures are expected to decrease in FY18 for three reasons: (1) Dead or dying trees have been pruned or removed for the last five years, (2), Significant FY17 rainfall is expected to result in fewer tree deaths, and (3) the new bidding process has resulted in substantial savings.

FY18 Budget	1,000,000	33.3%		FY16 Actual	2,633,356	-4.6%
FY17 Projected	1,500,000	43.0%		FY15 Actual	2,516,711	-52.2%
FY17 Budget	1,500,000	43.0%		FY14 Actual	1,653,738	

- Hydrant/Water Main Improvements - Purissima:

The District works in conjunction with the Purissima Hills Water District to procure design engineering and construction services for Fire Hydrant/Water Mains Improvement Projects. The multiyear hydrant program was expected to be complete by the end of FY17, but delays and high rainfall caused construction of Phase VIII to be delayed many months. The FY18 budget has provided for two months of the construction expenses, to conclude the project in the new year.

FY18 Budget	470,000	71.4%		FY16 Actual	537,996	-4.5%
FY17 Projected	1,400,000	-160.2%		FY15 Actual	515,064	5.6%
FY17 Budget	1,955,570	-263.5%		FY14 Actual	545,634	

- Hydrant/Water Main Improvements – Cal Water

The District works in conjunction with the California Water Service to repair and maintain water mains and fire hydrants within Cal Water’s service area.

FY18 Budget	10,000	0.0%		FY16 Actual	0	100.0%
FY17 Projected	10,000	-100.0%		FY15 Actual	54,289	82.5%
FY17 Budget	50,000	-100.0%		FY14 Actual	309,969	

- Fire Service Water Flow Improvements

The District is looking to work with Purissima Hills Water District and the California Water Service to improve water flow within the community in order to meet fire-flow standards. The program is expected to span multiple years, with the FY18 budget covering planning, engineering and preliminary construction costs based upon estimated cost projections provided to the District by Purissima and Cal Water.

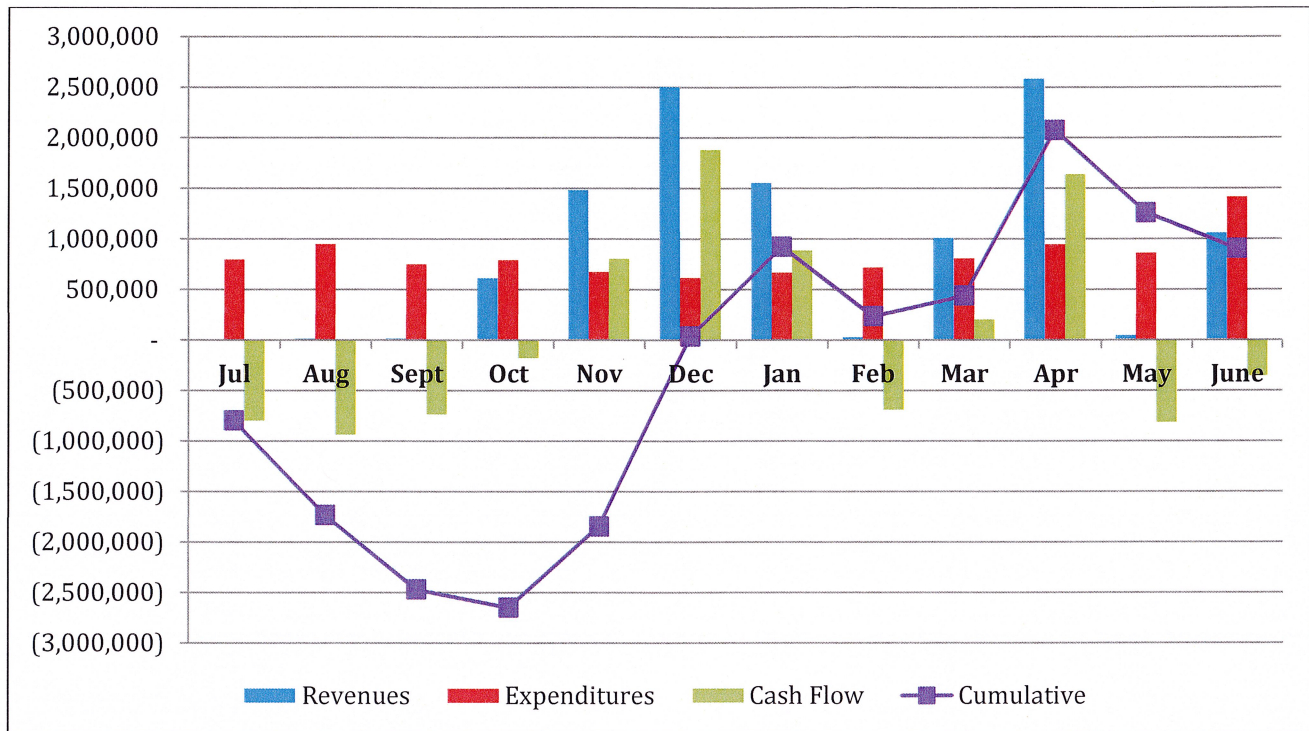
FY18 Budget	1,500,000	100%		FY17 Projected	0	
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- Projects & Programs Contingency

The District has budgeted \$100,000 to cover unexpected Projects and Programs expenses, such as change orders or emergency needs.

- Fuel Break Program Open Space

This program was set up in conjunction with the Mid-Peninsula Open Space District to control weed and brush growth along private property lines adjacent to the Open Space District. Though most of the potential fire hazards were cleared by FY11, the program is kept in place to accommodate future growth. No expenditures are expected for this account in FY18.

**Cash Flow by Month**

	July	August	September	October	November	December
<b>Revenues</b>	1,500	13,452	11,952	610,614	1,480,752	2,502,214
<b>Expenditures</b>	-797,825	-950,379	-750,579	-791,402	-674,949	-619,410
<b>Cash Flow</b>	-796,325	-936,927	-738,627	-180,788	805,803	1,882,804
<b>Cumulative</b>	-796,325	-1,733,252	-2,471,879	-2,652,667	-1,846,864	35,940
	January	February	March	April	May	June
<b>Revenues</b>	1,555,895	29,880	1,009,080	2,585,171	46,030	1,059,220
<b>Expenditures</b>	-668,103	-718,174	-806,834	-946,782	-862,032	-1,416,058
<b>Cash Flow</b>	887,792	-688,294	202,246	1,638,389	-816,002	-356,838
<b>Cumulative</b>	923,732	235,438	437,684	2,076,073	1,260,071	903,233

The District can expect negative cash flow in the first five months of the fiscal year because the largest portion of the District's revenue (99.2%) comes from Property Taxes which are usually collected twice per year, with the first portion received in December and the second in April (with early or late payments received in the months immediately preceding or following.)

## **Net Position**

### **Investment in Capital Assets**

At the beginning of FY18, the District's net investment in capital assets (net of accumulated depreciation) is expected to be \$2,253,343. The investment in capital assets includes land, improvements, fire hydrants, furniture and equipment. No capital additions are anticipated in FY18; therefore (after an estimated \$75,999 in accumulated depreciation) the balance at the end of the fiscal year is estimated to be \$2,177,344. Expenditures for hydrants and water mains are not capitalized since they are either owned by the water districts or not required by GAAP.

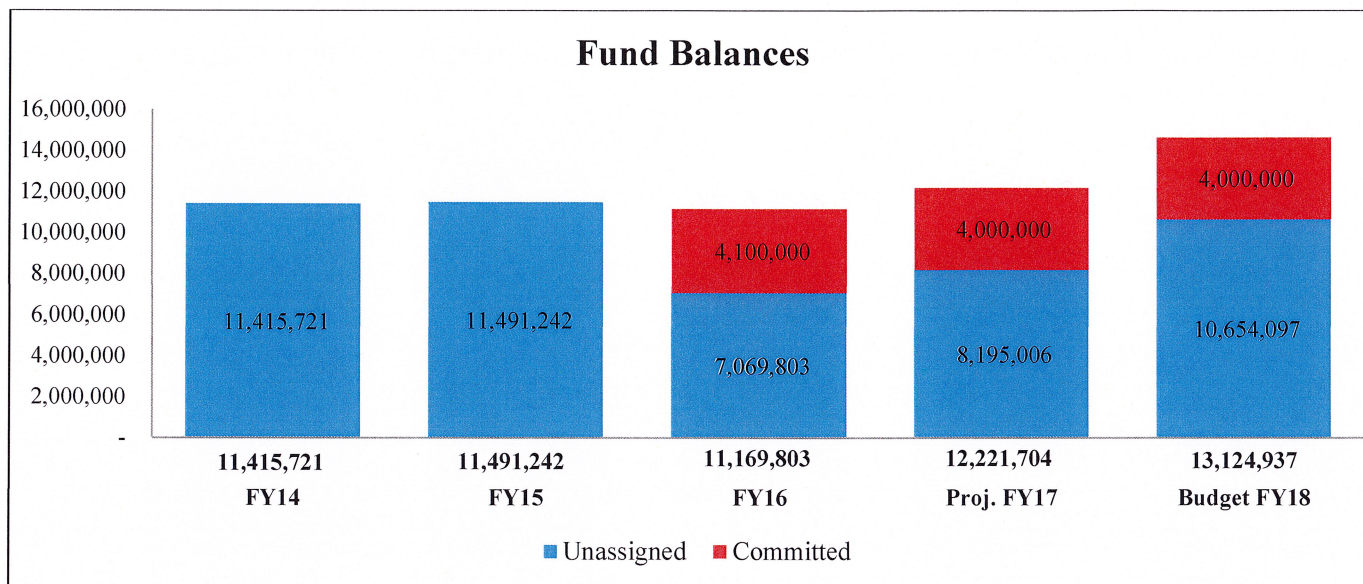
### **Fund Balances**

The term “fund balance” is the difference between assets and liabilities reported in a governmental fund, and is usually a positive number. Prior to Governmental Accounting Standards Board Statement Number 54 - Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54) fund balances had been classified into three separate components, Reserved, Designated, and Undesignated. GASB 54 eliminates those three classifications and replaces them with the following five classifications:

- *Non-spendable* – Fund balance classified as *non-spendable* includes amounts that are not in spendable form, such as inventories or legally or contractually required to be maintained intact, such as fund balance associated with inventories.
- *Restricted* - Fund balance should be reported as *restricted* when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
- *Committed* - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision-making authority, the Board of Commissioners, should be classified as *committed*. These funds cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action it employed to previously commit these amounts.
- *Assigned* - Amounts in the *assigned* fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed.
- *Unassigned* – The *unassigned* fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.



Fund Balances - Continued



For the FY18, the District has elected to classify fund balances as follows:

Committed for Operations - \$2,000,000

The amount of funds *Committed for Operations* will equal a minimum four months of operating expenses (to cover periods where minimal property tax revenue is forthcoming), including base amounts of contracted fire services, consulting and professional services, commissioner's fees, ordinary repair/maintenance of hydrants and water mains, and all other expenditures the District incurs as a result of performing normal daily operations. Daily operations do not include fire prevention programs such as brush chipping, yard-waste and dead tree removal as these are included in Emergency Operation commitments.

Committed for Emergency Operations - \$2,000,000

The amount of funds *Committed for Emergency Operations* will equal a minimum four months of extra fire protection and fire-prevention program expenses (to cover periods where minimal property tax revenue is forthcoming). This includes additional contracted fire-fighting services that should arise specifically due to economic uncertainties or unforeseen disasters or emergencies such as wildfires and earthquakes, staffing for extended fire seasons, and extra contracted services needed to ensure all fire-prevention programs with high priority components are completed in a timely manner.

Unassigned Fund Balance

The remaining amount of fund balance (approximately \$8.2 million at the beginning of FY18) will be classified as *unassigned*. After an estimated net change in fund balance of 903,233, *Unassigned Fund Balance* at the end of FY18 is estimated to be approximately \$9.1 million.

8.

RESOLUTION NO. 17-6

**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**

**WHEREAS**, the Board of Directors of the Los Altos Hills County Fire District ("District") has read and considered that certain Amendment No. 6 to the Consulting Agreement between the District and Jeanne Evilsizer; and

**WHEREAS**, future adjustments to compensation shall commence with the fiscal year starting July 1, 2018.

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

1. Public interest and convenience require the District to enter into Amendment No. 6 to the Agreement described above and attached hereto as **Exhibit A**.

2. The District hereby approves Amendment No. 6 to the Agreement and the President of the District's Board is hereby authorized on behalf of the District to execute Amendment No. 6 to the Agreement between the District and Jeanne Evilsizer.

**PASSED AND ADOPTED** this 21 day of March, 2017.

By:

\_\_\_\_\_  
George Tyson, Board President

**ATTEST:**

\_\_\_\_\_  
Vice President

**AMENDMENT NO. 6 TO  
CONSULTING AGREEMENT  
JEANNE EVILSIZER**

This Amendment No. 6 is made as of March 21, 2017, with respect to that certain Consulting Agreement ("Agreement") by and between the Los Altos Hills County Fire District ("District") and Jeanne Evilsizer ("Evilsizer").

RECITALS

A. District and Evilsizer entered into the Agreement on March 1, 2008.

B. District now desires to amend Exhibit B to the Agreement to increase Evilsizer's compensation for services.

**NOW THEREFORE**, in consideration of their mutual covenants, District and Evilsizer do hereby agree as follows:

1. Exhibit B of the Agreement is amended as of April 1, 2017, to set the compensation for Evilsizer's services in the amount of Five Thousand One Hundred Fifty Eight Dollars and Thirty Three Cents (\$5,158.33) per month.

2. Agreement. Other than amending Exhibit B as described in Paragraph 1, no other provision of the Agreement is amended and all other provisions of the Agreement are in full force and effect.

**IN WITNESS THEREOF**, the parties have executed this Amendment No. 6 as of the date set forth above.

**LOS ALTOS HILLS COUNTY  
FIRE DISTRICT:**

**CONSULTANT**

\_\_\_\_\_  
George Tyson, Board President

\_\_\_\_\_  
Jeanne Evilsizer

**ATTEST:**

\_\_\_\_\_  
Vice President

**EXHIBIT B**  
**Dated March 21, 2017**

**COMPENSATION OF THE DISTRICT CLERK  
LOS ALTOS HILLS COUNTY FIRE DISTRICT**

- Professional Services. Evilsizer's compensation for Services set out in Exhibit A.1 attached hereto shall be Five Thousand One Hundred Fifty Eight Dollars and Thirty Three Cents (\$5,158.33) per month. For any partial month, the Five Thousand One Hundred Fifty Eight Dollars and Thirty Three Cents (\$5,158.33) compensation shall be prorated based on a thirty (30) day month. Evilsizer shall also be reimbursed for mileage at forty-eight and one half cents (48.5¢) per mile for any travel required outside of Los Altos, Los Altos Hills or Mountain View. All supplies, such as paper and postage, needed by Evilsizer in order to provide her Services shall be provided by District. Evilsizer's compensation and mileage reimbursement may be adjusted by a majority vote of the District Board at any time, and if adjusted, a revised Exhibit B will be dated and attached to this Agreement.



# Los Altos Hills County Fire District CERT Calendar of Events March & April, 2017

March				
Date	Event	Time	Location	Details
March 6 Monday	Academy, Session 1	6:00 – 9:00 pm	Town Hall	SCCFD
March 8 Wednesday	Academy, Session 2	6:00 – 9:00 pm	Foothill College, TBD	SCCFD
March 13 Monday	Academy, Session 3	6:00 – 9:00 pm	Town Hall	SCCFD
March 14 Tuesday	Personal Emergency Prep. (PEP) Class	6:00 – 9:00 pm	Town Hall	SCCFD
March 15 Wednesday	Academy, Session 4	6:00 – 9:00 pm	Town Hall	SCCFD
March 20 Monday	Academy, Session 5	6:00 – 9:00 pm	Town Hall	SCCFD
March 21 Tuesday	Supervisor Meeting/Training	7:00 – 9:00 pm	El Monte Fire Station	LAHCFD
March 22 Wednesday	Academy, Session 6	6:00 – 9:00 pm	Town Hall	SCCFD
March 25 Saturday	Academy Final Exercise/Graduation	9:30 – 12:30 pm	Town Hall	SCCFD
March 28 Tuesday	Disaster Psychology Refresher Training	6:30 – 8:30 pm	Quinlan Community Center, CU	SCCFD

April				
Date	Event	Time	Location	Details
April 10 Monday	CERT Supervisor meeting (review operational procedures)	7:00 P.M.	El Monte Fire Station	LAHCFD
April 20 Thursday	New CERT members welcome at Council Chambers	6:00 P.M.	Los Altos Hills Council Chambers	Los Altos Hills Town Council Meeting

In Partnership:







## FIRE DEPARTMENT SANTA CLARA COUNTY

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



1

March 8, 2017

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

Subject: Fire Report for February 2017

To Whom It May Concern:

The February 2017 fire reports for the Los Altos Hills County Fire District are enclosed:

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: 33.33%  
Metro/Urban: 100%  
Suburban: 92.31%  
Rural: 75.00%

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. Monetary 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 \$0.

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

Sincerely,



Tony Bowden

Assistant Fire Chief

Enclosures

c: Steve Prziborowski, Deputy Chief

TB:kr

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*





## **FIRE DEPARTMENT SANTA CLARA COUNTY**

14700 Winchester Blvd., Los Gatos, CA 95032-1818  
(408) 378-4010 • (408) 341-4499 (fax) • [www.sccfd.org](http://www.sccfd.org)



Commissioners,

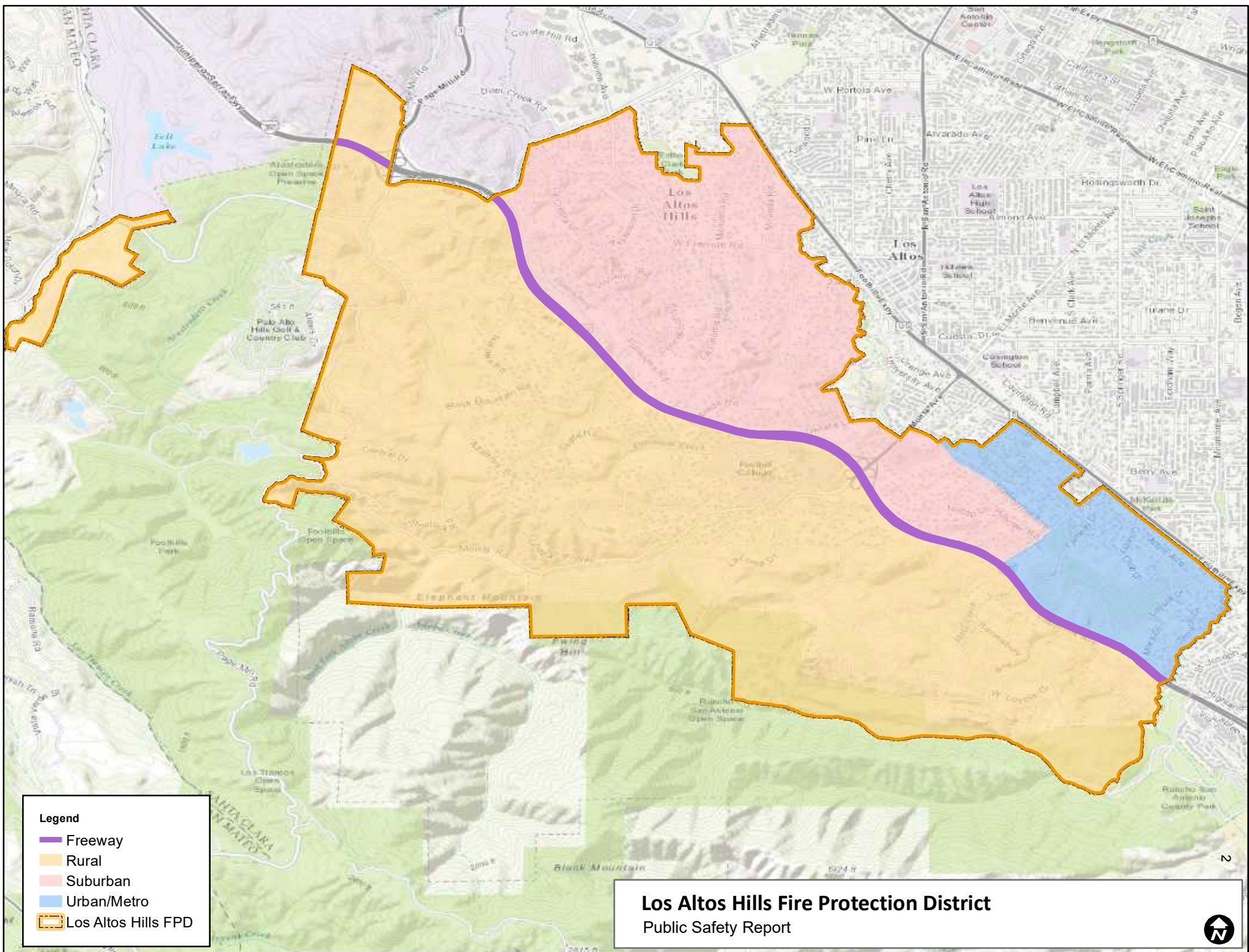
This month the Fire Chief and Assistant Chief will be absent from the monthly board meeting due to a pre-scheduled conference. In light of their absence, the Department is providing a brief narrative to be included in this month's report. There was no reported fire loss for the month of February or significant events. The Department did see multiple calls for service related to the last storm all over the Santa Clara County Fire Department's response area, which included fallen trees, wires down, and mud slides. The Los Altos Hills County Fire District did see some storm related calls, but not to the extent that the Department experienced in the Los Gatos mountains.

For this month's report, the LAHCFD had a total of 10 calls that were over the 8-minute total response time. Of these 10 calls, 3 occurred on highway 280 and were delayed due to traffic conditions; 6 were in the rural zone and were delayed due to distance from the station, and/or a second due engine responding as a result of multiple calls for service occurring at once; and 1 call was in the suburban area and delayed due to distance from the station and a long, narrow access.

The Fire Chief and Assistant Chief will both be present for the April meeting and will present information regarding the current patrol staffing contract as requested by the Board.

Regards,

Tony Bowden, Assistant Fire Chief



- Legend**
- Freeway
  - Rural
  - Suburban
  - Urban/Metro
  - Los Altos Hills FPD

## Los Altos Hills Fire Protection District

Public Safety Report



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

*Code 3 Calls Only*

February 2017

### All Call Types

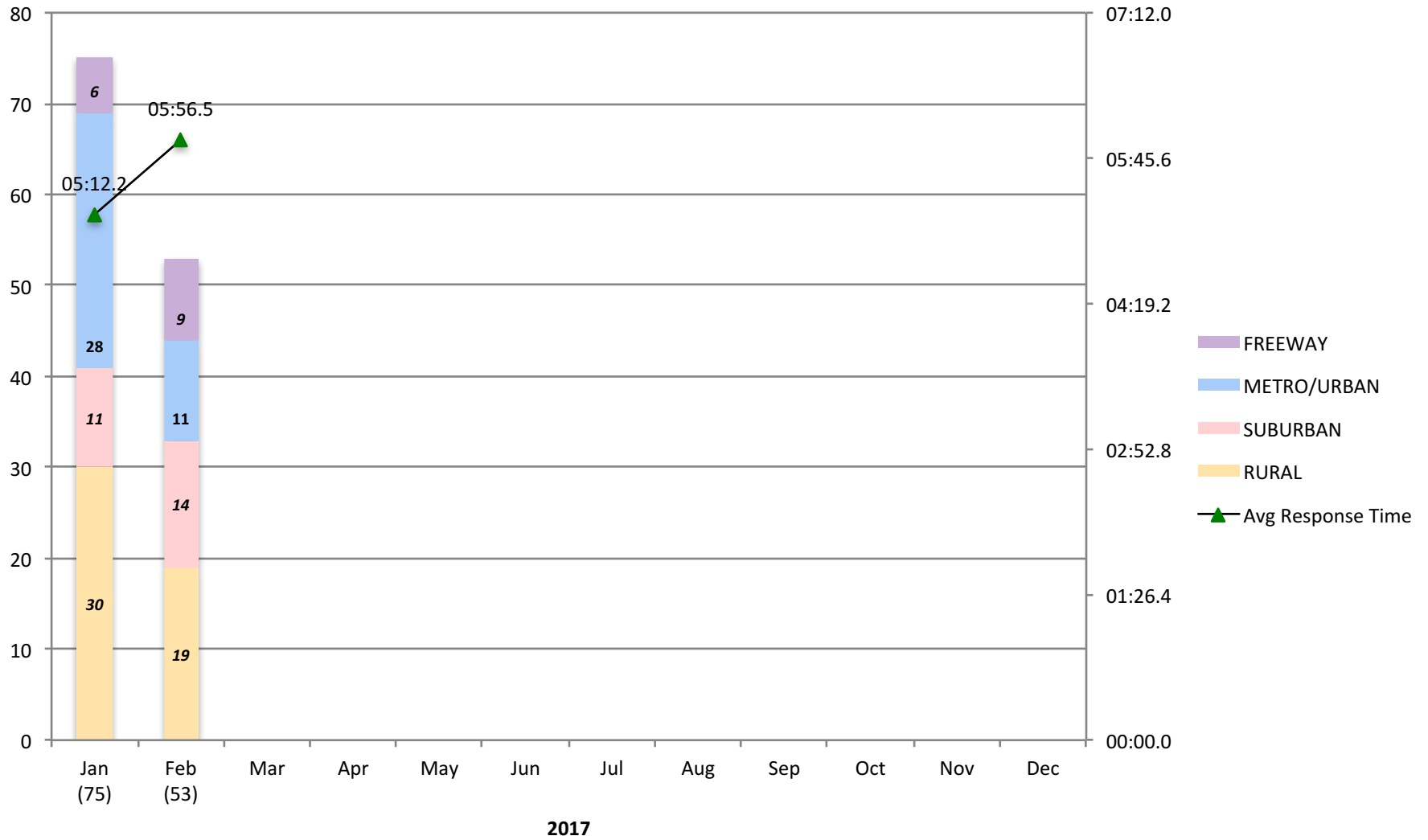
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
<b>FIRST DUE</b>	<b>10</b>	<b>04:18.2</b>	<b>13</b>	<b>05:47.2</b>	<b>16</b>	<b>06:15.8</b>	<b>3</b>	<b>07:59.0</b>	<b>42</b>	<b>05:46.3</b>
<i>E75</i>			4	05:27.5					4	05:27.5
<i>E76</i>	10	04:18.2	3	04:18.7	5	05:29.6	1	09:14.0	19	04:52.6
<i>R74</i>			6	06:44.5	11	06:36.7			17	06:39.5
<i>B74</i>							2	07:21.5	2	07:21.5
<b>RELIABILITY</b>	<b>1</b>	<b>07:09.0</b>	<b>1</b>	<b>07:03.0</b>	<b>3</b>	<b>07:54.0</b>	<b>6</b>	<b>05:46.3</b>	<b>11</b>	<b>06:35.6</b>
<i>E75</i>					3	07:54.0	3	05:33.0	6	06:43.5
<i>E76</i>			1	07:03.0			2	06:13.0	3	06:29.7
<i>R74</i>	1	07:09.0					1	05:33.0	2	06:21.0
<b>Grand Total</b>	<b>11</b>	<b>04:33.7</b>	<b>14</b>	<b>05:52.6</b>	<b>19</b>	<b>06:31.3</b>	<b>9</b>	<b>06:30.6</b>	<b>53</b>	<b>05:56.5</b>

### Call Type Breakdown

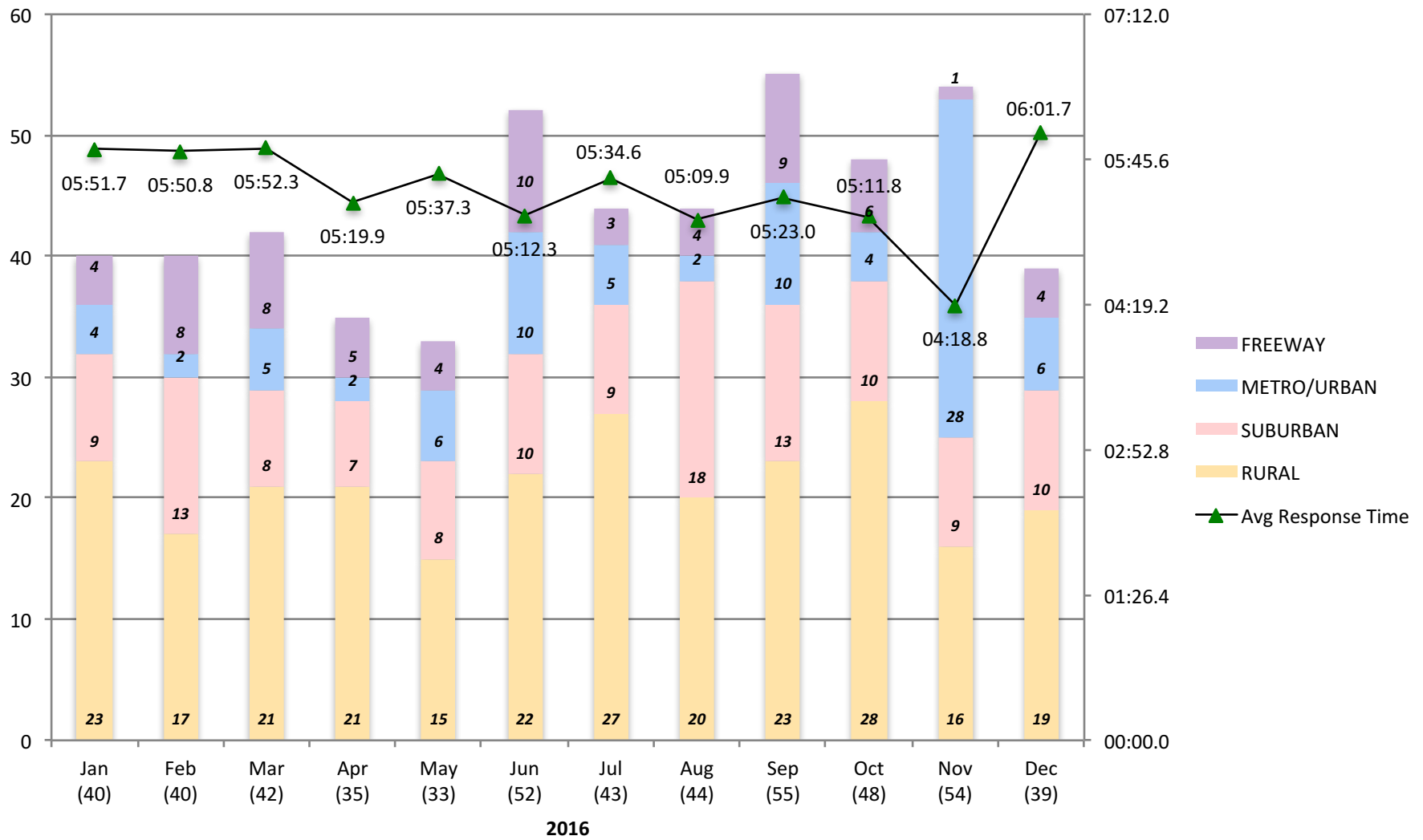
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
<b>FIRE</b>					1	04:32.0				
<i>Structure</i>					1	04:32.0				
<i>Vehicle</i>										
<i>Vegetation</i>										
<i>Outside rubbish</i>										
<i>Special outside</i>										
<i>Other</i>										
<b>OVERPRESSURE</b>										
<b>EMS</b>	5	05:00.8	11	05:44.2	11	06:20.1	5	07:22.4	32	06:05.1
<b>HAZ CONDITIONS</b>	2	04:38.0	1	07:03.0					3	05:26.3
<b>SERVICE</b>	1	03:34.0	1	04:46.0	1	00:00.0	1	01:36.0	4	02:29.0
<b>GOOD INTENT</b>	1	04:22.0					3	06:42.3	4	06:07.2
<b>FALSE ALARM</b>	2	03:57.5	1	07:21.0	5	07:55.4			8	06:51.6
<b>SEVERE WEATHER</b>					1	10:04.0			1	10:04.0
<b>TOTAL</b>	<b>11</b>	<b>04:33.7</b>	<b>14</b>	<b>05:52.6</b>	<b>19</b>	<b>06:31.3</b>	<b>9</b>	<b>06:30.6</b>	<b>53</b>	<b>05:56.5</b>

# Los Altos Hills County Fire District Response Counts & Average Times

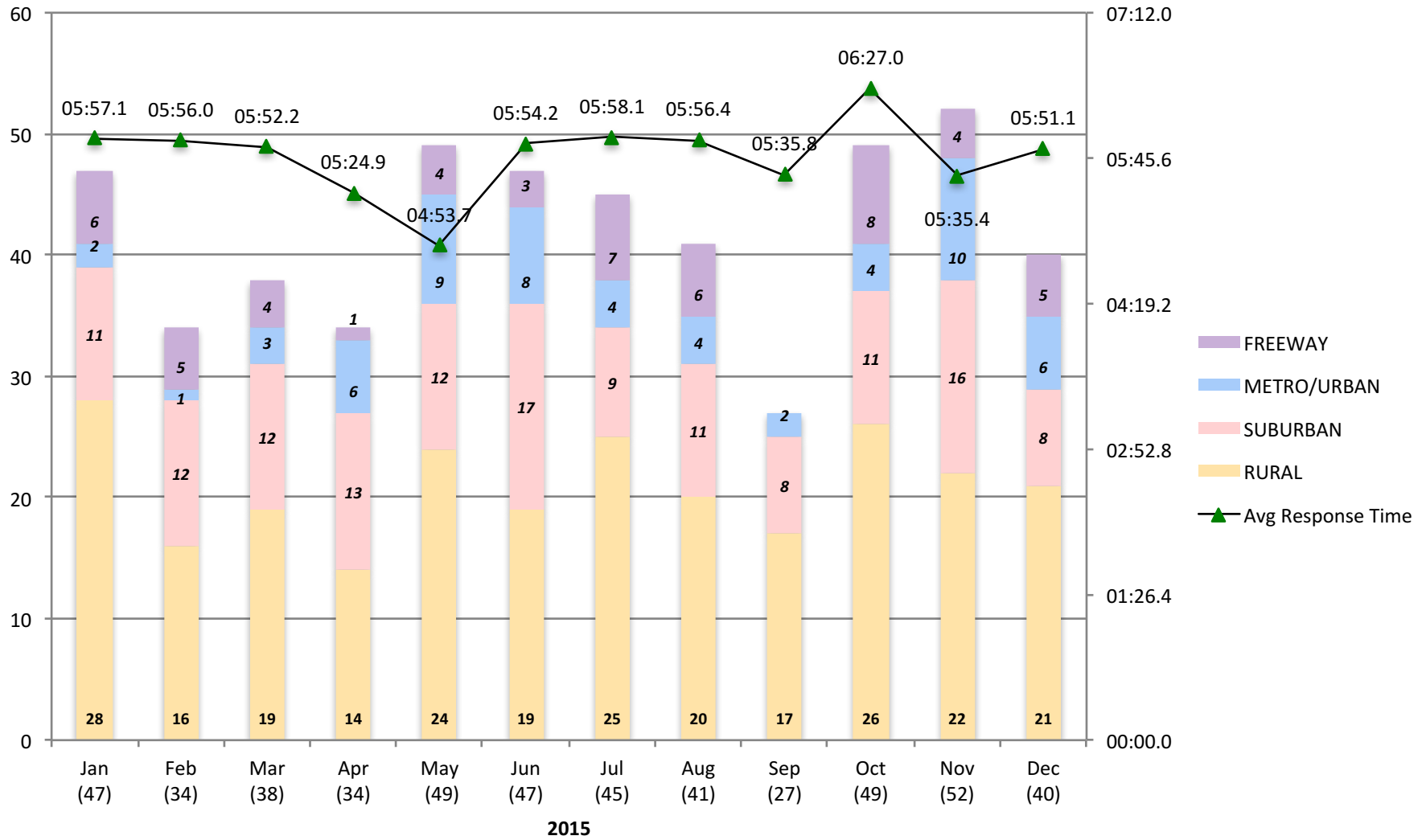
*Code 3 Only*



# 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

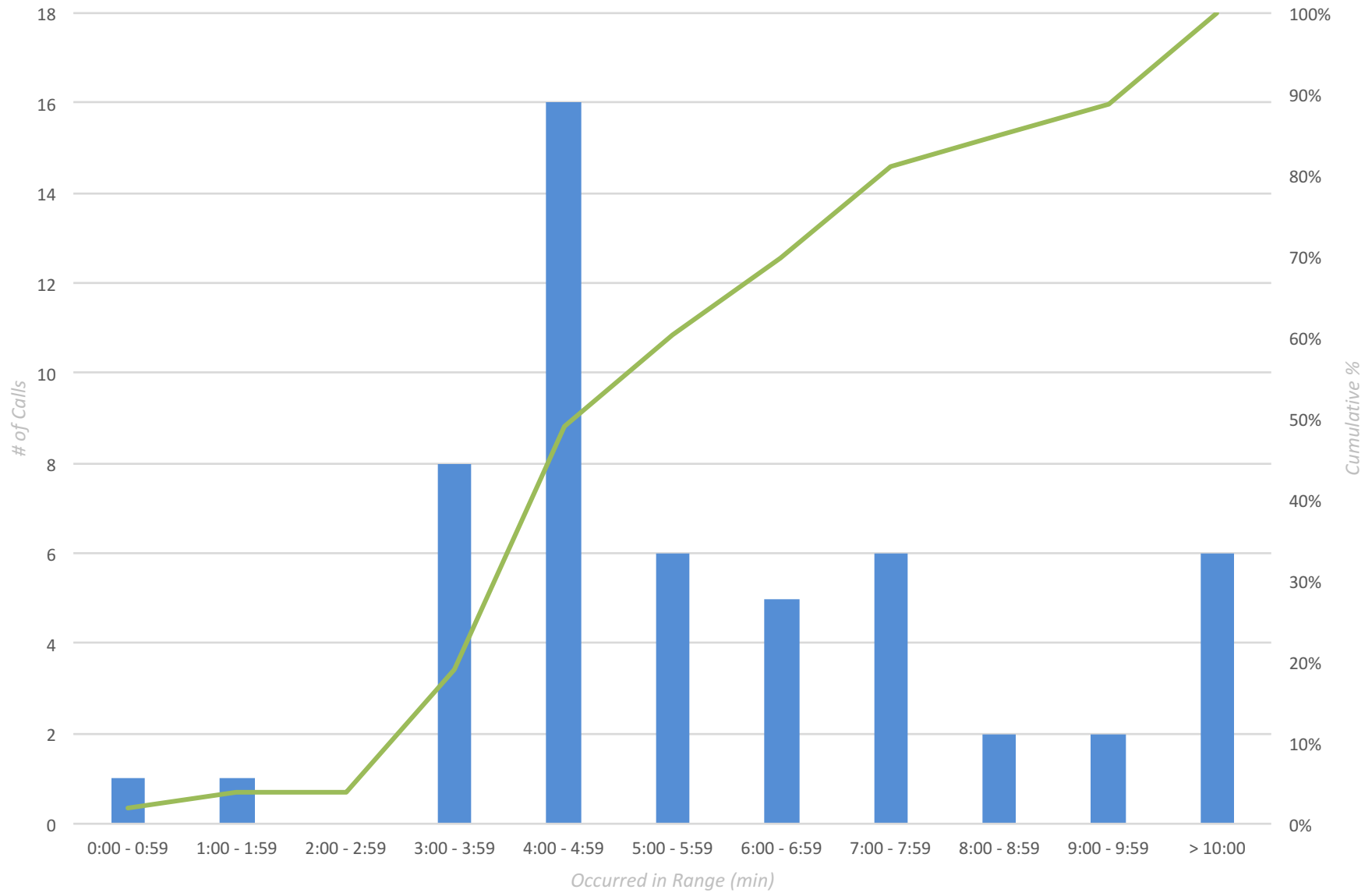
February 2017

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
<b>FIRST DUE (42)</b>				<b>19.05% (8)</b>	<b>54.76% (23)</b>	<b>64.29% (27)</b>	<b>76.19% (32)</b>	<b>83.33% (35)</b>	<b>88.1% (37)</b>	<b>90.48% (38)</b>
<b>URBAN (10)</b>				30% (3)	90% (9)	100% (10)	100% (10)	100% (10)	100% (10)	100% (10)
E76 (10)				30% (3)	90% (9)	100% (10)	100% (10)	100% (10)	100% (10)	100% (10)
<b>SUBURBAN (13)</b>				15.38% (2)	46.15% (6)	61.54% (8)	84.62% (11)	92.31% (12)	92.31% (12)	92.31% (12)
E75 (4)				25% (1)	50% (2)	50% (2)	100% (4)	100% (4)	100% (4)	100% (4)
E76 (3)				33.33% (1)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
R74 (6)					16.67% (1)	50% (3)	66.67% (4)	83.33% (5)	83.33% (5)	83.33% (5)
<b>RURAL (16)</b>				12.5% (2)	43.75% (7)	50% (8)	62.5% (10)	75% (12)	87.5% (14)	87.5% (14)
E76 (5)					40% (2)	60% (3)	80% (4)	100% (5)	100% (5)	100% (5)
R74 (11)				18.18% (2)	45.45% (5)	45.45% (5)	54.55% (6)	63.64% (7)	81.82% (9)	81.82% (9)
<b>FREEWAY (3)</b>				33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	66.67% (2)
E76 (1)										100% (1)
B74 (2)				50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)
<b>RELIABILITY (11)</b>	<b>9.09% (1)</b>	<b>18.18% (2)</b>	<b>18.18% (2)</b>	<b>18.18% (2)</b>	<b>27.27% (3)</b>	<b>45.45% (5)</b>	<b>45.45% (5)</b>	<b>72.73% (8)</b>	<b>72.73% (8)</b>	<b>81.82% (9)</b>
<b>FREEWAY (6)</b>	16.67% (1)	16.67% (1)	16.67% (1)	16.67% (1)	33.33% (2)	66.67% (4)	66.67% (4)	83.33% (5)	83.33% (5)	100% (6)
E75 (3)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)	100% (3)
E76 (2)					50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)
R74 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
<b>RURAL (3)</b>	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)
E75 (3)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)
<b>SUBURBAN (1)</b>								100% (1)	100% (1)	100% (1)
E76 (1)								100% (1)	100% (1)	100% (1)
<b>URBAN (1)</b>								100% (1)	100% (1)	100% (1)
R74 (1)								100% (1)	100% (1)	100% (1)
<b>TOTAL (53)</b>	<b>1.89% (1)</b>	<b>3.77% (2)</b>	<b>3.77% (2)</b>	<b>18.87% (10)</b>	<b>49.06% (26)</b>	<b>60.38% (32)</b>	<b>69.81% (37)</b>	<b>81.13% (43)</b>	<b>84.91% (45)</b>	<b>88.68% (47)</b>

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	1.89%
1:00 - 1:59	1	3.77%
2:00 - 2:59	0	3.77%
3:00 - 3:59	8	18.87%
4:00 - 4:59	16	49.06%
5:00 - 5:59	6	60.38%
6:00 - 6:59	5	69.81%
7:00 - 7:59	6	81.13%
8:00 - 8:59	2	84.91%
9:00 - 9:59	2	88.68%
> 10:00	6	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

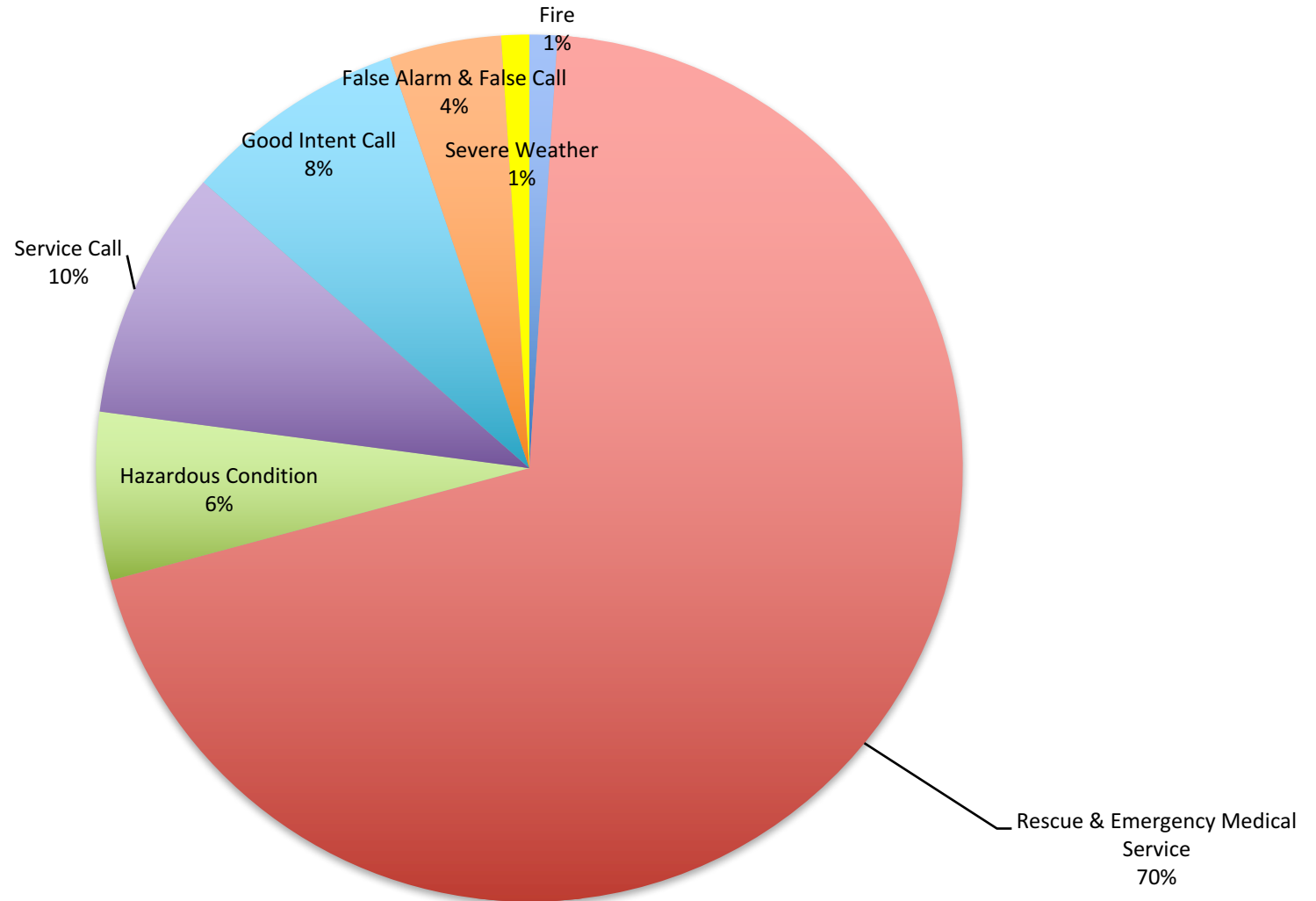
2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2017	1	1											2
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
Overpressure, Rupture, Explosion, Overheat (No Fire)	2017	0	0											0
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
Rescue & Emergency Medical Service	2017	67	38											105
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
Hazardous Condition	2017	6	3											9
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
Service Call	2017	9	9											18
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
Good Intent Call	2017	8	15											23
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
False Alarm & False Call	2017	4	8											12
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
Special Incident	2017	0	0											0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2017	95	74	0	0	0	0	0	0	0	0	0	0	169
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846

## Los Altos Hills County Fire District Incident Type Breakdown

*All Code Calls*

2017



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

*Only Fires*

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2017	\$6,500	\$0											\$6,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
Vehicle Fire	2017	\$0	\$0											\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
Natural Vegetation Fire	2017	\$0	\$0											\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
Outside Rubbish / Dumpster	2017	\$0	\$0											\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Special Outside Fire	2017	\$0	\$0											\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2017	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500

**Projects**  
March 1, 2017

<b>Project Area</b> <input type="checkbox"/>	<b>Project Name</b>	<b>Est. Start Date</b>	<b>Est. Complt Date</b>	<b>Brief Description of Project</b>	<b>Est. Cost</b>	<b>Budget Year Expense</b>	<b>Key Service Providers</b>	<b>Notes/ Updates</b>
<b>(1)</b> Entire Fire District	Brush Chipping Program Phase 2	Jan. 2017	June 30, 2017	Chip residents brush, tree and garden prunings.	\$225K	16/17	McClenahan Tree Service	Chipping completed in Area 2.
<b>(2)</b> Entire Fire District	Tree Program	Dec. 1, 2016	April 2017	Remove dead, dying, or hazardous trees. Prune eucalyptus trees Areas 1 and 2	\$118K	16/17	McClenahan Tree Service	As of March 1, 2017, 279 dead trees removed. 30 eucalyptus trees pruned. 26 eucalyptus trees removed. Tree work 95% completed.
<b>(3)</b> Fire District West of 280	Phase 8 Hydrant Replacement Program	Jan. 1, 2017	July 2017	Replace or service 122 hydrants.	\$1.5M	16/17	Pakpour Engineering and Stoloski & Gonzalez Contractor	Note Engineer's report.



## **MEMO**

**Agency:** Los Altos Hills County Fire District **Date** March 3, 2017  
**Attn:** Board of Commissioners  
**Project Name:** Fire Hydrant Replacement Project – Phase VIII **Project No.** 10003.19  
**Reference:** Project Update and Progress Payment No. 1  
**From:** Joubin Pakpour, P.E. – District Engineer *JP*

### ***Construction Status***

On October 18, 2016, the Los Altos Hills County Fire District (LAHCFD) awarded Stoloski & Gonzalez, Inc. (SGI) the Fire Hydrant Replacement Project - Phase VIII. A pre-construction meeting was held with SGI, LAHCFD and Purissima Hills Water District (PHWD) on November 14, 2016. Review of submittals (48 packages) and Town's review of the Traffic Control Plan was completed on January 18, 2017. The Notice to Proceed letter was issued and identified January 26, 2017 as the start of construction date.

During the first five weeks of construction, SGI secured a temporary storage yard at 27500 Arastradero Road (LAHCFD's Vacant Parcel), installed a temporary security fence, mobilized equipment and materials, installed six (6) project funding signs, identified limits of work for Underground Service Alert (USA) notifications, replaced eighteen (18) fire hydrants and serviced two (2) existing fire hydrants along Gerth Ln, Saddle Mountain Dr (including side streets), Tracy Ct, Liddicoat Cir, Page Mill Rd, Mirmirou Dr, Via Feliz, Three/ Middle/ South Forks Ln and Country Wy.

SGI has kept the storage yard, numerous small job sites for each fire hydrant replacement and adjacent roadway clean. Residents have full access to their properties and two lanes of traffic are maintained at all times. The residents are understanding of the project and have not voiced any major concerns. Work is proceeding well considering there have been ten (10) Rain Days and numerous mobilizations to the many job site locations throughout the Town.

### **Project Schedule and Request for Progress Payment No. 1**

As of March 3, 2017, SGI has completed approximately 18 percent of the total contractual work amount **(\$1,141,710.00)** by installing project funding signs, coordinating USA notifications, replacing eighteen (18) and servicing two (2) fire hydrants, and has 94 days remaining out of 120 days (plus ten (10) Rain Days) specified on the project. The end of construction schedule has been updated from the week of July 17, 2017 (original) to July 31, 2017 (including Rain Days).

Enclosed please find Progress Payment No. 1 due SGI for this period for **\$193,372.50** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

**Project Summary**

	<b>Current Month</b>	<b>Total</b>	
Original Contract Amount		\$ 1,141,710.00	
Approved Change Orders	\$ 0.00	\$ 0.00	0%
<b>Final Contract Amount</b>		<b>\$ 1,141,710.00</b>	
Previously Paid		\$ 0.00	
<b>Current Request (<i>Less Retention</i>)</b>	<b>\$ 193,372.50</b>	<b>\$ 193,372.50</b>	
Retention	\$ 10,177.50	\$ 10,177.50	
Total Value of Work Completed	\$ 203,550.00	\$ 203,550.00	18%
Total Remaining on Contract		\$ 938,160.00	82%

**Los Altos Hills County Fire District**  
**FH Replacement Project - Phase VIII**  
**Progress Payment No. 1**  
**February 14 to March 3, 2017**  
**Stoloski and Gonzalez, Inc.**

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Repaint Fire Hydrant Head and Replace Hydrant Cap Chains	EA	\$250.00	32	\$8,000.00	0	\$250.00	\$ -	32	\$250.00	\$8,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
2	Remove and Replace 6-inch Fire Hydrant Head	EA	\$5,800.00	15	\$87,000.00	0	\$5,800.00	\$ -	15	\$5,800.00	\$87,000.00	4	\$23,200.00	27%	0	\$0.00	0%	4	\$23,200.00	27%
3	Remove and Reinstall 6-inch Fire Hydrant Head and Break-Off/Check-Valve, and Install Solid Spool/Extension	EA	\$10,800.00	6	\$64,800.00	0	\$10,800.00	\$ -	6	\$10,800.00	\$64,800.00	2	\$21,600.00	33%	0	\$0.00	0%	2	\$21,600.00	33%
4	Remove and Replace Fire Hydrant Head, Break-Off/Check-Valve, and Spool	EA	\$10,800.00	33	\$356,400.00	0	\$10,800.00	\$ -	33	\$10,800.00	\$356,400.00	13	\$140,400.00	39%	0	\$0.00	0%	13	\$140,400.00	39%
5	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury)	EA	\$10,500.00	8	\$84,000.00	0	\$10,500.00	\$ -	8	\$10,500.00	\$84,000.00	1	\$10,500.00	13%	0	\$0.00	0%	1	\$10,500.00	13%
6	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) to EX GV (To Remain)	EA	\$11,500.00	10	\$115,000.00	0	\$11,500.00	\$ -	10	\$11,500.00	\$115,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
7	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) and FH GV	EA	\$12,900.00	7	\$90,300.00	0	\$12,900.00	\$ -	7	\$12,900.00	\$90,300.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
8	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 6-inch Tie-In	EA	\$14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
9	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 8-inch Tie-In	EA	\$15,000.00	2	\$30,000.00	0	\$15,000.00	\$ -	2	\$15,000.00	\$30,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
10	Phase VIII FH No. 13 (PHWD FH No. 5.13) - 28226 / 28254 Radcliffe Lane	LS	\$18,500.00	1	\$18,500.00	0	\$18,500.00	\$ -	1	\$18,500.00	\$18,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
11	Phase VIII FH No. 18 (PHWD FH No. 5.05) - Intersection of Liddcoat Drive and Stanford Court	LS	\$16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
12	Phase VIII FH No. 20 (PHWD FH No. 5.02) - Across from 14377 / 14425 Liddcoat Circle	LS	\$16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
13	Phase VIII FH No. 28 (PHWD FH No. 8.01) - Intersection of Page Mill Road and Paseo Del Roble Drive	LS	\$16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
14	Phase VIII FH No. 57 (PHWD FH No. 12.04) - 28008 / 28210 Natoma Rd (Yuba Lane)	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
15	Phase VIII FH No. 67 (PHWD FH No. 12.41) - 27474 Sunrise Farm Road	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
16	Phase VIII FH No. 96 (PHWD FH No. 16.42) - Across from 12305 / 12335 Stonebrook Court	LS	\$ 16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
17	Phase VIII FH No. 119 (PHWD FH No. 12.39) - 12992 / 12998 Vista Del Valle	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
18	Remove and Replace Gate Valve Box and Adjust to Grade	EA	\$ 350.00	15	\$5,250.00	0	\$350.00	\$ -	15	\$350.00	\$5,250.00	11	\$3,850.00	73%	0	\$0.00	0%	11	\$3,850.00	73%
19	Remove and Replace Gate Valve Box and Riser	EA	\$ 250.00	59	\$14,750.00	0	\$250.00	\$ -	59	\$250.00	\$14,750.00	4	\$1,000.00	7%	0	\$0.00	0%	4	\$1,000.00	7%
20	Remove and Replace Fire Hydrant Retaining Wall	EA	\$ 4,000.00	1	\$4,000.00	0	\$4,000.00	\$ -	1	\$4,000.00	\$4,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
21	Install Fire Hydrant Retaining Wall	EA	\$ 3,800.00	8	\$30,400.00	0	\$3,800.00	\$ -	8	\$3,800.00	\$30,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
22	Replace and Install Fire Hydrant Bollard	EA	\$ 550.00	30	\$16,500.00	0	\$550.00	\$ -	30	\$550.00	\$16,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
23	Paint New/ Re-Paint Existing Fire Hydrant Bollard	EA	\$ 200.00	43	\$8,600.00	0	\$200.00	\$ -	43	\$200.00	\$8,600.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
24	Replace and Install Fire Hydrant Marker Post	EA	\$ 250.00	6	\$1,500.00	0	\$250.00	\$ -	6	\$250.00	\$1,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
25	Replace Existing Residential 1-inch Water Service Connection	EA	\$ 2,600.00	4	\$10,400.00	0	\$2,600.00	\$ -	4	\$2,600.00	\$10,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
26	Replace Existing Residential 2-inch Water Service Connection	EA	\$ 3,800.00	1	\$3,800.00	0	\$3,800.00	\$ -	1	\$3,800.00	\$3,800.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
27	1-inch Air Combination Valve	EA	\$ 4,400.00	1	\$4,400.00	0	\$4,400.00	\$ -	1	\$4,400.00	\$4,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
28	Replace Existing 6-inch FH Gate Valve (Only As Directed by the District)	EA	\$ 2,600.00	5	\$13,000.00	0	\$2,600.00	\$ -	5	\$2,600.00	\$13,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
29	Replace Existing FH's Gate Valve for a 6-inch Connection (Only As Directed by the District)	EA	\$ 2,900.00	6	\$17,400.00	0	\$2,900.00	\$ -	6	\$2,900.00	\$17,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%

**Los Altos Hills County Fire District**  
**FH Replacement Project - Phase VIII**  
**Progress Payment No. 1**  
**February 14 to March 3, 2017**  
**Stoloski and Gonzalez, Inc.**

Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
30	Replace Existing FH's Gate Valve for a 8-inch Connection (Only As Directed by the District)	EA	\$ 3,000.00	3	\$9,000.00	0	\$3,000.00	\$ -	3	\$3,000.00	\$9,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
31	Replace Asphalt Concrete Pavement / Trench Repair	SF	\$ 13.00	720	\$9,360.00	0	\$13.00	\$ -	720	\$13.00	\$9,360.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
32	Replace Asphalt Concrete Berm	LF	\$ 40.00	15	\$600.00	0	\$40.00	\$ -	15	\$40.00	\$600.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
33	Replaced Curb and Gutter	LF	\$ 75.00	40	\$3,000.00	0	\$75.00	\$ -	40	\$75.00	\$3,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
34	Replace Thermoplastic Traffic Stripes	LF	\$ 30.00	25	\$750.00	0	\$30.00	\$ -	25	\$30.00	\$750.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
35	Water Tank Truck	LS	\$ 8,000.00	1	\$8,000.00	0	\$8,000.00	\$ -	1	\$8,000.00	\$8,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
36	Install Construction Funding Signs	LS	\$ 3,000.00	1	\$3,000.00	0	\$3,000.00	\$ -	1	\$3,000.00	\$3,000.00	1	\$3,000.00	100%	0	\$0.00	0%	1	\$3,000.00	100%
	Contract Amount				\$1,141,710.00			\$0.00			\$1,141,710.00									
	Amount Earned												\$203,550.00	18%		\$0.00	0%		\$203,550.00	18%
	Retention (5%)												(\$10,177.50)							
	Amount Due												\$193,372.50						\$203,550.00	
	Amount Remaining on Contract																		\$938,160.00	82%

Prepared By

*JP*

Joubin Pakpour, P.E.  
District Engineer

# Stoloski and Gonzalez Inc

## Los Altos Hills hydrant project phaseVIII Invoice

Invoice 739-1

Date 3/10/2017

item	Description	est. qty	unit price	qty.to date	previous amount	qty.this est.	amount this est.	Total to date
1	repaint heads /caps	32ea	\$250.00				\$0.00	\$0.00
2	R&R 6" hydrant heads	15	\$5,800.00	4		4	\$23,200.00	\$23,200.00
3	r & reinstall 6"hydrant/break off install new spool/ext	6	\$10,800.00	2		2	\$21,600.00	\$21,600.00
4	r & replace 6"hydrant/break off install new spool/ext	33	\$10,800.00	13		13	\$140,400.00	\$140,400.00
5	R & R full hyd asmy	8	\$10,500.00	1		1	\$10,500.00	\$10,500.00
6	R & R full hyd asmy to ext GV remains	10	\$11,500.00				\$0.00	\$0.00
7	R & R head BO/CV burry FH GV	7	\$44,000.00				\$0.00	\$0.00
8	R & R head BO/CV burry FH GV and tee 6"tie in	1	\$14,500.00				\$0.00	\$0.00
9	R & R head BO/CV burry FH GV and tee 8"tie in	1	\$15,000.00				\$0.00	\$0.00
10	FH #13 FH Assy	1 LS	\$18,500.00				\$0.00	\$0.00
11	FH #18 FH Assy	1 LS	\$16,500.00				\$0.00	\$0.00
12	FH #20 FH Assy	1LS	\$16,500.00				\$0.00	\$0.00
13	FH #28 FH Assy	1LS	\$16,500.00				\$0.00	\$0.00
14	FH #57 FH Assy	1LS	\$14,500.00				\$0.00	\$0.00
15	FH #67 FH Assy	1LS	\$14,500.00				\$0.00	\$0.00
16	FH #96 FH Assy	1LS	\$16,500.00				\$0.00	\$0.00
17	FH #2119 FH Assy	1LS	\$14,500.00				\$0.00	\$0.00
18	R&R gv box adj to grade	15	\$350.00	11		11	\$3,850.00	\$3,850.00
19	R&R GV box riser	59	\$250.00	4		4	\$1,000.00	\$1,000.00
20	R&R hydrant Ret wall	1	\$4,000.00				\$0.00	\$0.00
21	Install ret wall	8	\$3,800.00				\$0.00	\$0.00
22	replace bollards	30	\$550.00				\$0.00	\$0.00
23	paint exst hyd bollards	43	\$200.00				\$0.00	\$0.00
24	R&R marker post	6	\$250.00				\$0.00	\$0.00
25	replace 1" water conection	4	\$2,600.00				\$0.00	\$0.00
26	replace 2" water conection	1	\$3,800.00				\$0.00	\$0.00
27	1" air valve combo	1	\$4,400.00				\$0.00	\$0.00
28	FH 6" GV as directed	6	\$2,600.00				\$0.00	\$0.00
29	FH 6" GV as directed for connection	3	\$2,900.00				\$0.00	\$0.00
30	FH 8" GV as directed for connection	3	\$3,000.00				\$0.00	\$0.00

PAGE 1 totals

\$0.00

\$200,550.00

\$200,550.00

## Stoloski and Gonzalez Inc

31	AC trench repair	720sf	\$13.00		\$0.00		\$0.00	\$0.00
32	AC berm	15lf	\$40.00		\$0.00		\$0.00	\$0.00
33	curb and gutter	40lf	\$75.00		\$0.00		\$0.00	\$0.00
34	thermal striping	25lf	\$30.00		\$0.00		\$0.00	\$0.00
35	water truck	1	\$8,000.00		\$0.00		\$0.00	\$0.00
36	const signs	1	\$3,000.00	1	\$0.00	1	\$3,000.00	\$3,000.00
			<b>PAGE 2</b>		\$0.00		\$3,000.00	\$3,000.00
			<b>PAGE 1</b>		\$0.00		\$200,550.00	\$200,550.00
			<b>Sub total</b>		\$0.00		\$203,550.00	\$203,550.00

<b>Previous</b>	<b>\$0.00</b>	<b>\$203,550.00</b>	<b>\$203,550.00</b>
RETENTION 5%	<b>\$0.00</b>	<b>-\$10,177.50</b>	<b>-\$10,177.50</b>
LESS PREVIOUS	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>Total Due</b>	<b>\$193,372.50</b>

Submitted by Robert Gonzalez



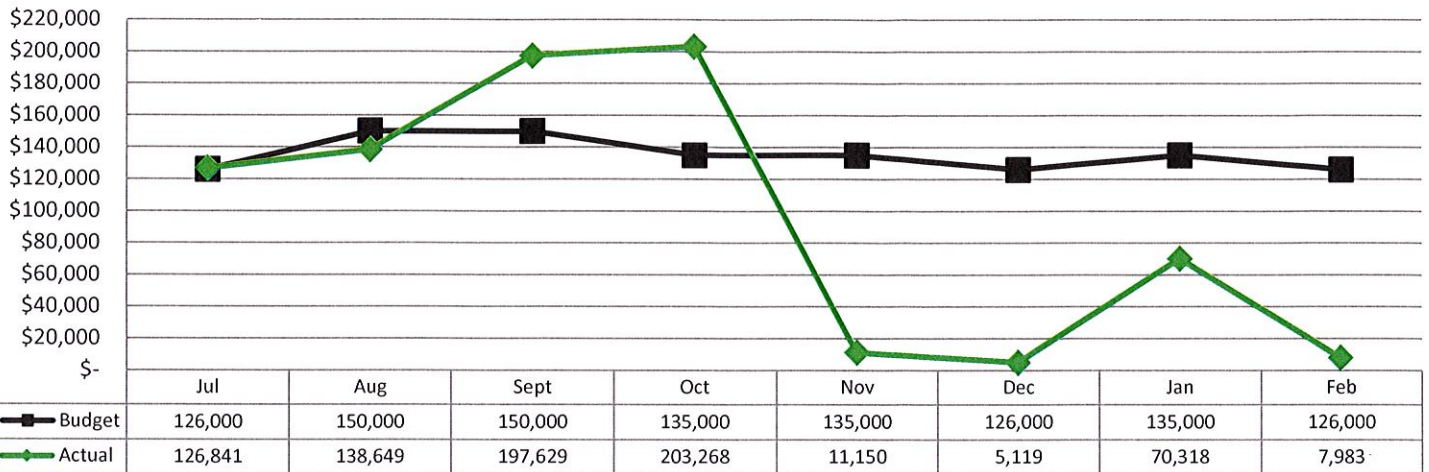


Los Altos Hills County Fire District (LAHCFD)  
Preliminary Engineer's Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only  
for Preliminary & Final Design, Construction Management and Construction Phases  
Fire Hydrant Replacement Project - Phase VIII  
Prepared for March 21, 2017 BOC Meeting

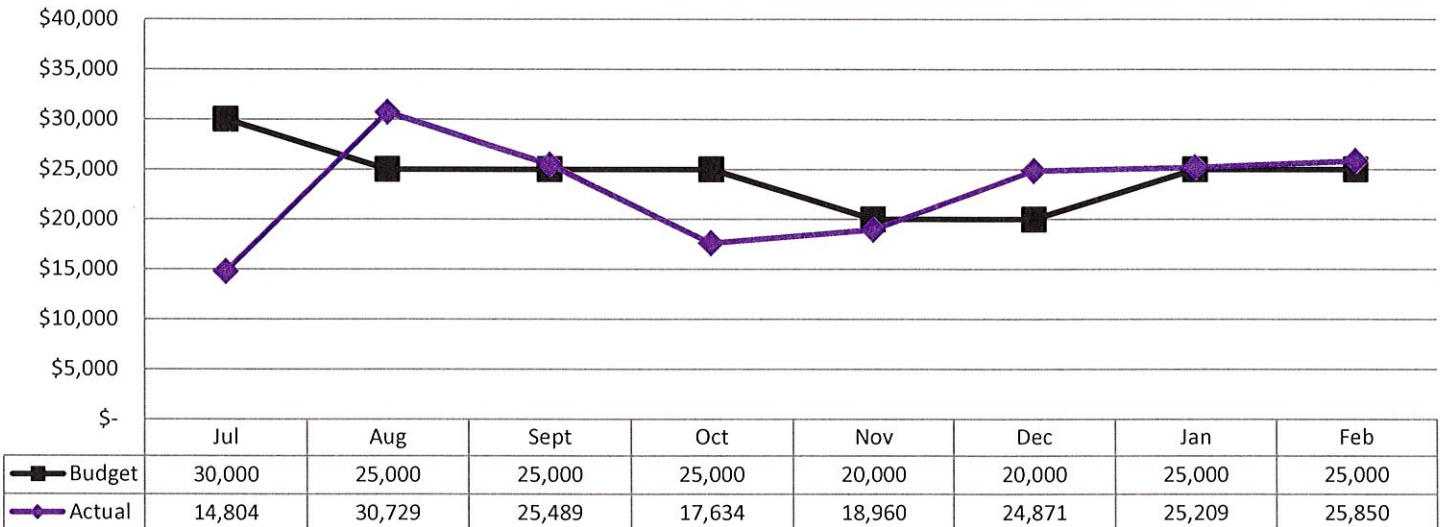
Description	2015 to 2017																				TOTAL
	DEC (15)	JAN (16)	FEB (16)	MAR (16)	APR (16)	MAY (16)	JUNE (16)	JUL (16)	AUG (16)	SEP (16)	OCT (16)	NOV (16)	DEC (16)	JAN (17)	FEB (17)	MAR (17)	APR (17)	MAY (17)	JUN (17)	JUL (17)	
	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	
<b>Preliminary &amp; Final Design</b>																					
Field Investigation, Planning, Design,																					
Advertise & Award:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 10,130	\$ 1,637	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340	\$ 151,070
Sub-Consultant (Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-total:</b>	<b>\$ 3,095</b>	<b>\$ 10,609</b>	<b>\$ 10,164</b>	<b>\$ 11,476</b>	<b>\$ 7,404</b>	<b>\$ 12,675</b>	<b>\$ 19,554</b>	<b>\$ 21,029</b>	<b>\$ 19,263</b>	<b>\$ 10,187</b>	<b>\$ 11,050</b>	<b>\$ 10,130</b>	<b>\$ 1,637</b>	<b>\$ 457</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,340</b>	<b>\$ 151,070</b>
<b>Construction Management</b>																					
Construction Management:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,416	\$ 13,172	\$ 15,346	\$ 16,193	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 16,873	\$ 180,000
Sub-Consultant (Geotech & Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 40,000
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,416</b>	<b>\$ 13,172</b>	<b>\$ 15,346</b>	<b>\$ 16,193</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 32,000</b>	<b>\$ 21,873</b>	<b>\$ 220,000</b>
<b>Lowest Bidding Contractor's Construction Cost (Including 10% Contingency)</b>																					
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,550	\$ 190,285	\$ 190,285	\$ 190,285	\$ 190,285	\$ 177,020	\$ 1,141,710
Contingency (10%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,840	\$ 22,840	\$ 22,840	\$ 22,840	\$ 22,840	\$ 114,200
<b>Sub-total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 203,550</b>	<b>\$ 213,125</b>	<b>\$ 213,125</b>	<b>\$ 213,125</b>	<b>\$ 213,125</b>	<b>\$ 199,860</b>	<b>\$ 1,255,910</b>
<b>Total:</b>	<b>\$ 3,095</b>	<b>\$ 10,609</b>	<b>\$ 10,164</b>	<b>\$ 11,476</b>	<b>\$ 7,404</b>	<b>\$ 12,675</b>	<b>\$ 19,554</b>	<b>\$ 21,029</b>	<b>\$ 19,263</b>	<b>\$ 10,187</b>	<b>\$ 11,050</b>	<b>\$ 20,546</b>	<b>\$ 14,809</b>	<b>\$ 15,803</b>	<b>\$ 219,743</b>	<b>\$ 250,125</b>	<b>\$ 250,125</b>	<b>\$ 250,125</b>	<b>\$ 245,125</b>	<b>\$ 224,073</b>	<b>\$ 1,626,980</b>

**Projects and Programs - Budget vs. Actual Line Charts**  
**July 2016 - Feb 2017 Actual Billed vs. Budgeted**

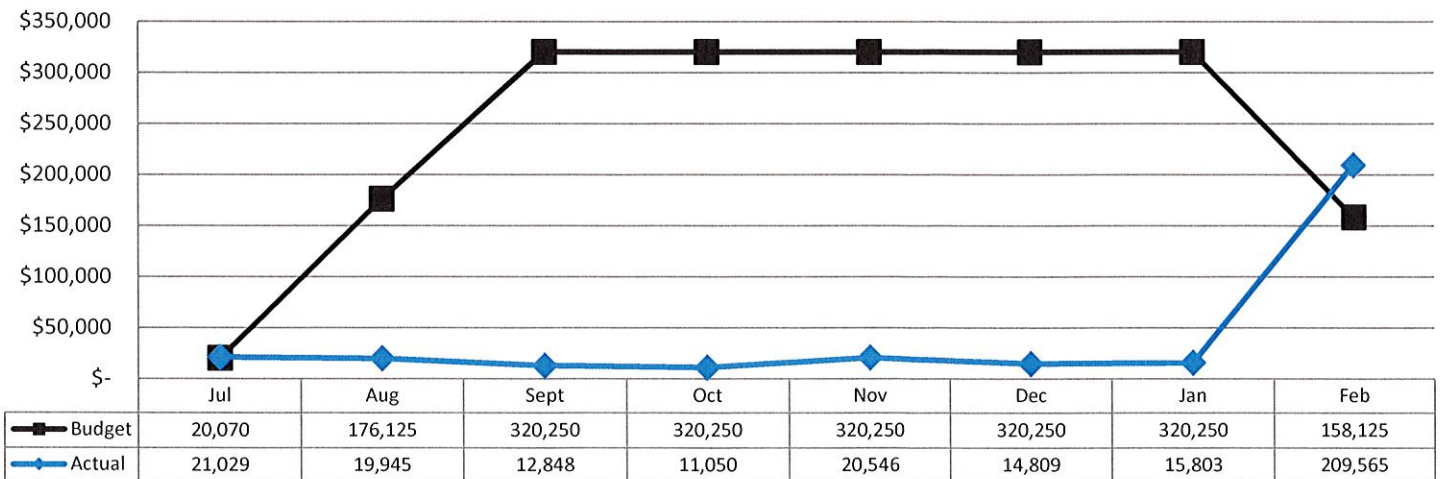
**Tree Removal and Pruning Program**



**Brush Chipping Program**



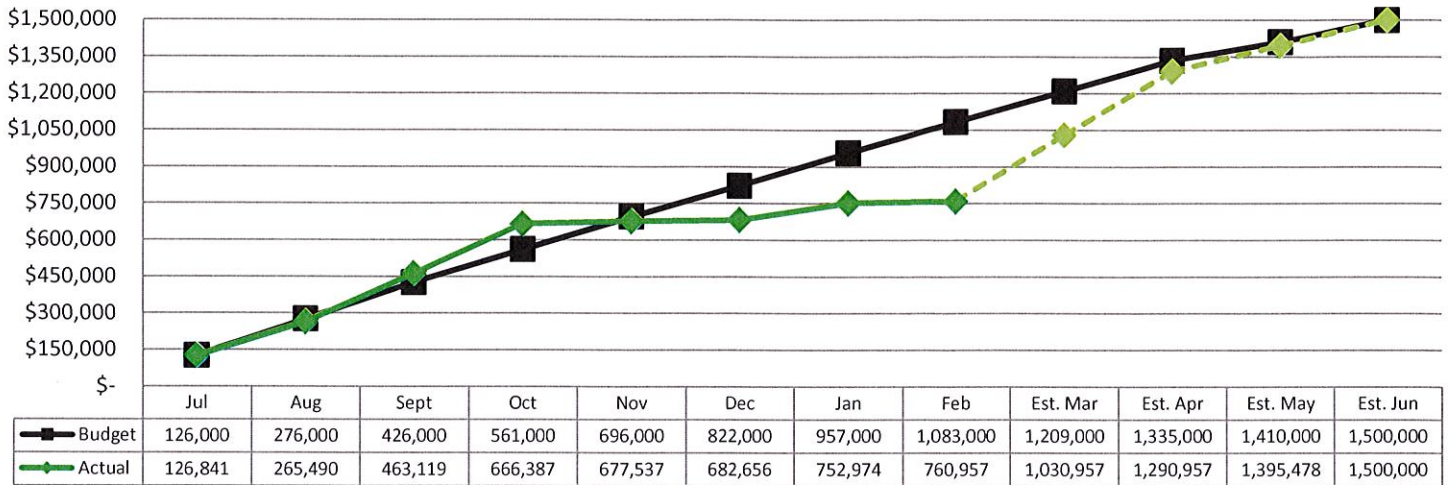
**FH Replacement Project**



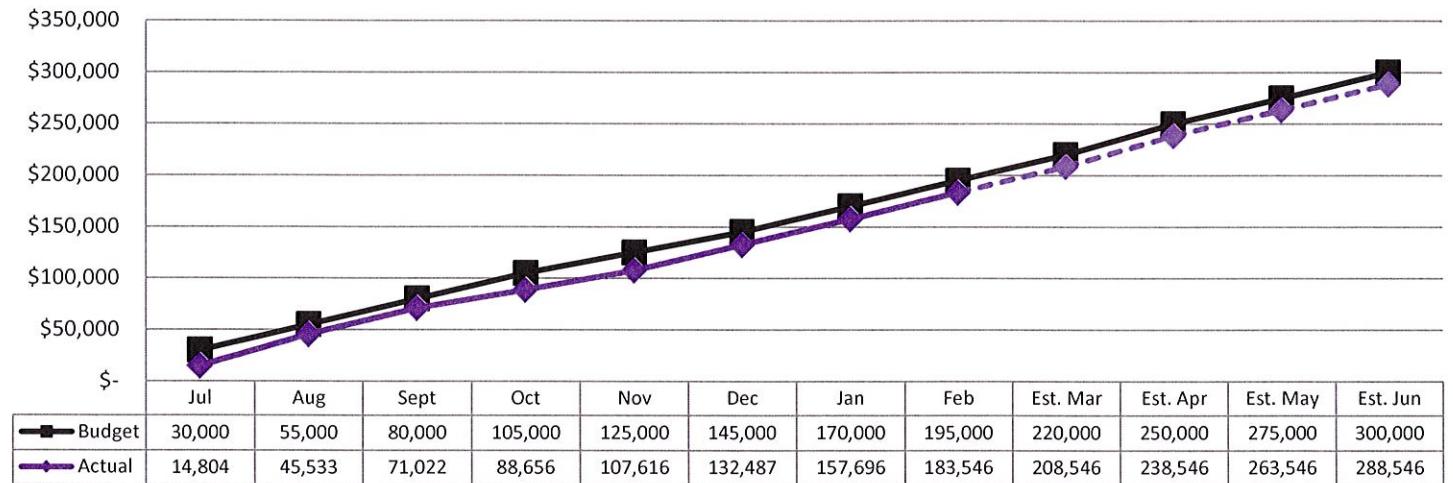
# Projects and Programs - Budget vs. Actual Line Charts

## Cumulative Actual Billed vs. Budgeted

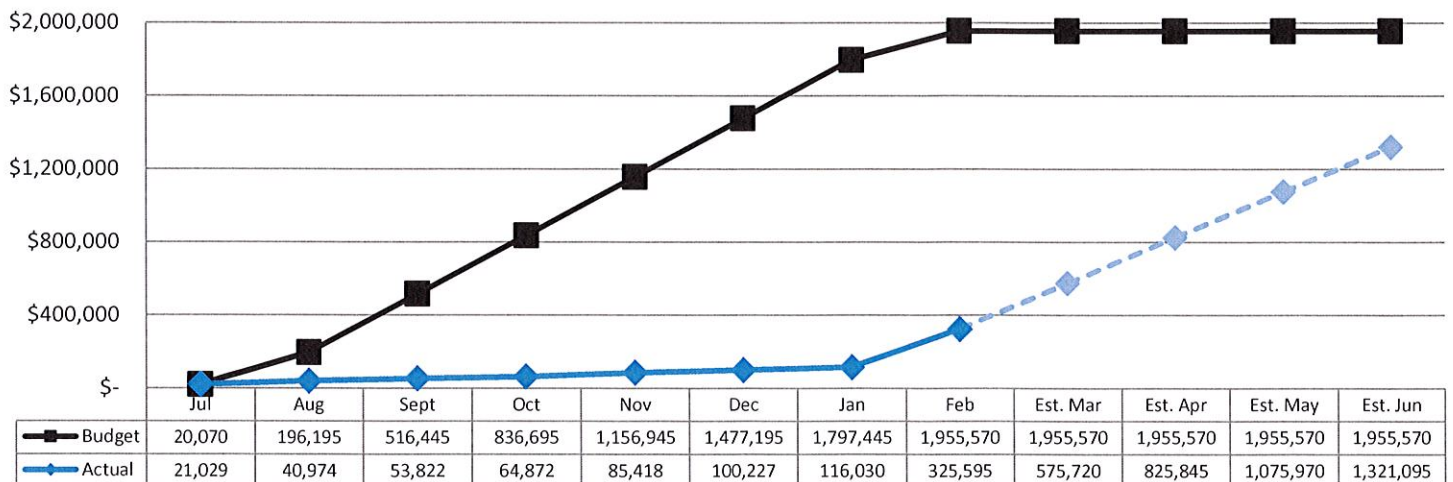
### Tree Removal and Pruning Program



### Brush Chipping Program



### FH Replacement Project



\*Note - Dashed lines represent estimated amounts

**Tree Subcommittee Report**

For March 21, 2017 LAHCFD Board Meeting

Prepared by George Tyson (chair) and Duffy Price (with support from Stu Farwell and Dan Siegel)

At the Feb 21 LAHCFD Board meeting the current status of Areas 1&2 and 5&6 were reported, and the Board approved proceeding with S.P. McClenahan for performing the tree work for Areas 3&4.

**Status for Areas 1&2**

McClenahan's tree work is approximately 95% complete (as of 09Mar), with completion expected by the end of March. A number of property owners have not been responsive to repeated contact, and permits for a couple of trees that are in the County Right of Way were also pending.

**Status for Areas 3&4**

After the vote at the 21Feb meeting, a contract was completed with S.P. McClenahan, and work was expected to start during the week of 13Mar.

**Status of Areas 5&6**

Cards were distributed and as of 09Mar a total of 109 cards for area 5 and 88 for area 6 had been received (additional cards were received after the deadline, which have been accepted). Arborist work is underway. A verbal update will be provided at the meeting.

**Additional topics (beyond the current RFP for tree work process)****1. Emergency tree work**

As a result of the Feb meeting, we recognized a gap, in that LAHCFD has no mechanism for dealing with emergency tree work. We propose proceeding with a limited contract to provide that capability.

**2. Review of chipping program**

Our current chipping program runs on a calendar year basis (through Dec2017). We propose extending this to Jun2019, and to propose a plan for establishing a 2-year (fiscal year) contract with process TBD (see below)

**3. RACI chart for tree and brush removal – draft**

The Tree Subcommittee presents a draft chart to define responsibilities and roles for all tree and brush work – this is for Board review, discussion, and suggestions.

**Next Steps**

We project that, for the April 18 meeting we will:

- Have a report on tree progress in Areas 1&2 and 3&4 (as part of the Consultant's report)
- Have made progress on Arborist evaluation of Areas 5&6
- Present a timeline for the end of the current round of RFP work and discuss next steps
- Present a recommendation for a process for extending the chipping program
- Present a RACI chart for tree and brush removal reflecting changes based on Board and Public feedback from the 21March meeting



## Tree and Brush Removal RACI Chart

Presented by Tree Subcommittee

9-Mar-17

**Responsible** - the Doer - the person or group who actually does the task

**Accountable** - the Buck stops here - has management authority

**Consulted** - in the Loop - advice is sought and incorporated

**Informed** - kept in the picture - without requiring or even requesting a response

	LAHCFD	LAHCFD	LAHCFD	Fire	County	Wd Abtmt	Property	SC	Town of
Tasks	Board	President	Contractor	Consultant	Fire	Contractor	Owner	County	LAH
Inspection of weeds and brush on an ongoing basis	A				R		I		
Removal of weeds and brush on an ongoing basis - Town	A				C	R	I		
Removal of weeds and brush on an ongoing basis - Unincorporated					C	R	I	A	
Chipping program	A		R	C			C		
Ongoing/planned dead tree removal/eucalyptus pruning	A		R	C			C	C*	
Fallen tree blocking Town Roads									A, R
Fallen tree blocking County Roads								A, R	
Emergency tree removal - <\$10K	C	A	R				I		
Fallen tree blocking private road/driveway	I		R	C	R**		A		
Fallen tree not blocking road/driveway							A		

**It is possible to have multiple parties for roles, but never more than one A**

Fallen tree - also includes leaning/broken limbs rendering passage unsafe

PG&E - Trims trees threatening power lines

\*If in County Right of Way

\*\*Limited size of branches - first responder



## Vargas and Company

March 9, 2017

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

RE: Financial Statement Package – Feb. 2017

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of February 2017, 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	13

Sincerely,

Cori Vargas  
Vargas and Company



**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Balance Sheet**  
As of February 28, 2017

	Feb 28, 17	Jan 31, 17
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingle	(2,712,974.58)	(2,714,474.58)
1100000 · Cash-Clearing Account	14,891,006.96	15,461,688.94
1112000 · Cash - Imprest Cash	500.00	500.00
<b>Total Checking/Savings</b>	<b>12,178,532.38</b>	<b>12,747,714.36</b>
<b>Total Current Assets</b>	<b>12,178,532.38</b>	<b>12,747,714.36</b>
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,022,796.00)	(1,022,796.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(290,919.00)	(290,919.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(56,332.00)	(56,332.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
<b>Total Fixed Assets</b>	<b>2,329,342.13</b>	<b>2,329,342.13</b>
<b>TOTAL ASSETS</b>	<b>14,507,874.51</b>	<b>15,077,056.49</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
3000000 · Investment in Capital Assets	2,329,342.13	2,329,342.13
3400300 · Fund Balance - Unassigned	7,069,803.11	7,069,803.11
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance	100,000.00	100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
<b>Total 3400930 · Fund Balance - Committed</b>	<b>4,100,000.00</b>	<b>4,100,000.00</b>
Net Income	1,008,729.27	1,577,911.25
<b>Total Equity</b>	<b>14,507,874.51</b>	<b>15,077,056.49</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,507,874.51</b>	<b>15,077,056.49</b>

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss**  
February 2017

	Feb 17	Jul '16 - Feb 17
<b>Income</b>		
4001100 · Prop Taxes-Curr Secured	0.00	5,265,988.75
4001200 · Prop Taxes-Unitary	0.00	22,308.67
4001210 · Prop Taxes - Unitary Railroad	0.00	426.83
4002100 · Prop Taxes-Curr Unsecured	0.00	582,366.80
4006100 · Property Taxes-SB 813	19,878.12	158,504.66
4301100 · Interest-Dep & Investments		
4301101 · County	0.00	48,219.38
<b>Total 4301100 · Interest-Dep &amp; Investments</b>	0.00	48,219.38
4302100 · Property Rental	1,500.00	5,000.00
4419100 · Homeowner's Property Tax Relief	0.00	22,611.06
4813000 · Misc. Income		
4813800 · Miscellaneous Income - Other	0.00	349.56
4813900 · Misc Reimbursements	0.00	184.59
<b>Total 4813000 · Misc. Income</b>	0.00	534.15
<b>Total Income</b>	21,378.12	6,105,960.30
<b>Gross Profit</b>	21,378.12	6,105,960.30
<b>Expense</b>		
5220100 · Insurance	0.00	4,652.78
5225500 · Commissioners Fee	3,100.00	5,600.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	0.00	3,403.13
<b>Total 5235400 · Outside Repair &amp; Maintenance</b>	0.00	3,403.13
5250100 · Office Expense	494.21	1,612.88
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	18,950.00
5255102 · Accounting Services	3,000.00	21,000.00
5255103 · Outside Legal Services	7,232.50	46,927.25
<b>Total 5255100 · Professional &amp; Specialized Serv</b>	10,232.50	86,877.25
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	367,872.47	2,861,151.58
5255502 · Battalion 74 Services	82,214.70	729,378.46
5255503 · Emergency Service Coordinator	4,996.20	54,408.87
5255504 · Emergency Prep/Fire Prevention	117.17	2,420.07
5255505 · Extra Fire Season Patrol	0.00	228,004.01
5255506 · City of Los Altos Workers Comp.	0.00	493.13
<b>Total 5255500 · Contract Services</b>	455,200.54	3,875,856.12
5257130 · Consultants - General and Admin		
5257131 · Clerk	4,896.00	34,272.00
5257132 · Fire Consultant	4,685.00	32,795.00
<b>Total 5257130 · Consultants - General and Admin</b>	9,581.00	67,067.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

February 2017

	Feb 17	Jul '16 - Feb 17
5260100 · Publications and Legal Notices.	132.00	1,836.20
5282200 · Projects and Programs		
5282201 · Chipping Program	25,209.47	157,697.02
5282202 · Yard Waste Program	0.00	18,571.61
5282204 · Buildings and Grounds	265.00	3,621.96
5282206 · Tree Removal & Pruning	70,317.88	752,972.87
5282208 · Hydrant/Main Improv.-Purissima	15,802.50	116,028.95
Total 5282200 · Projects and Programs	111,594.85	1,048,892.41
5350100 · Misc Expense-Others	225.00	1,433.26
Total Expense	590,560.10	5,097,231.03
Net Income	(569,181.98)	1,008,729.27

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Budget vs. Actual**  
**February 2017**

	Feb 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
<b>Income</b>				
4006100 · Property Taxes-SB 813	19,878.12	13,494.00	6,384.12	47.31%
4302100 · Property Rental	1,500.00			
<b>Total Income</b>	21,378.12	13,494.00	7,884.12	58.43%
<b>Gross Profit</b>	21,378.12	13,494.00	7,884.12	58.43%
<b>Expense</b>				
5225500 · Commissioners Fee	3,100.00	0.00	3,100.00	(100.0%)
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	0.00	750.00	(750.00)	100.0%
<b>Total 5235400 · Outside Repair &amp; Maintenance</b>	0.00	750.00	(750.00)	100.0%
5250100 · Office Expense	494.21	0.00	494.21	(100.0%)
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	7,232.50	5,000.00	2,232.50	(44.65%)
5255104 · Outside Consulting Services	0.00	4,500.00	(4,500.00)	100.0%
<b>Total 5255100 · Professional &amp; Specialized Serv</b>	10,232.50	12,500.00	(2,267.50)	18.14%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	370,349.00	(2,476.53)	0.67%
5255502 · Battalion 74 Services	82,214.70	96,137.00	(13,922.30)	14.48%
5255503 · Emergency Service Coordinator	4,996.20	7,346.00	(2,349.80)	31.99%
5255504 · Emergency Prep/Fire Prevention	117.17	5,000.00	(4,882.83)	97.66%
<b>Total 5255500 · Contract Services</b>	455,200.54	478,832.00	(23,631.46)	4.94%
5257130 · Consultants - General and Admin				
5257131 · Clerk	4,896.00	4,880.00	16.00	(0.33%)
5257132 · Fire Consultant	4,685.00	4,880.00	(195.00)	4.0%
<b>Total 5257130 · Consultants - General and Admin</b>	9,581.00	9,760.00	(179.00)	1.83%
5260100 · Publications and Legal Notices.	132.00	200.00	(68.00)	34.0%

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Budget vs. Actual**  
February 2017

	Feb 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
<b>5282200 · Projects and Programs</b>				
5282201 · Chipping Program	25,209.47	20,000.00	5,209.47	(26.05%)
5282204 · Buildings and Grounds	265.00	279.00	(14.00)	5.02%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%
5282206 · Tree Removal & Pruning	70,317.88	135,000.00	(64,682.12)	47.91%
5282208 · Hydrant/Main Improv.-Purissima	15,802.50	320,250.00	(304,447.50)	95.07%
5282214 · Project & Programs Contingency	0.00	20,000.00	(20,000.00)	100.0%
<b>Total 5282200 · Projects and Programs</b>	<b>111,594.85</b>	<b>496,029.00</b>	<b>(384,434.15)</b>	<b>77.5%</b>
<b>5350100 · Misc Expense-Others</b>	<b>225.00</b>	<b>0.00</b>	<b>225.00</b>	<b>(100.0%)</b>
<b>Total Expense</b>	<b>590,560.10</b>	<b>998,071.00</b>	<b>(407,510.90)</b>	<b>40.83%</b>
<b>Net Income</b>	<b>(569,181.98)</b>	<b>(984,577.00)</b>	<b>415,395.02</b>	<b>42.19%</b>

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Budget vs. Actual Year-to-Date**  
**July 2016 through February 2017**

	Jul 16 - Feb 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY17 Budget	YTD % to FY17 Budget
<b>Income</b>						
4001100 · Prop Taxes-Curr Secured	5,265,988.75	5,002,250.00	263,738.75	5.27%	9,095,000.00	57.90%
4001200 · Prop Taxes-Unitary	22,308.67	21,500.00	808.67	3.76%	43,000.00	51.88%
4001210 · Prop Taxes - Unitary Railroad	426.83	450.00	(23.17)	(5.15%)	900.00	47.43%
4002100 · Prop Taxes-Curr Unsecured	582,366.80	520,830.00	61,536.80	11.82%	643,000.00	90.57%
4006100 · Property Taxes-SB 813	158,504.66	93,420.00	65,084.66	69.67%	173,000.00	91.62%
4301100 · Interest-Dep & Investments						
4301101 · County	48,219.38	22,500.00	25,719.38	114.31%	45,000.00	107.15%
Total 4301100 · Interest-Dep & Investments	48,219.38	22,500.00	25,719.38	114.31%	45,000.00	107.15%
4302100 · Property Rental	5,000.00	3,000.00	2,000.00	66.67%	3,000.00	166.67%
4419100 · Homeowner's Property Tax Relief	22,611.06	23,000.00	(388.94)	(1.69%)	46,000.00	49.15%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	349.56	250.00	99.56	39.82%	550.00	63.56%
4813900 · Misc Reimbursements	184.59	450.00	(265.41)	(58.98%)	550.00	33.56%
Total 4813000 · Misc. Income	534.15	700.00	(165.85)	(23.69%)	1,100.00	48.56%
<b>Total Income</b>	<b>6,105,960.30</b>	<b>5,687,650.00</b>	<b>418,310.30</b>	<b>7.35%</b>	<b>10,050,000.00</b>	<b>60.76%</b>
<b>Gross Profit</b>	<b>6,105,960.30</b>	<b>5,687,650.00</b>	<b>418,310.30</b>	<b>7.35%</b>	<b>10,050,000.00</b>	<b>60.76%</b>
<b>Expense</b>						
5220100 · Insurance	4,652.78	5,100.00	(447.22)	8.77%	5,100.00	91.23%
5225500 · Commissioners Fee	5,600.00	7,700.00	(2,100.00)	27.27%	16,800.00	33.33%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	3,403.13	10,500.00	(7,096.87)	67.59%	15,000.00	22.69%
Total 5235400 · Outside Repair & Maintenance	3,403.13	10,500.00	(7,096.87)	67.59%	15,000.00	22.69%
5250100 · Office Expense	1,612.88	5,500.00	(3,887.12)	70.67%	8,000.00	20.16%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	18,950.00	21,000.00	(2,050.00)	9.76%	21,000.00	90.24%
5255102 · Accounting Services	21,000.00	21,000.00	0.00	0.0%	36,000.00	58.33%
5255103 · Outside Legal Services	46,927.25	28,000.00	18,927.25	(67.6%)	50,000.00	93.85%
5255104 · Outside Consulting Services	0.00	4,500.00	(4,500.00)	100.0%	4,500.00	0.00%



**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Budget vs. Actual Year-to-Date**  
**July 2016 through February 2017**

	Jul 16 - Feb 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY17 Budget	YTD % to FY17 Budget
Total 5255100 · Professional & Specialized Serv	86,877.25	74,500.00	12,377.25	(16.61%)	111,500.00	77.92%
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	2,861,151.58	2,866,102.00	(4,950.42)	0.17%	4,347,500.00	65.81%
5255502 · Battalion 74 Services	729,378.46	743,950.00	(14,571.54)	1.96%	1,128,500.00	64.63%
5255503 · Emergency Service Coordinator	54,408.87	56,812.00	(2,403.13)	4.23%	86,200.00	63.12%
5255504 · Emergency Prep/Fire Prevention	2,420.07	21,200.00	(18,779.93)	88.58%	40,000.00	6.05%
5255505 · Extra Fire Season Patrol	228,004.01	250,000.00	(21,995.99)	8.8%	350,000.00	65.14%
5255506 · City of Los Altos Workers Comp.	493.13	2,000.00	(1,506.87)	75.34%	4,000.00	12.33%
Total 5255500 · Contract Services	3,875,856.12	3,940,064.00	(64,207.88)	1.63%	5,956,200.00	65.07%
5257130 · Consultants - General and Admin						
5257131 · Clerk	34,272.00	34,160.00	112.00	(0.33%)	59,550.00	57.55%
5257132 · Fire Consultant	32,795.00	34,160.00	(1,365.00)	4.0%	59,550.00	55.07%
Total 5257130 · Consultants - General and Admin	67,067.00	68,320.00	(1,253.00)	1.83%	119,100.00	56.31%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	106,000.00	0.00%
5260100 · Publications and Legal Notices.	1,836.20	4,900.00	(3,063.80)	62.53%	6,500.00	28.25%
5282200 · Projects and Programs						
5282201 · Chipping Program	157,697.02	166,500.00	(8,802.98)	5.29%	300,000.00	52.57%
5282202 · Yard Waste Program	18,571.61	29,250.00	(10,678.39)	36.51%	39,000.00	47.62%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	3,621.96	8,721.00	(5,099.04)	58.47%	12,000.00	30.18%
5282205 · Emergency Access Roads	0.00	2,000.00	(2,000.00)	100.0%	3,000.00	0.00%
5282206 · Tree Removal & Pruning	752,972.87	957,000.00	(204,027.13)	21.32%	1,500,000.00	50.20%
5282208 · Hydrant/Main Improv.-Purissima	116,028.95	1,195,070.00	(1,079,041.05)	90.29%	1,955,570.00	5.93%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	30,000.00	(30,000.00)	100.0%	50,000.00	0.00%
5282214 · Project & Programs Contingency	0.00	100,000.00	(100,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	1,048,892.41	2,488,541.00	(1,439,648.59)	57.85%	3,977,570.00	26.37%
5350100 · Misc Expense-Others	1,433.26	1,300.00	133.26	(10.25%)	2,000.00	71.66%
Total Expense	5,097,231.03	6,606,425.00	(1,509,193.97)	22.84%	10,324,001.00	49.37%
Net Income	1,008,729.27	(918,775.00)	1,927,504.27	209.79%	(274,001.00)	-368.15%

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Prior Year Comparison**  
**February 2017**

	Feb 17	Feb 16	\$ Change	% Change
<b>Income</b>				
4006100 · Property Taxes-SB 813	19,878.12	22,193.96	-2,315.84	-10.4%
4302100 · Property Rental	1,500.00	0.00	1,500.00	100.0%
<b>Total Income</b>	<b>21,378.12</b>	<b>22,193.96</b>	<b>-815.84</b>	<b>-3.7%</b>
<b>Gross Profit</b>	<b>21,378.12</b>	<b>22,193.96</b>	<b>-815.84</b>	<b>-3.7%</b>
<b>Expense</b>				
5225500 · Commissioners Fee	3,100.00	1,200.00	1,900.00	158.3%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	0.00	304.50	-304.50	-100.0%
<b>Total 5235400 · Outside Repair &amp; Maintenance</b>	<b>0.00</b>	<b>304.50</b>	<b>-304.50</b>	<b>-100.0%</b>
5250100 · Office Expense	494.21	0.00	494.21	100.0%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	7,232.50	0.00	7,232.50	100.0%
<b>Total 5255100 · Professional &amp; Specialized Serv</b>	<b>10,232.50</b>	<b>3,000.00</b>	<b>7,232.50</b>	<b>241.1%</b>
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	354,234.44	13,638.03	3.9%
5255502 · Battalion 74 Services	82,214.70	91,946.26	-9,731.56	-10.6%
5255503 · Emergency Service Coordinator	4,996.20	7,020.34	-2,024.14	-28.8%
5255504 · Emergency Prep/Fire Prevention	117.17	120.11	-2.94	-2.5%
5255506 · City of Los Altos Workers Comp.	0.00	450.15	-450.15	-100.0%
<b>Total 5255500 · Contract Services</b>	<b>455,200.54</b>	<b>453,771.30</b>	<b>1,429.24</b>	<b>0.3%</b>
5257130 · Consultants - General and Admin				
5257131 · Clerk	4,896.00	4,685.00	211.00	4.5%
5257132 · Fire Consultant	4,685.00	4,685.00	0.00	0.0%
<b>Total 5257130 · Consultants - General and Admin</b>	<b>9,581.00</b>	<b>9,370.00</b>	<b>211.00</b>	<b>2.3%</b>
5260100 · Publications and Legal Notices.	132.00	132.00	0.00	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	25,209.47	14,822.70	10,386.77	70.1%
5282202 · Yard Waste Program	0.00	8,978.78	-8,978.78	-100.0%
5282204 · Buildings and Grounds	265.00	0.00	265.00	100.0%
5282206 · Tree Removal & Pruning	70,317.88	231,935.00	-161,617.12	-69.7%
5282207 · Eucalyptus Program	0.00	14,000.00	-14,000.00	-100.0%

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Profit & Loss Prior Year Comparison**  
**February 2017**

	Feb 17	Feb 16	\$ Change	% Change
5282208 · Hydrant/Main Improv.-Purissima	15,802.50	10,304.44	5,498.06	53.4%
5282210 · Page Mill Tank Seismic Retrofit	0.00	309,223.51	-309,223.51	-100.0%
<b>Total 5282200 · Projects and Programs</b>	<b>111,594.85</b>	<b>589,264.43</b>	<b>-477,669.58</b>	<b>-81.1%</b>
5350100 · Misc Expense-Others	225.00	4,368.80	-4,143.80	-94.9%
<b>Total Expense</b>	<b>590,560.10</b>	<b>1,061,411.03</b>	<b>-470,850.93</b>	<b>-44.4%</b>
<b>Net Income</b>	<b>-569,181.98</b>	<b>-1,039,217.07</b>	<b>470,035.09</b>	<b>45.2%</b>

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Revenues - Transaction Detail By Account**  
February 2017

Type	Date	Split	Amount
<b>4006100 · Property Taxes-SB 813</b>			
Deposit	02/23/2017	1100000 · Cash-Clearing Account	19,878.12
Total 4006100 · Property Taxes-SB 813			19,878.12
<b>4302100 · Property Rental</b>			
Deposit	02/01/2017	1000200 · Cash-Commingled	1,500.00
Total 4302100 · Property Rental			1,500.00
<b>TOTAL</b>			<b>21,378.12</b>

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

February 2017

Type	Date	Name	Split	Amount
<b>5225500 · Commissioners Fee</b>				
Check	02/24/2017	Dexter, Debbie	1100000 · Cash-Clearing Account	500.00
Check	02/24/2017	Price, Duffy	1100000 · Cash-Clearing Account	700.00
Check	02/24/2017	Spreen, Roger	1100000 · Cash-Clearing Account	400.00
Check	02/24/2017	Tyson, George	1100000 · Cash-Clearing Account	700.00
Check	02/24/2017	Vaughn, Melvin	1100000 · Cash-Clearing Account	500.00
Check	02/24/2017	Waldeck, Gary	1100000 · Cash-Clearing Account	300.00
Total 5225500 · Commissioners Fee				3,100.00
<b>5250100 · Office Expense</b>				
Check	02/24/2017	Petty Cash Custodian - Jeanne ...	1100000 · Cash-Clearing Account	494.21
Total 5250100 · Office Expense				494.21
<b>5255100 · Professional &amp; Specialized Serv</b>				
<b>5255102 · Accounting Services</b>				
Check	02/03/2017	Vargas and Company	1100000 · Cash-Clearing Account	3,000.00
Total 5255102 · Accounting Services				3,000.00
<b>5255103 · Outside Legal Services</b>				
Check	02/03/2017	Jorgenson, Siegel, McClure & FI...	1100000 · Cash-Clearing Account	2,887.00
Check	02/24/2017	Jorgenson, Siegel, McClure & FI...	1100000 · Cash-Clearing Account	4,345.50
Total 5255103 · Outside Legal Services				7,232.50
Total 5255100 · Professional & Specialized Serv				10,232.50
<b>5255500 · Contract Services</b>				
<b>5255501 · Santa Clara Co. Fire Dept.</b>				
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	367,872.47
Total 5255501 · Santa Clara Co. Fire Dept.				367,872.47
<b>5255502 · Battalion 74 Services</b>				
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	95,486.20
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	(6,635.75)
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	(6,635.75)
Total 5255502 · Battalion 74 Services				82,214.70
<b>5255503 · Emergency Service Coordinator</b>				
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	6,143.06
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	(1,146.86)
Total 5255503 · Emergency Service Coordinator				4,996.20
<b>5255504 · Emergency Prep/Fire Prevention</b>				
Check	02/28/2017	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	117.17
Total 5255504 · Emergency Prep/Fire Prevention				117.17
Total 5255500 · Contract Services				455,200.54
<b>5257130 · Consultants - General and Admin</b>				
<b>5257131 · Clerk</b>				
Check	02/03/2017	Evilsizer, Jeanne	1100000 · Cash-Clearing Account	4,896.00
Total 5257131 · Clerk				4,896.00

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

February 2017

Type	Date	Name	Split	Amount
<b>5257132 · Fire Consultant</b>				
Check	02/03/2017	Farwell, Stu	1100000 · Cash-Clearing Account	4,685.00
Total 5257132 · Fire Consultant				4,685.00
Total 5257130 · Consultants - General and Admin				9,581.00
<b>5260100 · Publications and Legal Notices.</b>				
Check	02/03/2017	Town of Los Altos Hills	1100000 · Cash-Clearing Account	132.00
Total 5260100 · Publications and Legal Notices.				132.00
<b>5282200 · Projects and Programs</b>				
<b>5282201 · Chipping Program</b>				
Check	02/03/2017	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	924.47
Check	02/24/2017	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	24,285.00
Total 5282201 · Chipping Program				25,209.47
<b>5282204 · Buildings and Grounds</b>				
Check	02/24/2017	Crystal Springs Landscaping Co.	1100000 · Cash-Clearing Account	265.00
Total 5282204 · Buildings and Grounds				265.00
<b>5282206 · Tree Removal &amp; Pruning</b>				
Check	02/03/2017	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	1,363.08
Check	02/03/2017	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	58,994.00
Check	02/03/2017	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	1,345.00
Check	02/24/2017	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	8,615.80
Total 5282206 · Tree Removal & Pruning				70,317.88
<b>5282208 · Hydrant/Main Improv.-Purissima</b>				
Check	02/24/2017	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	15,802.50
Total 5282208 · Hydrant/Main Improv.-Purissima				15,802.50
Total 5282200 · Projects and Programs				111,594.85
<b>5350100 · Misc Expense-Others</b>				
Check	02/24/2017	Los Altos Chamber of Commerce	1100000 · Cash-Clearing Account	225.00
Total 5350100 · Misc Expense-Others				225.00
<b>TOTAL</b>				<b>590,560.10</b>



**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**  
**Expenses by Vendor Summary**  
February 2017

	<u>Feb 17</u>	<u>Jul '16 - Feb 17</u>
AID Mailing & Fulfillment	2,287.55	10,459.27
CD Typography		75.00
City of Los Altos		493.13
Crystal Springs Landscaping Co.	265.00	3,621.96
DACO Construction		3,522.99
Dexter, Debbie	500.00	1,000.00
Evilsizer, Jeanne	4,896.00	34,272.00
FAIRA Insurance		4,652.78
Farwell, Stu	4,685.00	32,795.00
Flatline Floors		(3,522.99)
Johnson, Robert		100.00
Jorgenson, Siegel, McClure & Flegel	7,232.50	46,927.25
Kielty Arborist Services		31,450.00
Los Altos Chamber of Commerce	225.00	225.00
Los Altos Town Crier		430.20
Pakpour Consulting Group, Inc.	24,418.30	146,593.70
Petty Cash Custodian - Jeanne Evilsizer	494.21	3,821.58
Price, Duffy	700.00	1,200.00
Purissima Hills Water District		1,500.00
S.P. McClenahan Co., Inc.	84,624.00	840,099.00
Santa Clara County Central Fire Protectio	455,200.54	3,873,758.39
Sharp Business Systems		109.52
Spreen, Roger	400.00	700.00
Starbuck, Carol		419.64
Town of Los Altos Hills	132.00	19,977.61
Tyson, George	700.00	1,100.00
Vargas and Company	3,000.00	21,000.00
Vaughn, Melvin	500.00	800.00
Vavrinek, Trine, Day & Co.		18,950.00
Waldeck, Gary	300.00	700.00
<b>TOTAL</b>	<u><u>590,560.10</u></u>	<u><u>5,097,231.03</u></u>