

**MINUTES OF A REGULAR MEETING OF THE  
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS  
HELD ON TUESDAY, FEBRUARY 18, 2020, BEGINNING AT 7:00 P.M.  
AT THE EL MONTE FIRE STATION BOARD CONFERENCE ROOM  
12355 EL MONTE ROAD, LOS ALTOS HILLS, CALIFORNIA**

President Warren called the meeting to order at 7:01 p.m.

**1. Roll Call:**

PRESENT: Commissioners Warren, Vaughn, Price, Kearney, Carr

ABSENT: Tyson, Spreen

ALSO PRESENT: General Manager J. Logan, Assistant Fire Chief Brian Glass, Emergency Services Manager Captain Denise Gluhan (Ret.), District Counsel Dan Siegel, Technical Services Consultant Victoria Bebee, Financial Consultant & District Clerk Cori Vargas

**2. Public Comment:**

There was no public comment on items not on the agenda.

**3. Commission President Remarks:**

Commission President Warren stated that with the consent of the Commission, discussion of agenda items 20 and 21 would be postponed to March's meeting. He thanked the staff for work on the Budget and Budget Narrative, and continued development of programs to align with the District's Community Wildfire Protection Plan (CWPP).

**4. Commission Ad Hoc Management Audit Subcommittee Update:**

General Manager Logan made the following statement about the LAHCFD Management Audit: "The Management Audit Exit Conference was held on Nov. 1, 2019. District was to be notified after the first of the year 2020 as to when to expect receipt of the Management Audit Report. No notification has been made at this time. On Feb. 13, 2020, the County of Santa Clara Finance and Government Operation Committee agenda and materials included a mid-year status report from the auditor for the FY2019/20 Management Audit projects. In that report LAHCFD was referenced. It was stated that completion of this audit has been delayed due to 'unusual circumstances', and then moving on in the paragraph referenced a 'large amount of new information'. A comment in the report stated 'we expect to issue the report to the Board of Supervisors in April'."

Logan pointed out the South County Fire District Management Audit Report was published to the public on December 18, 2019. She noted that their report references the LAHCFD in various section.

**5. Santa Clara County Fire Chief Report:**

Assistant Fire Chief Glass reviewed the monthly report for January 2020 and said there were no significant events. He mentioned the "Incident and Response Count by Hour" graph had been modified to show data covering the last 12 months instead of calendar year to date. Commissioner Kearney asked what the Y-axis "Value" on the chart represented. Chief Glass said he would research further (see agenda item 19).

Paul Morgan, the Santa Clara County Fire Department Geographic Information System (GIS) Analyst, was introduced to address GIS mapping feasibility with the LAHCFD. Due to technical issues, the agenda item was moved for discussion after agenda item 7.

**6. General Manager Report:**

Logan reviewed recent events including the “El Monte Fire Station Open House Invitation to the Community”, the “SCCFD Promotional Ceremony”, and the “Los Altos Hills History Museum Our Community Prepares” exhibit. She mentioned that she and Emergency Services Manager Gluhan had attended the Santa Clara County FireSafe Council Strategic Plan meeting and took notes for the upcoming LAHCFD 2020-2025 Strategic Plan. She presented analytical data for the online brush chipping requests. Technical Services Consultant briefly discussed the District’s continued use of social media for communication with the public. Logan presented a “Forward-Looking Community Resilience” model to outline the District’s integrated hazardous fuel reduction methods based on fire science and the CWPP.

Logan read a statement that had been presented to the Purissima Hills Water District (PHWD): “As a follow-up to PHWD Board Member Steve Jordan’s statements to the Commission at the Jan. 21, 2020 meeting, the Hydrant Flow Subcommittee met with the PHWD committee. A summary of that meeting is: ‘As previously communicated, LAHCFD is still involved in the Santa Clara County Management Audit protocol and is not informed when the audit report will be issued. Until the Commissioners have received, reviewed, and publicly discussed the audit report, the Hydrant Flow Subcommittee believes it’s not timely to move forward with the projects under consideration. LAHCFD is submitting its FY2020/21 budget to the County in February 2020 and will await approval of the budget from the Board of Supervisors in June 2020. The Fire Hydrant Flow Subcommittee remains committed to these projects and continues to believe that they will improve fire safety in the District. Once the audit report has been issued and the budget authorized, the Commissioners will be in a better position to proceed with discussion and decisions. LAHCFD is grateful to PHWD for understanding the reasons and its position on these two projects. Thank you again for our discussions and for your patience.’”

Comment from Public: Los Altos Hills resident Allan Epstein asked for clarification as to why PHWD’s request to place pumper caps on the hydrants should be dependent upon budget approval since no District funding is involved. Warren responded that because of the nature of the Management Audit, LAHCFD is not able to enter into any agreements with PHWD at this time.

District Clerk Vargas mentioned that all staff and Commissioners should have received directions for filing the Form 700 Statement of Economic Interest by the April 1, 2020 due date.

**7. Emergency Services Manager Update:**

Gluhan mentioned that the Cal-Water Ravensbury project was scheduled to begin Feb. 24, 2020. She stated repair of two damaged fire hydrants has been delayed until the sites can be evaluated by a Soil Engineer. She discussed upcoming events including a “Youth Council Leadership Conference” on emergency preparedness, the “Los Altos Hills Pathways Run” and the “Stanford Workshop on Wildfire Management”.

J.R. Call, Hazardous Fuels Manager from the FireSafe Council, provided more details on the shaded fuel break pilot program along Page Mill Road which was outlined at January’s meeting. Commissioner Price asked about an agreement with the Town of Los Altos Hills, in which the Town agreed to keep brush clear along Page Mill Road in exchange for a donation from the District to make the foundation at Westwind Community Barn earthquake-stable. Gluhan said she would research further.

Call pointed out that FireSafe Council's program provided a more intensive removal and thinning-out of vegetation than the Town provided brush-clearing. Logan asked for consensus from the Commission to move forward with the shaded fuel break project. After discussion, including a statement of support from Chief Glass, the Commission agreed that staff should proceed with drafting a service agreement with FireSafe Council.

Paul Morgan, SCCFD GIS Analyst, demonstrated some of the Intterra software modules that SCCFD currently uses for geographical data mapping, including hydrant locations and incident management. He mentioned some of the benefits of the software include multi-jurisdictional data analysis and interoperability with other software systems. Chief Glass suggested that since much of LAHCFD's data was already in SCCFD's system, the District should work with SCCFD rather than developing a new system from scratch. The Commission agreed that staff should continue discussion with SCCFD about GIS system integration.

**8. Community Emergency Response Team (CERT) Activities and Update:**

Technical Consultant Bebee reviewed recent events including a Personal Emergency Preparedness (PEP) Class and a CERT Refresher Triage Class. She said she was working to order emergency vests for CERT members; more details will be provided at March's meeting.

**9. Hazardous Fuel Reduction Subcommittee:**

Logan noted Phase 1 of the Tree Removal Program was completed, and Phase 2 half-way finished. Logan presented a draft of a third advisory to the public regarding resident hazardous fuel reduction. She noted two advisories were already posted on the website which focused on the Tree Removal Program. The third advisory outlines an Integrated Hazardous Fuel Reduction Program (IHFR) and introduces a rebate program to residents who follow IHFR standards. She asked for consensus from the Commission to proceed with establishing the IHFR program; after discussion the Commission agreed for staff to continue development.

**10. Adopt Resolution 20-5 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Santa Clara County FireSafe Council for Chipping Services:**

Logan explained the Resolution sought to contract with FireSafe Council for oversight of a pilot Brush Chipping Program, including management of the bidding process and selection of contractors. Price asked for the term of the pilot program; Logan stated it would be effective March 1 – June 30, 2020.

**Action:** Motion by Kearney to adopt the resolution authorizing execution of a professional services agreement between the Los Altos Hills County Fire District and Santa Clara County FireSafe Council for chipping services; seconded by Price.

**Roll Call Vote: All in Favor:** Carr, Kearney, Price, Vaughn, Warren.

**Opposed:** None. **Absent:** Tyson, Spreen.

**MOTION PASSED**

**11. Personnel Subcommittee Update:**

Warren mentioned the performance review of the General Manager was being facilitated by Municipal Resource Group, and the final version of the service agreement was included in the packet. Logan stated she would report back to the Commission regarding other staff reviews.

**12. Adopt Resolution 20-2 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Independent Contractor Services Consulting between the Los Altos Hills County Fire District and Sarah Henricks for Special Projects Services Consulting:**

Logan noted that retention of a Special Projects Consultant had been discussed at January's commission meeting. She explained that part-time independent contractor Sarah Henricks would work on a variety of items as outlined in the service agreement scope of work.

**Action:** Motion by Vaughn to adopt the resolution authorizing execution of agreement for independent contractor services consulting between the Los Altos Hills County Fire District and Sarah Henricks for Special Projects services consulting; seconded by Carr.

**Roll Call Vote: All in Favor:** Price, Warren, Carr, Kearney, Vaughn.

**Opposed:** None. **Absent:** Tyson, Spreen.

**MOTION PASSED**

**13. Adopt Resolution 20-7 Resolution of the Los Altos Hills County Fire District Adopting Conflict of Interest Code:**

District Counsel Siegel explained the District's conflict of interest code needed to be updated to add the "Emergency Service Manager" employee position. He noted the code was reviewed and approved by Santa Clara County Legal Counsel.

**Action:** Motion by Price to adopt the resolution adopting conflict of interest code; seconded by Kearney.

**Roll Call Vote: All in Favor:** Vaughn, Carr, Warren, Price, Kearney.

**Opposed:** None. **Absent:** Tyson, Spreen.

**MOTION PASSED**

**14. Review and direction by the Board of Commissioners of the Los Altos Hills County Fire District on the Draft Fiscal Year 2020/21 Budget:**

Financial Consultant Vargas reviewed the memo report outlining updates made to the draft budget for FY2020/21 that was presented at the January meeting. She asked the Commission for approval to submit the final draft to the County Office of Budget and Analysis (OBA).

**Comment from Public:** Los Altos Hills resident Allan Epstein stated that he felt the amounts of the Re-projected FY20 budget expenditures for Hazardous Fuel Reduction and Fire Service Water Flow Improvements were far in excess of what they will actually be. As a result, he believes cash balances will be \$2-3 million higher than shown. He believed the Budget Narrative did not provide information as to how some of the FY21 budget amounts were determined.

The Commission approved submission to OBA of the draft FY21 Budget as presented.

**15. Financial Consultant Update:**

Vargas explained that the application for a District credit card required the names of personnel who would be acting as "Company Contact" and "Authorizing Officer". She said Resolution 20-8 sought to designate Commission President Warren and Financial Consultant Vargas to these positions, respectively.

**16. Adopt Resolution 20-8 Resolution of the Los Altos Hills County Fire District Designating District President as Company Contact and District Financial Consultant as Authorizing Officer for District Credit Card Application:**

**Action:** Motion by Vaughn to adopt the resolution designating District President as Company Contact and District Financial Consultant as Authorizing Officer for District credit card application; seconded by Kearney.

**Roll Call Vote: All in Favor:** Kearney, Price, Vaughn, Warren, Carr.

**Opposed:** None. **Absent:** Tyson, Spreen.

**MOTION PASSED**

**17. Consent Calendar:**

Warren asked for a motion to approve “17.A. Approval of Draft Minutes of January 21, 2020 Regular Meeting” and “17.B. Receive Period Report 7, January 2020”.

**Comment from Public:** Los Altos Hills resident Allan Epstein stated that item 17.A. did not reflect his comments and concerns about the FY21 Budget.

**Action:** Motion by Price to approve the Consent Calendar as submitted, second by Kearney.

**All in Favor:** Warren, Kearney, Carr, Vaughn, Price.

**Opposed:** None. **Absent:** Tyson, Spreen.

**MOTION PASSED**

**18. Receive Disbursements for February 2020:**

There was no comment from the Commission or the public.

**19. Commission Member Reports:**

Price asked for an update on the Strategic Plan; Logan stated she and District Legal Counsel needed to work on putting a service agreement together. Chief Glass provided an update to Kearney’s question under agenda item 5 and explained the Y-axis “Value” represented the total number of calls for the entire year.

**As announced under “Commission President Remarks”, discussion of agenda items 20 and 21 have been postponed to March’s meeting.**

**22. Adjournment:**

Warren adjourned the meeting at 9:56 p.m. The next regular meeting date is March 17, 2020.

Prepared by,

Cori Vargas  
District Clerk