

Los Altos Hills County Fire District **DRAFT**

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, February 19, 2019 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

President Warren called the meeting to order at 7:00 p.m.

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

ABSENT: None

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

A. Update from District Counsel on Commissioner Vacancies: Fire District Attorney Dan Siegel stated that: at the last meeting I provided an update concerning whether or not there was a quorum of the Los Altos Hills City Council at the January 2019, Los Altos Hills County Fire District Meeting. There is no longer an issue as the City Council of Los Altos Hills took action at its January 31, 2019, meeting. At that meeting Vice Mayor Wu tendered her resignation and the City Council voted unanimously to recommend to Supervisor Simitian that Councilmember Tyson and Mayor Spreen be appointed to the Fire Commission. Supervisor Simitian concurred. As Mayor Spreen’s term had not expired no further action was necessary. The reappointment of Councilmember Tyson and Commissioner Melvin Vaughn was placed on the Board of Supervisors agenda by Supervisor Simitian. On February 12, 2019, the Board of Supervisors reappointed Commissioners Tyson and Vaughn. The LAHCFD commission is now comprised of two members from the unincorporated area: Vaughn and Carr, two City Council members, Spreen and Tyson and two residents of the Town of Los Altos Hills, Price and Warren. There is one open seat for a resident of the Town. I thank Supervisor Simitian, his office, County Counsel and especially Steve Mattas, Los Altos Hills’ City Attorney, for their help in resolving the quorum question.

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

3) Continued from January 15, 2019: Adopt Resolution No. 19-1 of the Board of the Los Altos Hills County Fire District to Proceed with Abatement of Weeds, Brush and Rubbish.

Moe Kumre, Weed Abatement Manager of Santa Clara County, explained the weed abatement program. He stated the property owners on the list must keep their properties free from weeds from April 30-October 31. Names remain on the list for three years; if no infractions, names are removed from list after three years. **Action:** Tyson made a motion to adopt resolution 19-1 of the Board of the Los Altos Hills County Fire District to proceed with abatement of weeds, brush and rubbish; Price seconded the motion. No member of the public spoke during the public

hearing. **All in Favor:** Carr, Warren, Tyson, Price, Vaughn and Spreen **Absent:** None
Opposed: None.

4) CERT Activities and Update. CERT member Larry Carr stated there were 30 recon ham operators in our area currently. He said there is a good training program in place and stressed the importance of ham operators in any type of emergency.

5) Santa Clara County Fire Chief Report: A.) Monthly Report for January, 2019. Chief Bowden said there were four small scale fire events in January: temporary carport fire, two grass fires and one fireplace smoke scare. Average response times were good in January. B.) Fire Season Patrol Staffing: Chief Bowden recommends staff-up based on weather conditions and based on need. He suggested mode staffing based on weather station data and draw down. He explained how staffing is weather and resource dependent. He wants to bring it in alignment with other jurisdictions. He would like to discuss this further; it was suggested to put this item on the agenda for the March 19, 2019 meeting. Commissioner Vaughn and Tyson agreed to work as a subcommittee with General Manager J. Logan.

6) Staff Consultant Reports: A.) Project Updates February 1, 2019 Farwell stated the brush chipping program was beginning in Area 2. An interest in the program had increased due to the recent storms. In the tree program, 480 dead trees had been removed and 71 eucalyptus trees had been removed. Current program should be complete in June. Currently there are 157 new requests for tree work. B.) Tree Program Financial Budget vs Actual: Cori Vargas explained the budget vs actual cumulative graph showing the program currently running under budget.

7) General Manager Report: A.) J. Logan reviewed her General Manager Report dated February 19, 2019. Logan explained the FY2019/2020 Budget Development Process. The budget subcommittee met on January 23 and gave direction to staff. Information was also gathered from the tree subcommittee, Purissima Hills Water District (PHWD) and California Water Service (CWS). Logan mentioned how the budget development is linked to the strategic plan discussing five goals that tie the budget to the 2015-2020 strategic plan. She discussed the expenditure allocations including adding an analyst position. Mentioned were the possible upcoming projects such as the hydrant flow and pipeline resiliency with PHWD and CWS and fuel reduction programs (tree removal, brush chipping). Discussion ensued about hiring an Emergency Services Coordinator (ESC), possibly hiring someone as extra help for the next four months. Also, consideration of making the ESC a District employee, full time, but leaving the option open to work with the Town of Los Altos Hills regarding this position. The Budget Narrative was reviewed and specific areas of interest were displayed in the General Manager Report.

On February 6, 2019 Logan did a presentation at the annual San Antonio Hills meeting where she discussed the District's mission and emergency preparedness programs offered to the community. She also mentioned the upcoming CERT classes being offered the beginning of March at the Los Altos Hills Town Hall. On April 23, 2019 there will be a Wildfire Preparedness meeting at 6:30- 8:00 p.m. at the Town Hall which she recommends people attend. Lastly, there was mention of upcoming Personal Emergency Preparedness (PEP) classes in both Los Altos Hills and Los Altos.

