Los Altos Hills County Fire District **REVISED**

Agenda

12355 El Monte Road, Los Altos Hills (Foothill College Campus)

Regular Meeting of May 15, 2018 7:00 p.m.

Revision No. 1 Saturday May 12, 2018

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) CERT Activities and Update.

4) Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance and Potential Fire Hazard and Setting Hearing for Objections to Proposed Removal. Reso. # 18-9

5) Chief's Report: a.) Monthly Report for April, 2018
b.) SCCFD Staffing Update

6) Consultant's Report's: a.) Projects Update Dated May 1, 2018
b.) Projects and Programs Graph

7) Review of Subcommittee Recommendation Regarding Award of 2018 Rolling Tree Removal Program.

8) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement for 2018 Rolling Tree Removal Program. Reso. #18-10

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

a. Strategic Plan Update – Annual Review
b. General Manager Subcommittee Update
c. Water Supply Subcommittee Update
d. Tree Subcommittee Report
e. CERT Subcommittee Update
f. Current Contracts – Webmaster Status/Proposals

10) Consultant Salary Proposals FY 2018/19.

11) Consideration and Authorization for District Clerk to Work With District President and Counsel to Engage Temporary Help to Assist With Scanning Project .

12) Consent Calendar: a.) Minutes of April 17, 2018 Regular Meeting
b.) Period Report 10, April, 2018

13) Disbursements for May, 2018.

14) Board Member Reports.

15) 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)

3.

The following are the recent and upcoming CERT activities relevant for the Commissioners Meeting:

- Academies:
  - Recently completed:
    - Los Altos Hills Academy (3/5/2018 – 3/24/2018) had 19 graduates (3 of which were from Los Altos hills)
  - Upcoming:
    - Saratoga (5/8 – 5/26) has 25 signups (Los Gatos: 1, Campbell: 6, Saratoga: 14, San Jose 3, Cupertino: 1)
    - Cupertino (7/9 – 7/28)
    - Los Altos (9/11 – 9/29)
    - Los Gatos / Monte Sereno (10/22 – 11/10)

- Refreshers:
  - Recently completed:
    - 4/25/2018 – Medical Operations (Los Gatos, SCCFD HQ)
  - Upcoming:
    - 6/13/2018 – Damage Assessment (Los Altos, Grant Park)
    - 6/20/2018 – Fire Safety and Utility Hazard (special guest speaker Frank Fraone with PG&E) (Hosted by Los Altos Hills, Council Chambers)
    - 8/15/2018 – Basic Search and Rescue Methods (Location TBD)

Notes: Worked with Neil Katin to relocate the Fire Safety and Utility Hazard refresher to LAH. Will offer one additional 2018 refresher to be hosted by LA or LAH if desired.

V/R,

David S Flamm, CEM
Deputy Director of Emergency Management
Santa Clara County Office of Emergency Services
Santa Clara County Fire Department
55 West Younger Ave.
San Jose, California 95110
Direct (408) 808-7802
Office (408) 808-7800
Fax (408) 294-4851
david.flamm@oes.sccgov.org

4.
Revised

RESOLUTION NO. 18-9

RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT DECLARING BRUSH GROWING ON CERTAIN DESCRIBED PROPERTIES TO BE A PUBLIC NUISANCE AND POTENTIAL FIRE HAZARD AND SETTING HEARING FOR OBJECTIONS TO PROPOSED REMOVAL.

WHEREAS, brush is growing in the Los Altos Hills County Fire District ("District") upon certain streets, sidewalks, highways, roads and private property; and

WHEREAS, said brush constitute a public nuisance;

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does RESOLVE as follows:

1. Brush that create a fire hazard and or health hazard constitute a public nuisance.

2. Said nuisance exists or recurs upon all the streets, sidewalks, highways, roads and private property, more particularly described by common name or by reference to the tract, block, lot, code area, or parcel number on the report by the Santa Clara County Fire Marshal.

3. Said nuisance must be abated throughout the year by removal of said brush; otherwise they will be removed by the District and such cost will constitute a lien upon the responsible property until paid.

4. It is ordered that Tuesday, the 19th of June, at the hour of 7:00 p.m. at the Board Room of the District, 12355 El Monte Road, Los Altos Hills, CA, 94022 is hereby fixed as the time and place when objections to the proposed destruction or removal of brush shall be heard and given due consideration.

5. The Santa Clara County Fire Marshal is hereby designated as the person to cause notice of the adoption of this resolution to be given in the manner and form provided in the Health and Safety Code Section 14890 et seq., and the Los Altos Hills Municipal Code Title 4, Chapter 2, and as the person to hereafter cause abatement of such seasonal and recurring nuisance.

   REGULARLY PASSED AND ADOPTED BY THE District Board on this 15th of May, 2018 by the following vote:

   AYES:

   NOES:

   ABSENT:

   _____
   George K. Tyson, President

   ATTEST: _____
   Jeanne Evilsizer, Clerk

FIRE DEPARTMENT
SANTA CLARA COUNTY

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

May 7, 2018

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

Subject: Fire Report for April 2018

To Whom It May Concern:

The April 2018 fire reports for the Los Altos Hills County Fire District Commissioners are

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: 50%
   Metro/Urban: 100%
   Suburban: 100%
   Rural: 83.33%

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. Montary 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.

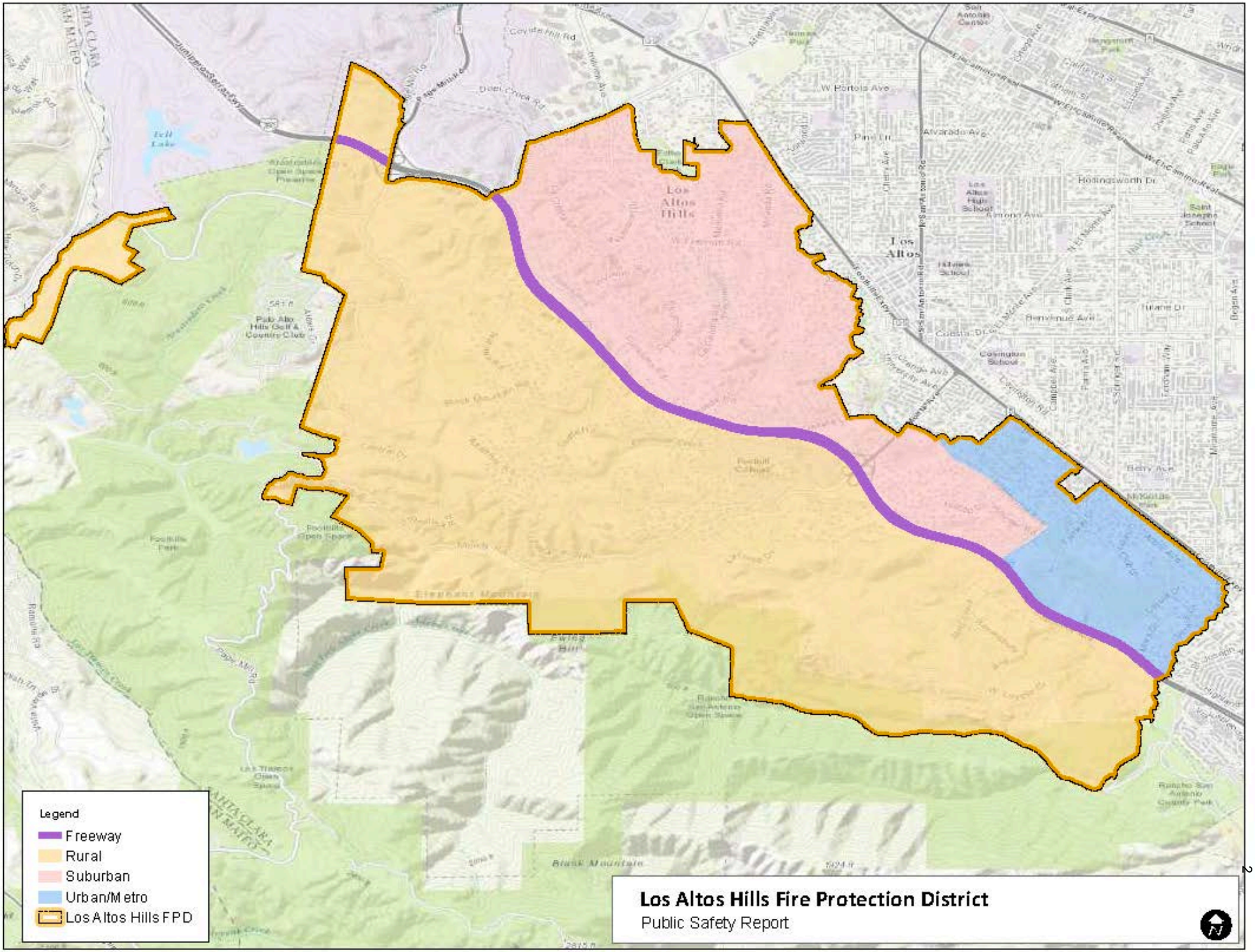
   The fire loss for this month was $500.

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

Sincerely,

Steve Prziborowski
Deputy Chief

Enclosures
c: 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

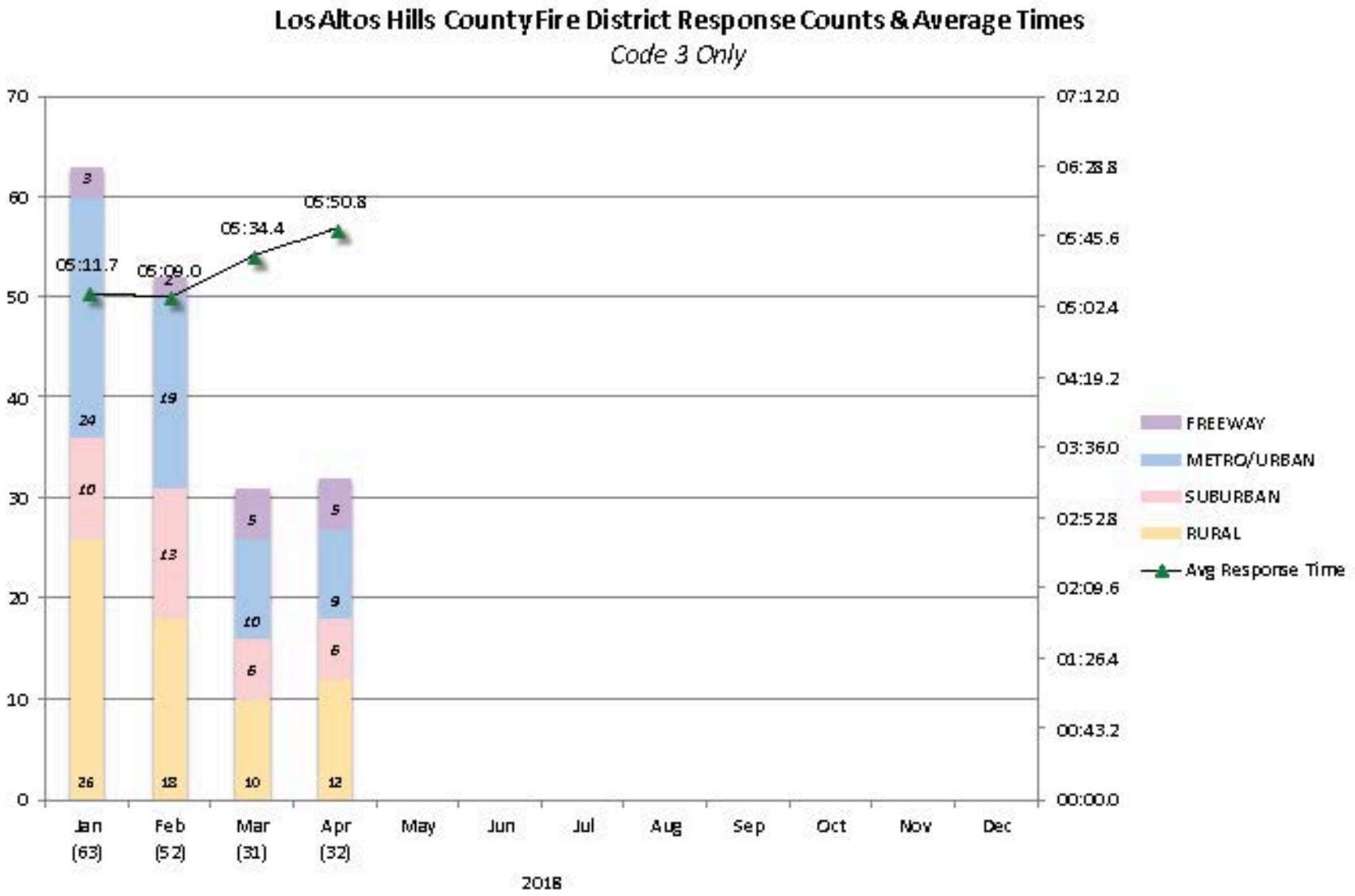
April 2018

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
FIRST DUE	**5**	**04:18.4**	**4**	**05:39.0**	**12**	**05:35.9**	**2**	**06:06.5**	**23**	**05:22.3**
E75			*1*	*04:13.0*					*1*	*04:13.0*
E76	*5*	*04:18.4*	*1*	*04:52.0*	*2*	*06:13.5*	*1*	*03:40.0*	*9*	*04:43.4*
R74			*2*	*06:45.5*	*10*	*05:28.4*	*1*	*08:33.0*	*13*	*05:54.5*
RELIABILITY	**4**	**06:18.5**	**2**	**07:05.5**			**3**	**08:03.3**	**9**	**07:03.9**
E75			*1*	*06:50.0*			*1*	*11:09.0*	*2*	*08:59.5*
E76			*1*	*07:21.0*					*1*	*07:21.0*
R74	*3*	*06:14.3*					*1*	*06:29.0*	*4*	*06:18.0*
B74							*1*	*06:32.0*	*1*	*06:32.0*
E72	*1*	*06:31.0*							*1*	*06:31.0*
Grand Total	**9**	**05:11.8**	**6**	**06:07.8**	**12**	**05:35.9**	**5**	**07:16.6**	**32**	**05:50.8**

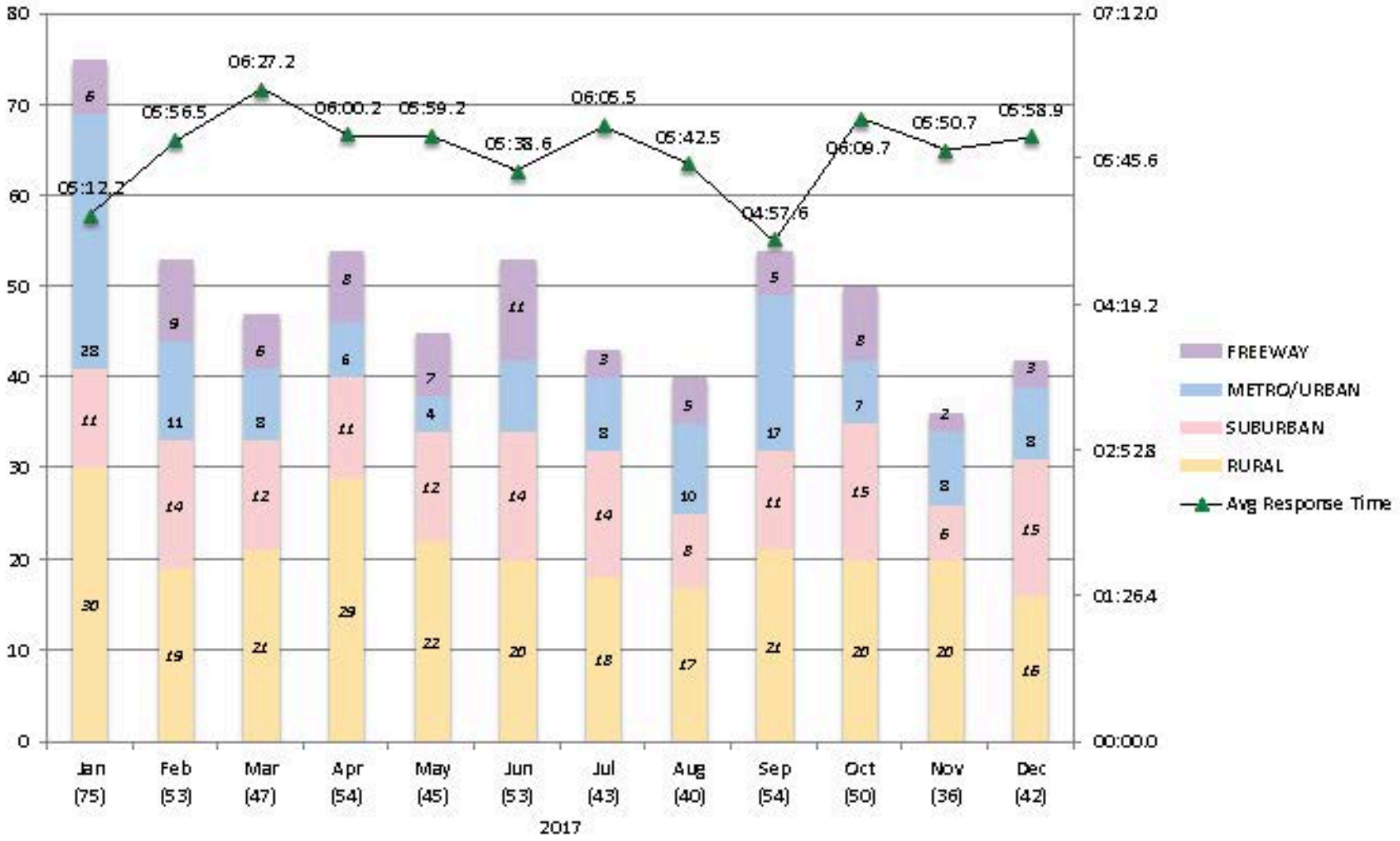
Call Type Breakdown

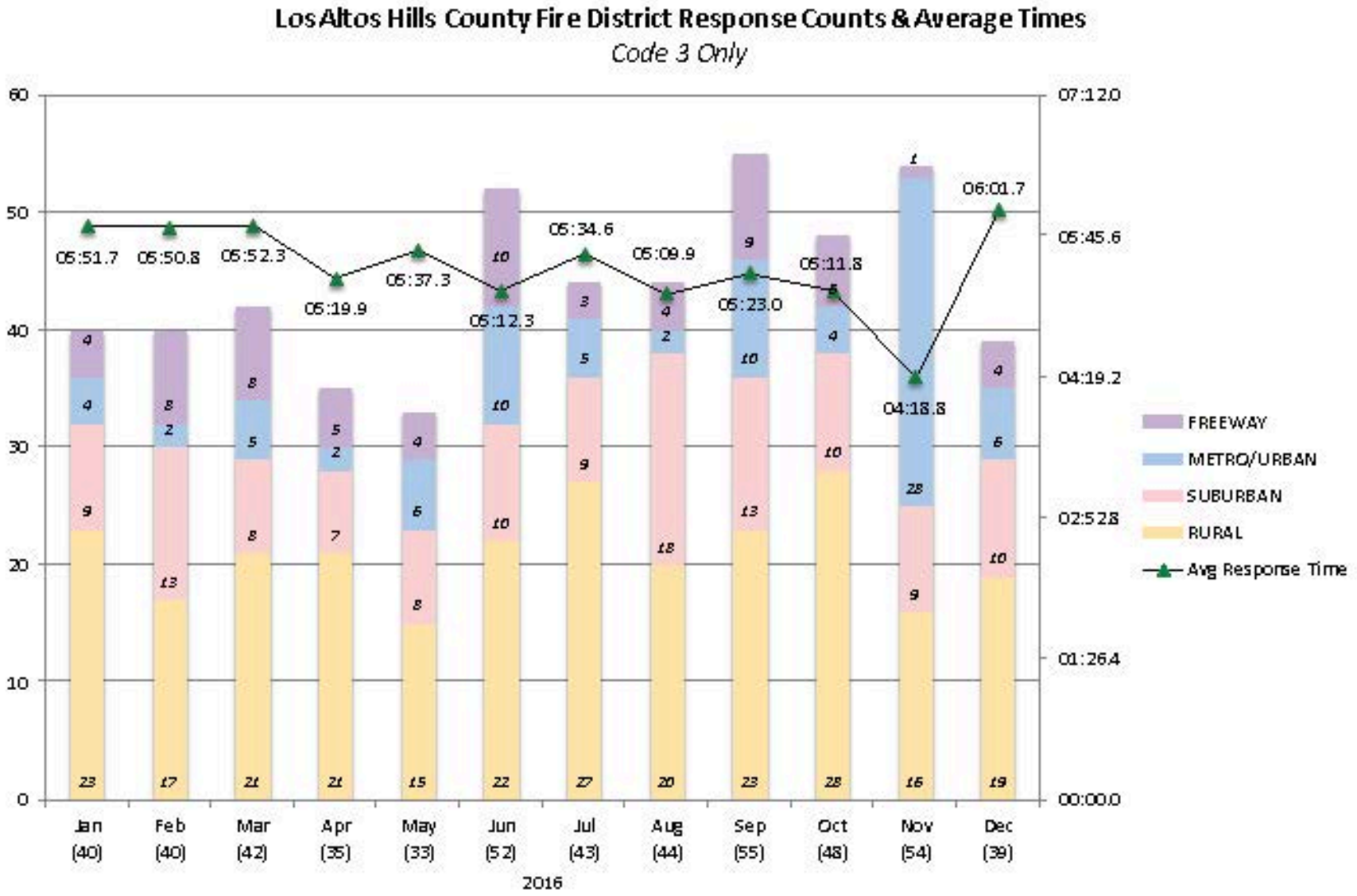
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE			**1**	**07:21.0**					**1**	**07:21.0**
Structure										
Vehicle										
Vegetation										
Outside rubbish										
Special outside			*1*	*07:21.0*					*1*	*07:21.0*
Other										
OVERPRESSURE										
EMS	**8**	**05:22.9**	**3**	**05:21.3**	**9**	**05:35.3**	**4**	**08:10.7**	**24**	**05:55.3**
HAZ CONDITIONS			**1**	**06:50.0**			**1**	**03:40.0**	**2**	**05:15.0**
SERVICE					**1**	**06:54.0**			**1**	**06:54.0**
GOOD INTENT			**1**	**06:32.0**	**2**	**04:59.5**			**3**	**05:30.3**
FALSE ALARM	**1**	**03:43.0**							**1**	**03:43.0**
SEVERE WEATHER										
TOTAL	**9**	**05:11.8**	**6**	**06:07.8**	**12**	**05:35.9**	**5**	**07:16.6**	**32**	**05:50.8**


Los Altos Hills County Fire District Response Counts & Average Times
Code 3 Only
70
60
50
40
30
20
10
0
07:12.0
06:28.8
05:45.6
05:02.4
04:19.2
03:36.0
02:52.8
02:09.6
01:26.4
00:43.2
00:00.0
05:11.7
05:09.0
05:34.4
05:50.8
3
24
10
26
2
19
13
18
5
10
6
10
5
9
6
12
Jan (63)
Feb (52)
Mar (31)
Apr (32)
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2018
FREEWAY
METRO/URBAN
SUBURBAN
RURAL
Avg Response Time

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
60
50
40
30
20
10
0
07:12.0
05:45.6
04:19.2
02:52.8
01:26.4
00:00.0
05:51.7
05:50.8
05:52.3
05:19.9
05:37.3
05:12.3
05:34.6
05:09.9
05:23.0
05:11.8
04:18.8
06:01.7
Jan (40)
Feb (40)
Mar (42)
Apr (35)
May (33)
Jun (52)
Jul (43)
Aug (44)
Sep (55)
Oct (48)
Nov (54)
Dec (39)
2016
FREEWAY
METRO/URBAN
SUBURBAN
RURAL
Avg Response Time

Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

Code 3 Calls Only

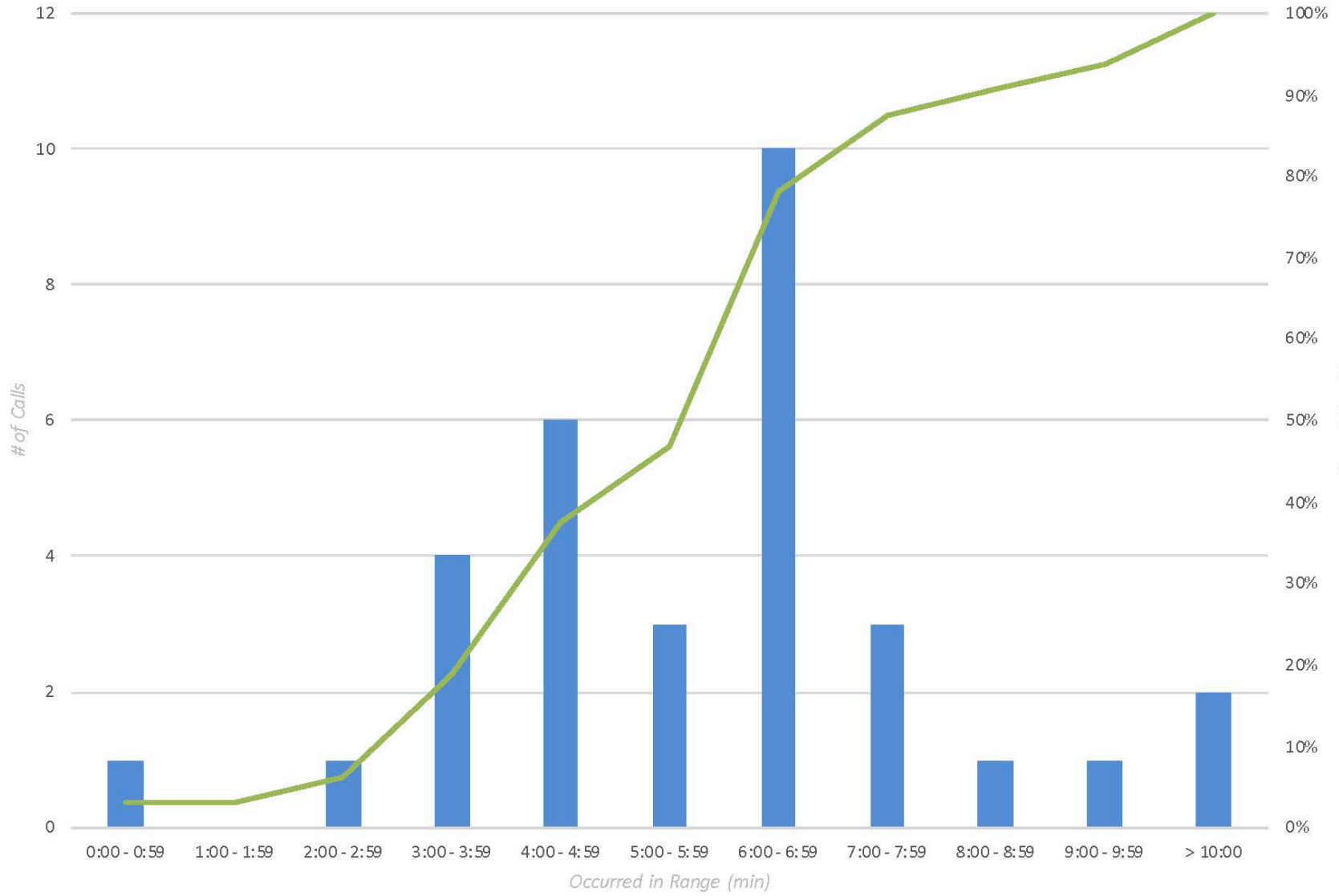
April 2018

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
FIRST DUE (23)	**4.35% (1)**	**4.35% (1)**	**8.7% (2)**	**26.09% (6)**	**52.17% (12)**	**65.22% (15)**	**78.26% (18)**	**86.96% (20)**	**91.3% (21)**	**95.65% (22)**
URBAN/METRO (5)				40% (2)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)	100% (5)
E76 (5)				*40% (2)*	*80% (4)*	*100% (5)*	*100% (5)*	*100% (5)*	*100% (5)*	*100% (5)*
SUBURBAN (4)					50% (2)	50% (2)	100% (4)	100% (4)	100% (4)	100% (4)
E75 (1)					*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
E76 (1)					*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
R74 (2)							*100% (2)*	*100% (2)*	*100% (2)*	*100% (2)*
RURAL (12)	8.33% (1)	8.33% (1)	16.67% (2)	25% (3)	41.67% (5)	58.33% (7)	66.67% (8)	83.33% (10)	83.33% (10)	91.67% (11)
E76 (2)						*50% (1)*	*50% (1)*	*100% (2)*	*100% (2)*	*100% (2)*
R74 (10)	*10% (1)*	*10% (1)*	*20% (2)*	*30% (3)*	*50% (5)*	*60% (6)*	*70% (7)*	*80% (8)*	*80% (8)*	*90% (9)*
FREEWAY (2)				50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	100% (2)	100% (2)
E76 (1)				*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
R74 (1)								*0% (0)*	*100% (1)*	*100% (1)*
RELIABILITY (9)							**77.78% (7)**	**88.89% (8)**	**88.89% (8)**	**88.89% (8)**
URBAN/METRO (4)							100% (4)	100% (4)	100% (4)	100% (4)
R74 (3)							*100% (3)*	*100% (3)*	*100% (3)*	*100% (3)*
E72 (1)							*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
SUBURBAN (2)							50% (1)	100% (2)	100% (2)	100% (2)
E75 (1)							*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
E76 (1)								*100% (1)*	*100% (1)*	*100% (1)*
FREEWAY (3)							66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)
E75 (1)								*0% (0)*	*0% (0)*	*0% (0)*
R74 (1)							*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
B74 (1)							*100% (1)*	*100% (1)*	*100% (1)*	*100% (1)*
Grand Total (32)	**3.13% (1)**	**3.13% (1)**	**6.25% (2)**	**18.75% (6)**	**37.5% (12)**	**46.88% (15)**	**78.13% (25)**	**87.5% (28)**	**90.63% (29)**	**93.75% (30)**

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	3.13%
1:00 - 1:59	0	3.13%
2:00 - 2:59	1	6.25%
3:00 - 3:59	4	18.75%
4:00 - 4:59	6	37.50%
5:00 - 5:59	3	46.88%
6:00 - 6:59	10	78.13%
7:00 - 7:59	3	87.50%
8:00 - 8:59	1	90.63%
9:00 - 9:59	1	93.75%
> 10:00	2	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

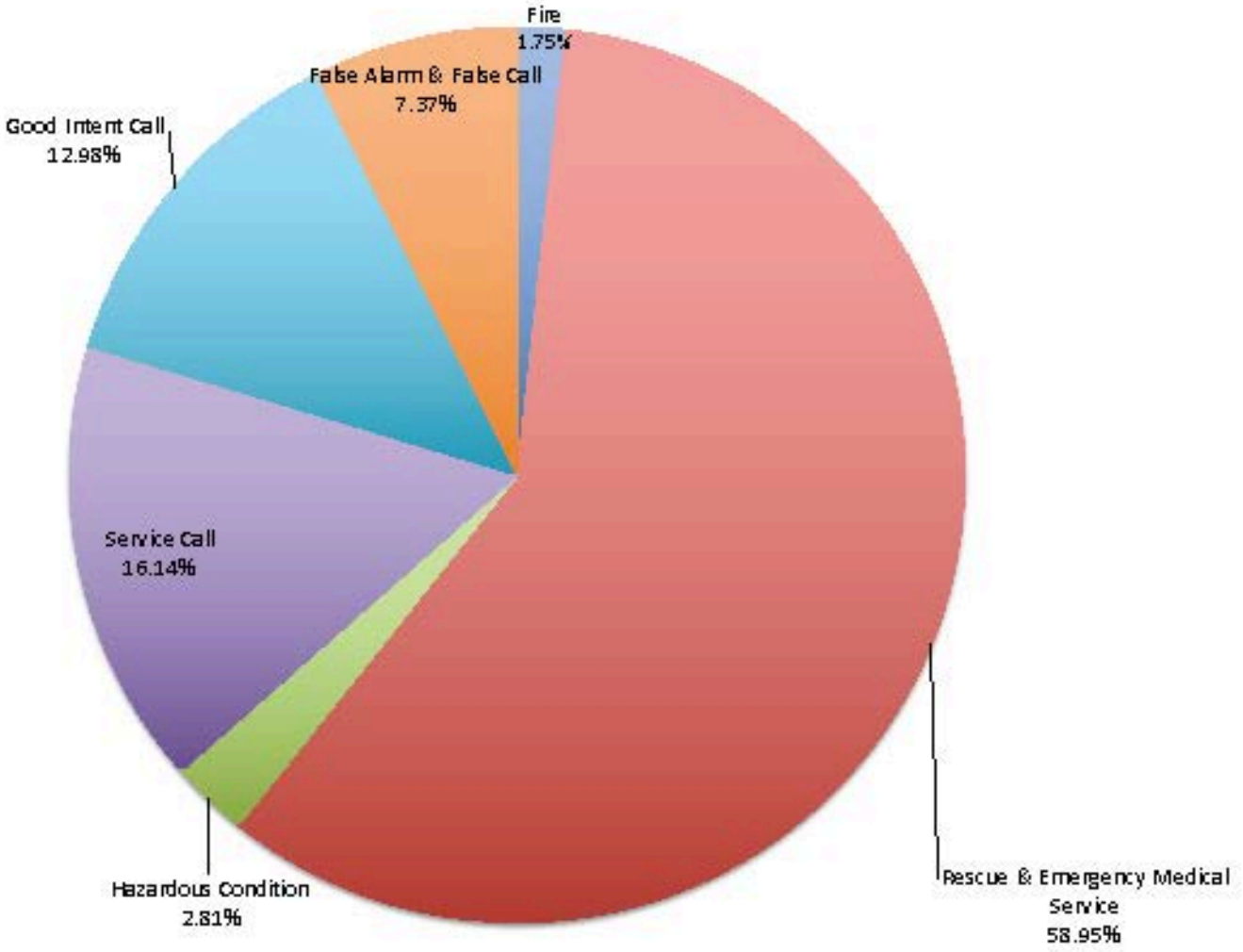
2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2018	0	2	2	1									5
	2017	1	1	1	2	0	4	4	2	3	2	1	1	22
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
Overpressure, Rupture, Explosion, Overheat (No Fire)	2018	0	0	0	0									0
	2017	0	0	0	0	0	0	0	0	0	1	0	1	2
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
Rescue & Emergency Medical Service	2018	56	54	31	27									168
	2017	67	38	42	38	34	32	36	31	45	38	37	42	480
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
Hazardous Condition	2018	4	1	0	3									8
	2017	6	3	1	9	0	3	1	3	4	3	2	2	37
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
Service Call	2018	19	14	5	8									46
	2017	9	9	1	12	6	10	10	10	11	10	7	7	102
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
Good Intent Call	2018	14	7	8	8									37
	2017	8	15	18	24	8	17	20	18	16	18	18	13	193
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
False Alarm & False Call	2018	10	5	4	2									21
	2017	4	8	9	8	13	8	10	13	14	9	7	12	115
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
Special Incident	2018	0	0	0	0									0
	2017	0	0	0	0	0	1	0	0	0	0	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2018	103	83	50	49	0	0	0	0	0	0	0	0	285
	2017	95	74	72	93	61	75	81	77	93	81	72	78	952
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2018



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

Only Fires

2018, 2017, & 2016

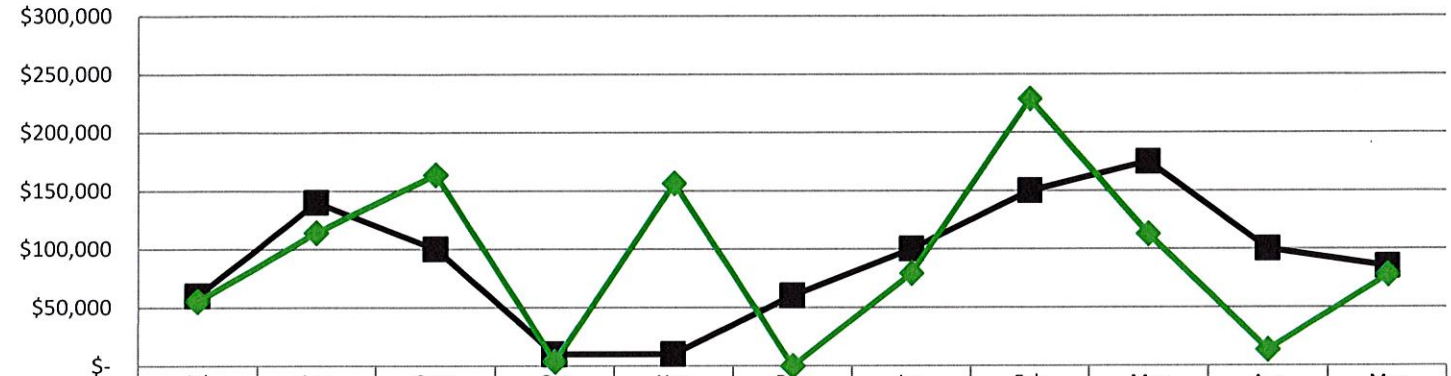
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2018	$0	$644,160	$0	$0									$644,160
	2017	$6,500	$0	$0	$3,000	$0	$0	$105,000	$0	$0	$0	$0	$0	$114,500
	2016	$0	$0	$0	$0	$0	$0	$350,000	$0	$2,000	$45	$50,000	$100	$402,145
Vehicle Fire	2018	$0	$1,100	$8,400	$0									$9,500
	2017	$0	$0	$0	$3,000	$0	$0	$0	$53,000	$0	$0	$0	$10,000	$66,000
	2016	$0	$0	$0	$0	$0	$4,000	$0	$0	$0	$0	$0	$13,000	$17,000
Natural Vegetation Fire	2018	$0	$0	$0	$0									$0
	2017	$0	$0	$0	$0	$0	$0	$0	$0	$50	$0	$0	$0	$50
	2016	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Rubbish / Dumpster	2018	$0	$0	$0	$0									$0
	2017	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	2016	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Special Outside Fire	2018	$0	$0	$0	$500									$500
	2017	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	2016	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Fire Loss	2018	$0	$645,260	$8,400	$500	$0	$0	$0	$0	$0	$0	$0	$0	$654,160
	2017	$6,500	$0	$0	$6,000	$0	$0	$105,000	$53,000	$50	$0	$0	$10,000	$180,550
	2016	$0	$0	$0	$0	$0	$4,000	$350,000	$0	$2,000	$45	$50,000	$13,100	$419,145

Projects
May 1, 2018

Project Area	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 1	January 2018	June 2018	Chip residents brush, tree and garden prunings.	$225K	17/18	McClenahan Tree Service	Chipping completed in Area 4.
(2) Entire Fire District	Tree Program	Oct. 2017	May 2018	Remove dead, dying, and eucalyptus trees. Prune eucalyptus trees Areas 5 and 6	$699K	17/18	McClenahan Tree Service	As of 5/1/18, 319 dead trees removed. 154 eucalyptus trees removed. 182 eucalyptus trees pruned. Project 92% completed.

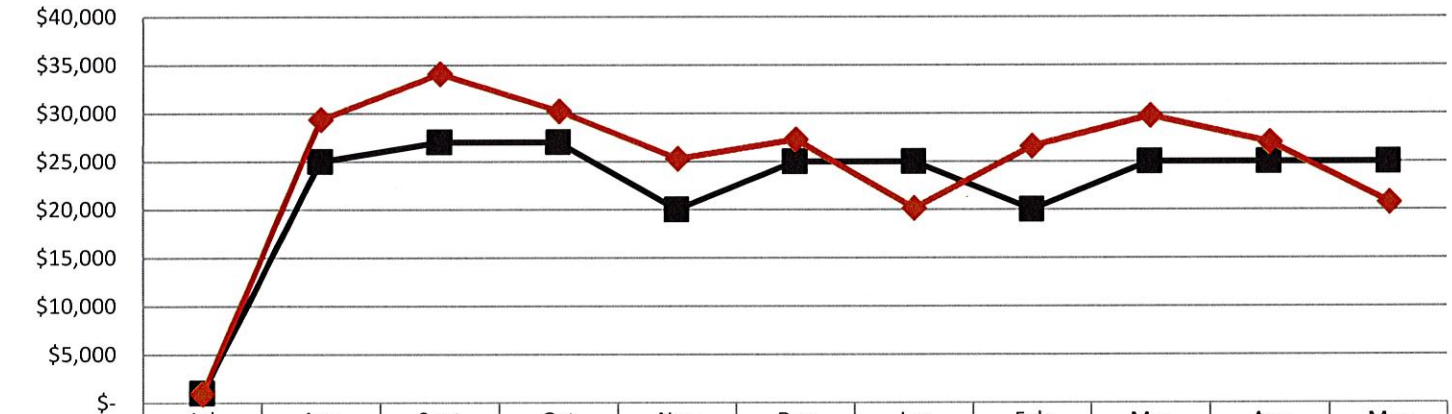
Projects and Programs - Budget vs. Actual Line Charts
July 2017 - May 2018 Actual vs. Budget

Tree Removal Program



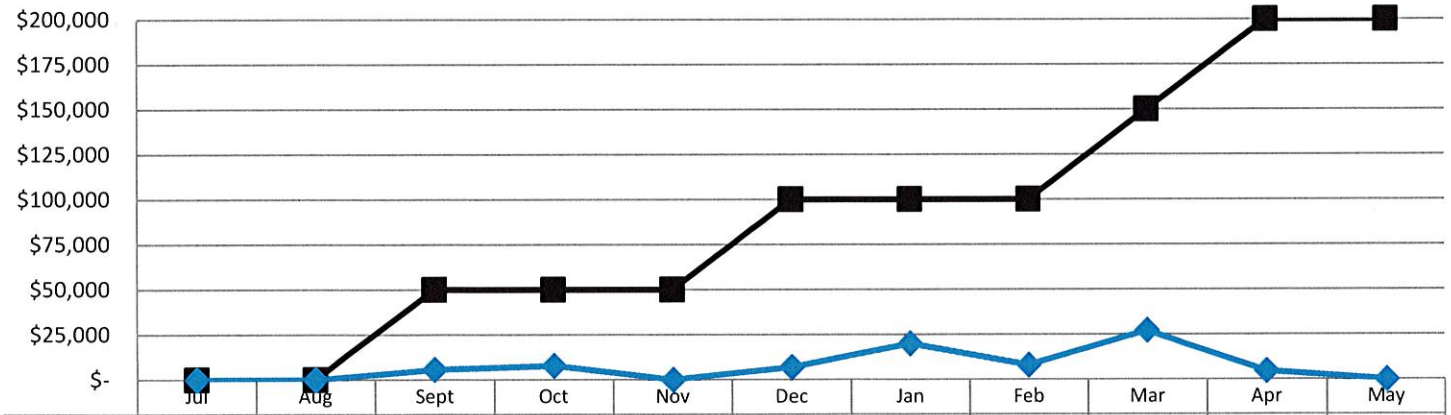
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Budget	60,000	140,000	100,000	10,000	10,000	60,000	100,000	150,000	175,000	100,000	85,000
Actual	55,404	114,244	163,892	3,692	156,552	-	79,397	228,689	113,107	13,577	77,828

Brush Chipping Program



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Budget	1,000	25,000	27,000	27,000	20,000	25,000	25,000	20,000	25,000	25,000	25,000
Actual	938	29,375	34,096	30,226	25,275	27,264	20,139	26,573	29,720	26,987	20,727

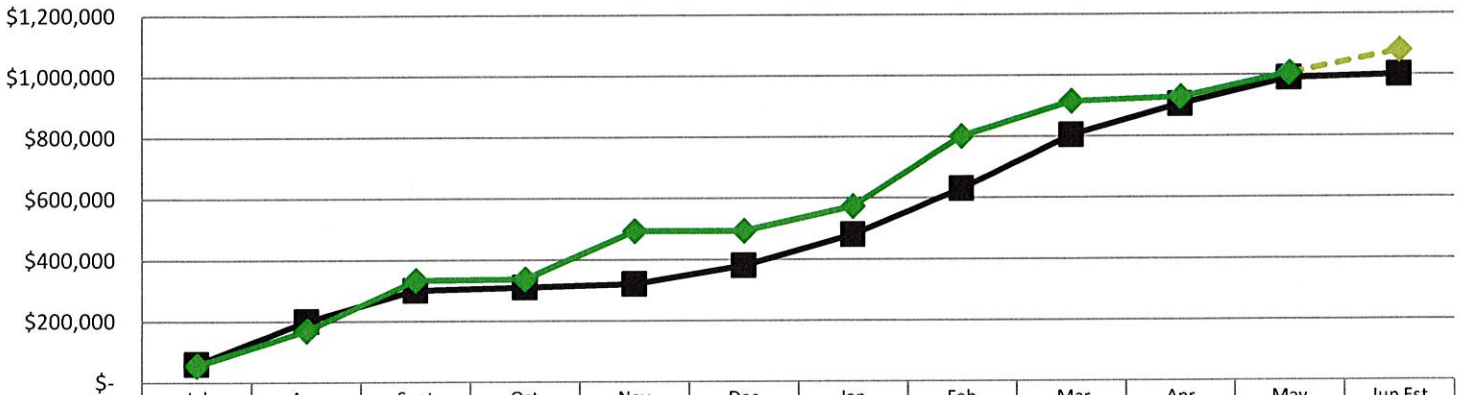
Water Flow Improvement Project



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Budget	-	-	50,000	50,000	50,000	100,000	100,000	100,000	150,000	200,000	200,000
Actual	-	-	5,665	7,751	-	6,878	19,905	8,028	27,000	4,581	-

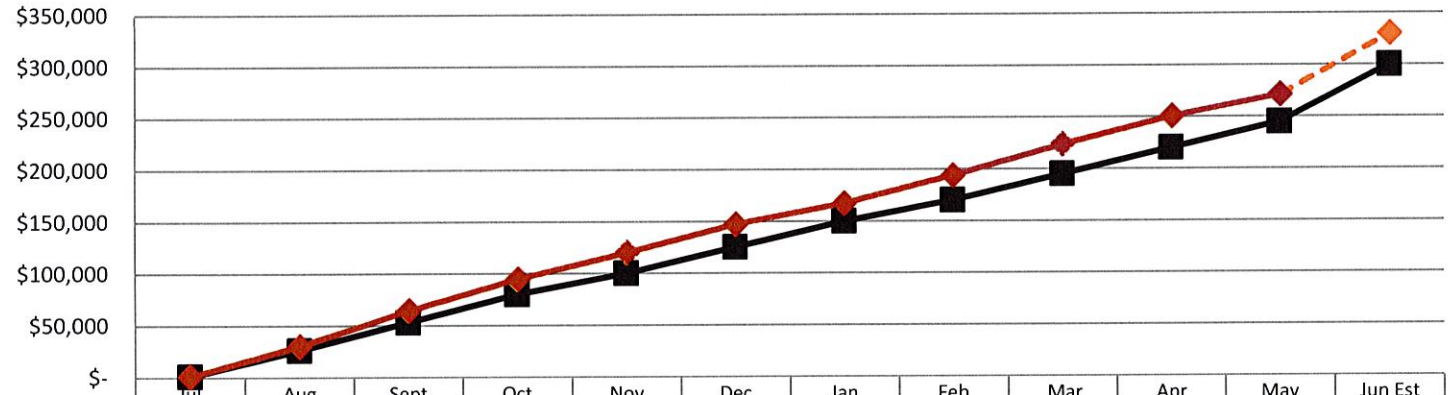
Projects and Programs - Budget vs. Actual Line Charts
Cumulative Actual vs. Budget

Tree Removal Program



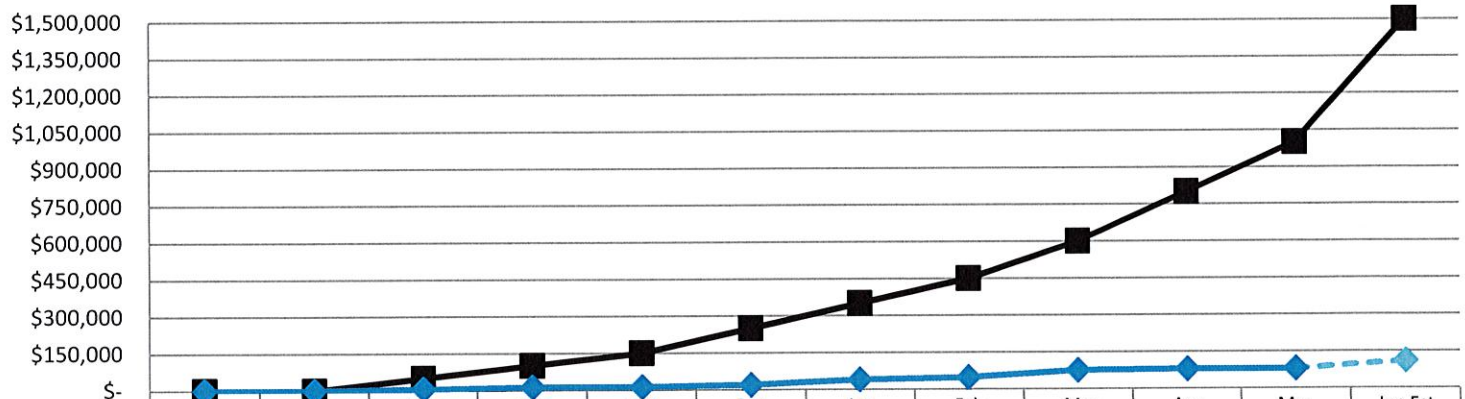
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun Est
Budget	60,000	200,000	300,000	310,000	320,000	380,000	480,000	630,000	805,000	905,000	990,000	1,000,000
Actual	55,404	169,647	333,539	337,231	493,783	493,783	573,180	801,869	914,976	928,553	1,006,381	1,080,000

Brush Chipping Program



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun Est
Budget	1,000	26,000	53,000	80,000	100,000	125,000	150,000	170,000	195,000	220,000	245,000	300,000
Actual	938	30,313	64,409	94,635	119,910	147,174	167,313	193,886	223,606	250,593	271,320	330,000

Water Flow Improvement Project



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun Est
Budget	-	-	50,000	100,000	150,000	250,000	350,000	450,000	600,000	800,000	1,000,000	1,500,000
Actual	-	-	5,665	13,416	13,416	20,294	40,199	48,227	75,227	79,808	79,808	110,000

*Note - Dashed lines represent estimates

ROLLING TREE REMOVAL PROGRAM
Cost Matrix Analysis
Exhibit B-1
Los Altos Hills County Fire District
RFP Due Date April 27, 2018
DRAFT

Tree Contractors	The Professional Tree Care Co	SP McClenahan Company Inc	West Coast Arborists Inc	
Species: OAK				
Location	**8" – 12" (25' /25')**			**All Proposers Average**
Adjacent to road (traffic control required)	$350.00	$630.00	$900.00	$626.67
Backyard over home – poor access	$500.00	$750.00	$2,400.00	$1,216.67
Empty field 100 feet from driveway	$400.00	$525.00	$2,400.00	$1,108.33
Disposal fees	$50.00	$40.00	$100.00	$63.33
Species: OAK				
Location	**12" – 24" (45' /45')**			**All Proposers Average**
Adjacent to road (traffic control required)	$800.00	$1,800.00	$1,600.00	$1,400.00
Backyard over home – poor access	$1,000.00	$1,900.00	$4,800.00	$2,566.67
Empty field 100 feet from driveway	$900.00	$1,500.00	$4,800.00	$2,400.00
Disposal fees	$100.00	$115.00	$200.00	$138.33
Species: OAK				
Location	**24" – 36" (65' /60')**			**All Proposers Average**
Adjacent to road (traffic control required)	$2,750.00	$3,120.00	$3,500.00	$3,123.33
Backyard over home – poor access	$3,750.00	$3,950.00	$8,500.00	$5,400.00
Empty field 100 feet from driveway	$3,250.00	$2,200.00	$8,500.00	$4,650.00
Disposal fees	$200.00	$285.00	$300.00	$261.67
Species: OAK				
Location	**36" – 48" (80' /70')**			**All Proposers Average**
Adjacent to road (traffic control required)	$3,750.00	$6,300.00	$4,500.00	$4,850.00
Backyard over home – poor access	$3,750.00	$6,900.00	$15,500.00	$8,716.67
Empty field 100 feet from driveway	$3,250.00	$4,700.00	$15,500.00	$7,816.67
Disposal fees	$200.00	$400.00	$500.00	$366.67
Species: REDWOOD				
Location	**8" – 12" (25' /25')**			**All Proposers Average**
Adjacent to road (traffic control required)	$350.00	$420.00	$900.00	$556.67
Backyard over home – poor access	$500.00	$600.00	$2,400.00	$1,166.67
Empty field 100 feet from driveway	$400.00	$350.00	$2,400.00	$1,050.00
Disposal fees	$50.00	$40.00	$100.00	$63.33
Species: REDWOOD				
Location	**12" – 24" (45' /45')**			**All Proposers Average**
Adjacent to road (traffic control required)	$800.00	$1,200.00	$1,600.00	$1,200.00
Backyard over home – poor access	$1,000.00	$1,450.00	$4,800.00	$2,416.67
Empty field 100 feet from driveway	$900.00	$825.00	$4,800.00	$2,175.00
Disposal fees	$100.00	$100.00	$100.00	$100.00

ROLLING TREE REMOVAL PROGRAM
Cost Matrix Analysis
Exhibit B-1
Los Altos Hills County Fire District
RFP Due Date April 27, 2018
DRAFT

Tree Contractors	The Professional Tree Care Co	SP McClenahan Company Inc	West Coast Arborists Inc	
Species: REDWOOD				
Location	**24" – 36" (65' /60')**			**All Proposers Average**
Adjacent to road (traffic control required)	$2,750.00	$2,050.00	$3,500.00	$2,766.67
Backyard over home – poor access	$3,750.00	$2,950.00	$8,500.00	$5,066.67
Empty field 100 feet from driveway	$3,250.00	$2,000.00	$8,500.00	$4,583.33
Disposal fees	$200.00	$250.00	$300.00	$250.00
Species: REDWOOD				
Location	**36" – 48" (80' /70')**			**All Proposers Average**
Adjacent to road (traffic control required)	$3,750.00	$3,800.00	$4,500.00	$4,016.67
Backyard over home – poor access	$3,750.00	$4,500.00	$15,500.00	$7,916.67
Empty field 100 feet from driveway	$3,250.00	$3,000.00	$15,500.00	$7,250.00
Disposal fees	$200.00	$300.00	$500.00	$333.33
Species: PINE				
Location	**8" – 12" (25' /25')**			**All Proposers Average**
Adjacent to road (traffic control required)	$350.00	$450.00	$900.00	$566.67
Backyard over home – poor access	$500.00	$650.00	$2,400.00	$1,183.33
Empty field 100 feet from driveway	$400.00	$500.00	$2,400.00	$1,100.00
Disposal fees	$50.00	$40.00	$100.00	$63.33
Species: PINE				
Location	**12" – 24" (45' /45')**			**All Proposers Average**
Adjacent to road (traffic control required)	$800.00	$1,800.00	$1,600.00	$1,400.00
Backyard over home – poor access	$1,000.00	$2,000.00	$4,800.00	$2,600.00
Empty field 100 feet from driveway	$900.00	$1,375.00	$4,800.00	$2,358.33
Disposal fees	$100.00	$115.00	$200.00	$138.33
Species: PINE				
Location	**24" – 36" (65' /60')**			**All Proposers Average**
Adjacent to road (traffic control required)	$2,750.00	$3,850.00	$3,500.00	$3,366.67
Backyard over home – poor access	$3,750.00	$4,150.00	$8,500.00	$5,466.67
Empty field 100 feet from driveway	$3,250.00	$2,800.00	$8,500.00	$4,850.00
Disposal fees	$200.00	$300.00	$300.00	$266.67
Species: PINE				
Location	**36" – 48" (80' /70')**			**All Proposers Average**
Adjacent to road (traffic control required)	$3,750.00	$5,850.00	$4,500.00	$4,700.00
Backyard over home – poor access	$3,750.00	$6,500.00	$15,500.00	$8,583.33
Empty field 100 feet from driveway	$3,250.00	$4,100.00	$15,500.00	$7,616.67
Disposal fees	$200.00	$450.00	$500.00	$383.33

ROLLING TREE REMOVAL PROGRAM
Cost Matrix Analysis
Exhibit B-1
Los Altos Hills County Fire District
RFP Due Date April 27, 2018
DRAFT

Tree Contractors	The Professional Tree Care Co	SP McClenahan Company Inc	West Coast Arborists Inc	
Species: EUCALYPTUS				
Location	**8" – 12" (25' /25')**			**All Proposers Average**
Adjacent to road (traffic control required)	$350.00	$800.00	$1,100.00	$750.00
Backyard over home – poor access	$500.00	$1,100.00	$2,800.00	$1,466.67
Empty field 100 feet from driveway	$400.00	$750.00	$2,800.00	$1,316.67
Disposal fees	$50.00	$40.00	$200.00	$96.67
Species: EUCALYPTUS				
Location	**12" – 24" (45' /45')**			**All Proposers Average**
Adjacent to road (traffic control required)	$800.00	$2,200.00	$2,200.00	$1,733.33
Backyard over home – poor access	$1,000.00	$2,700.00	$5,100.00	$2,933.33
Empty field 100 feet from driveway	$900.00	$1,700.00	$5,100.00	$2,566.67
Disposal fees	$100.00	$150.00	$400.00	$216.67
Species: EUCALYPTUS				
Location	**24" – 36" (65' /60')**			**All Proposers Average**
Adjacent to road (traffic control required)	$2,750.00	$5,095.00	$4,800.00	$4,215.00
Backyard over home – poor access	$3,750.00	$5,515.00	$9,800.00	$6,355.00
Empty field 100 feet from driveway	$3,250.00	$3,360.00	$9,800.00	$5,470.00
Disposal fees	$200.00	$450.00	$600.00	$416.67
Species: EUCALYPTUS				
Location	**36" – 48" (80' /70')**			**All Proposers Average**
Adjacent to road (traffic control required)	$3,750.00	$8,000.00	$7,800.00	$6,516.67
Backyard over home – poor access	$3,750.00	$8,800.00	$18,500.00	$10,350.00
Empty field 100 feet from driveway	$3,250.00	$6,750.00	$18,500.00	$9,500.00
Disposal fees	$200.00	$850.00	$800.00	$616.67
Additional Charge for High Voltage Line Clearance Work				**All Proposers Average**
Express Amount in Percentage per Tree	0%	20%	18%	12.7%
Cost Matrix Pricing Applicable for the following trees as noted				**Comments/Notes**
1 Acacia	Oak	Oak	Pine	
2 Bay	Oak	Oak	Pine	
3 Birch	Oak	Redwood	Oak	
4 Cedar	Oak	Pine	Eucalyptus	
5 Cypress	Oak	Pine	Eucalyptus	
6 Douglas Fir	Oak	Redwood	Pine	
7 Fruit	Oak	Pine	Oak	
8 Walnut	Oak	Oak	Oak	
9 Any other Species	Oak	Oak	Eucalyptus	

Professional Tree Care

EXHIBIT B-1
COST MATRIX

Proposer to completely fill in each Cost Matrix with dollar amounts for the four (4) designated tree species and to fill in which specific Cost Matrix applies to the other listed species of trees. Note the District will pay based on the diameter of a specific tree. Payment will NOT be based on the height/spread of the tree.

Species: OAK	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$350.00	$800.00	$2,750.00	$3,750.00
Backyard over home – poor access	$500.00	$1000.00	$3,750.00	$3,750.00
Empty field 100 feet from driveway	$400.00	$900.00	$3,250.00	$3,250.00
Disposal fees	$50.00	$100.00	$200.00	$200.00

Species: REDWOOD	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$350.00	$800.00	$2,750.00	$3,750.00
Backyard over home – poor access	$500.00	$1000.00	$3,750.00	$3,750.00
Empty field 100 feet from driveway	$400.00	$900.00	$3,250.00	$3,250.00
Disposal fees	$50.00	$100.00	$200.00	$200.00

Professional Tree Care

Species: PINE	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$350.00	$800.00	$2,750.00	$3,750.00
Backyard over home – poor access	$500.00	$1000.00	$3,750.00	$3,750.00
Empty field 100 feet from driveway	$400.00	$900.00	$3,250.00	$3,250.00
Disposal fees	$50.00	$100.00	$200.00	$200.00

Species: EUCALYPTUS	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$350.00	$800.00	$2,750.00	$3,750.00
Backyard over home – poor access	$500.00	$1000.00	$3,750.00	$3,750.00
Empty field 100 feet from driveway	$400.00	$900.00	$3,250.00	$3,250.00
Disposal fees	$50.00	$100.00	$200.00	$200.00

Please set forth the additional charge per removed tree if the tree removal involves High Voltage Line Clearance work. Express the amount of the additional percentage cost that will be applied to the removal 0 %.

Set forth which Cost Matrix shall be used as the pricing for the following species:

1. Acacia Oak
2. Bay Oak
3. Birch Oak
4. Cedar Oak
5. Cypress Oak
6. Douglass Fir Oak
7. Fruit Oak
8. Walnut Oak
9. Any other species Oak

SP McClenahan

EXHIBIT B-1
COST MATRIX

Proposer to completely fill in each Cost Matrix with dollar amounts for the four (4) designated tree species and to fill in which specific Cost Matrix applies to the other listed species of trees. Note the District will pay based on the diameter of a specific tree. Payment will NOT be based on the height/spread of the tree.

Species: OAK	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$630	$1,800	$3,120	$6,300
Backyard over home – poor access	$750	$1,900	$3,950	$6,900
Empty field 100 feet from driveway	$525	$1,500	$2,200	$4,700
Disposal fees	$40	$115	$285	$400

Species: REDWOOD	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$420	$1,200	$2,050	$3,800
Backyard over home – poor access	$600	$1,450	$2,950	$4,500
Empty field 100 feet from driveway	$350	$825	$2,000	$3,000
Disposal fees	$40	$100	$250	$300

SP McClenahan

Species: PINE	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$450	$1,800	$3,850	$5,850
Backyard over home – poor access	$650	$2,000	$4,150	$6,500
Empty field 100 feet from driveway	$500	$1,375	$2,800	$4,100
Disposal fees	$40	$115	$300	$450

Species: EUCALYPTUS	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$800	$2,200	$5,095	$8,000
Backyard over home – poor access	$1,100	$2,700	$5,515	$8,800
Empty field 100 feet from driveway	$750	$1,700	$3,360	$6,700
Disposal fees	$40	$150	$450	$850

Please set forth the additional charge per removed tree if the tree removal involves High Voltage Line Clearance work. Express the amount of the additional percentage cost that will be applied to the removal **20%**.

Set forth which Cost Matrix shall be used as the pricing for the following species:

1. Acacia ____Oak _____
2. Bay ____Oak _____
3. Birch ____Redwood___
4. Cedar ____Pine_____
5. Cypress ____Pine_____
6. Douglass Fir ____Redwood___
7. Fruit ____Pine_____
8. Walnut ____Oak_____
9. Any other species ____Oak_____

WCA

EXHIBIT B-1
COST MATRIX

Proposer to completely fill in each Cost Matrix with dollar amounts for the four (4) designated tree species and to fill in which specific Cost Matrix applies to the other listed species of trees. Note the District will pay based on the diameter of a specific tree. Payment will NOT be based on the height/spread of the tree.

Species: OAK	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$900.00	$1,600.00	$3,500.00	$4,500.00
Backyard over home – poor access	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Empty field 100 feet from driveway	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Disposal fees	$100.00	$200.00	$300.00	$500.00

Species: REDWOOD	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$900.00	$1,600.00	$3,500.00	$4,500.00
Backyard over home – poor access	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Empty field 100 feet from driveway	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Disposal fees	$100.00	$100.00	$300.00	$500.00

WCA

Species: PINE	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$900.00	$1,600.00	$3,500.00	$4,500.00
Backyard over home – poor access	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Empty field 100 feet from driveway	$2,400.00	$4,800.00	$8,500.00	$15,500.00
Disposal fees	$100.00	$200.00	$300.00	$500.00

Species: EUCALYPTUS	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" – 48" (80' /70')
Adjacent to road (traffic control required)	$1,100.00	$2,200.00	$4,800.00	$7,800.00
Backyard over home – poor access	$2,800.00	$5,100.00	$9,800.00	$18,500.00
Empty field 100 feet from driveway	$2,800.00	$5,100.00	$9,800.00	$18,500.00
Disposal fees	$200.00	$400.00	$600.00	$800.00

Please set forth the additional charge per removed tree if the tree removal involves High Voltage Line Clearance work. Express the amount of the additional percentage cost that will be applied to the removal 18 %.

Set forth which Cost Matrix shall be used as the pricing for the following species:

1. Acacia — Pine
2. Bay — Pine
3. Birch — Oak
4. Cedar — Eucalyptus
5. Cypress — Eucalyptus
6. Douglass Fir — Pine
7. Fruit — Oak
8. Walnut — Oak
9. Any other species — Eucalyptus

Tree Subcommittee Report
For May 15, 2018 LAHFCD Board Meeting

7.

Prepared by George Tyson (chair), Duffy Price, and special adjunct subcommittee member Roger Spreen

The RFP for Rolling Tree Removal was approved at the April 17 LAHCFD Board Meeting.

Working with Pakpour Consulting (Kurt Wurnitch), the RFP was advertised, and three companies responded with bids:

S.P. McClenahan
The Professional Tree Care Company (PTC)
West Coast Arborists

All three bids were reviewed by Kurt and all companies were deemed Qualified, based on the requirements listed in the RFP.

In contrast with past tree removal contracts, the bidders were not bidding on specific, previously-identified trees, but instead were presented with a number of typical representative trees (designated by species, size, and location) to price individually. A table summarizing this pricing is attached to this report.

The Tree Subcommittee met at 4PM on Thursday, May 3, to review the bid responses. Our review is summarized in the attached spreadsheet.

Prior to the meeting, Tyson concluded that it was difficult to do a systematic comparison of pricing between the bidders. To calibrate this, he took a recent time period from Areas 5&6, and selected ~60 (actually 61) trees that were removed starting on Nov 1, 2017. Of those 61 trees, 17 were excluded from analysis because their small size made them not eligible for this Rolling Tree program (8" min. diameter). Each of the remaining 44 trees were assessed as to size, species, and a best guess as to location/access. The total for each bidder is shown in the attached spreadsheet.

A further additional analysis was to count which bidder was the high bidder and which the low bidder on all 64 pricing categories (including disposal fees). This is also shown in the attached spreadsheet.

Each of the three subcommittee members did an assessment of each bidder according to the published weighting criteria. These scores are also shown in the spreadsheet, and the three bidders were ranked by each subcommittee member. There was then considerable discussion and sharing of observations of the RFP responses.

Conclusions

All three subcommittee members rated West Coast Arborists as a distant third, primarily due to what was seen as a poorly-outlined scope of work to fit this program, as well as dramatically higher pricing.

All three subcommittee members were pleased by the strong proposals by S.P. McClenahan and PTC, and the scoring was quite close. Two members gave a slight edge to McClenahan and one to PTC.

The subcommittee concluded that, given how close the evaluations turned out, rather than issue a firm committee recommendation, this information would be shared with the whole Commission for action at the Board meeting.

Los Altos Hills County Fire District **Tree Subcommittee: George Tyson, Duffy Price, (Roger Spreen - added for Assessment)**

Tree Program - RFP Assessment Meeting date: Thursday, May 3, 4PM

			S.P. McClenahan's	The Professional Tree Care Company	West Coast Arborists
Features of Companies/bids					
Location			Portola Valley, CA	Berkeley, CA	Anaheim, CA (San Jose) - 7 offices total
Company Staffing			Strong -~57 total, 16 crews, 6 offices staff, 9 ISA Cert Arborists, 7 ISA Cert Tree workers	Strong >60 inc. office staff of 12, 15 crews, 7 ISA to be certified tree workers by 5/12, Arborists not ISA cert	Very strong, 850 employees, 80 Cert arborists, >110 Cert tree workers
Company Financials			Strong - current to end 2017	Strong - current to Sept 2017	Massive company, strong financials - current to end 2017
Documents provided, other comments on packages submitted			Well structured, complete and organized package. Details customized to LAHCFD process. Focus on safety practices and training, long tenure of employees	Organized and complete package. Approach to work customized to LAHCFD. Residential experience not shown	Very polished package, complete, residential limited, implementation plan on pp. 13-22 is all boilerplate
References checked			Not considered necessary due to current experience with this firm	Two - SFPUC (Doug Kennedy), positive review, no issues, work in sensitive habitat areas. Caltrans Distr 4 (Rebecca Strouse) good review, worked last 8 years, no safety or issues in responsiveness	One - SCVWD (John Chapman), positive review, use them for complicated projects
Checkbook top rating*			Yes	No	Not determined
Pricing - sample of 44 recent tree removals			As per table - $130,585	As per table - $97,650	As per table - $294,200
High bidder-out of 64 prices			8	0	56
Low bidder-out of 64 prices			11	53	0
Tree Committee Assessment					
	Weighting		Individual scores shown for each category for each bidder		
Firm Profile, Background, etc.	**20%**		19 20 20	16 18 18	16 20 18
Key Personnel and Staffing	**20%**		20 20 19	15 18 17	15 20 20
Approach to Scope of Work	**20%**		19 20 20	15 18 15	15 10 10
Cost Proposal	**40%**		30 30 35	40 40 40	20 15 20
	Total		**88 90 94**	**86 94 90**	**66 65 68**
Rank			1 2 1	2 1 2	3 3 3

We don't retain or share financial info.

*www.checkbook.org, rating of Bay Area tree service companies

Los Altos Hills County Fire District
Request for Proposals
2018 Rolling Tree Removal Program
Checklist Requirements
RFP Due Date - April 27, 2018 at 2:00 p.m.

Job Number:
10003.23

Contractors (In Alphabetic Order)	REQUIREMENTS							
	Firm Profile, Background, Experience, & Financial Statements Provided	Key Personnel and Staffing Information	ISA Certified Arborist	ISA Certified Tree Worker	References Receiving Tree Services (minimum 3)	Approach to Scope of Work Provided	Acknowledgement of Addenda	Cost Proposal (Exhibit B-1)
The Professional Tree Care	Yes	Charles Slesinger Bid Coordinator 510-549-3954	Yes	Pending May 12, 2018	Yes	Yes	Yes	Yes
SP McClenahan	Yes	Joshua McClenahan Chief Operating Officer 650-326-8781	Yes	Yes	Yes	Yes	Yes	Yes
West Coast Arborists	Yes	Victor Gonzalez Vice President 714-991-1900 ext 153 800-521-3714	Yes	Yes	Yes	Yes	Yes	Yes

8.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT AUTHORIZING EXECUTION OF PROFESSIONAL SERVICES AGREEMENT WITH _____ FOR THE 2018 ROLLING TREE REMOVAL PROGRAM.

WHEREAS, on April 2, 2018, the Los Altos Hills County Fire District ("District") released a Request for Proposal for professional services to remove trees from the District on a rolling basis for FY18/19 ("RFP");

WHEREAS, the proposals on the RFP were due on April 27, 2018, and three companies submitted proposals by the deadline;

WHEREAS, the District's Tree Committee presented information on the RFP proposals to the District Board; and

WHEREAS, the District Board selected the proposal submitted by _____. as the most advantageous to the District based on the Evaluation Criteria set forth in the RFP

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

1. Public interest and convenience require the District to enter into a Professional Services Agreement with _____ for the 2018 Rolling Tree Removal Program ("Agreement"); and

2. The District hereby approves award of the Agreement to _____ and the District President is hereby authorized on behalf of the District to execute the Agreement between the District and _____.

PASSED AND ADOPTED this 15th day of May, 2018.

By: _____
George Tyson, Board President

ATTEST:

_____
District Clerk

Los Altos Hills County Fire District
Report to Commission
May 15, 2018

Strategic Plan Summary Report
Ad Hoc Strategic Plan Committee

Ad Hoc Committee: Commissioners Duffy Price, Janice Carr, Roger Spreen

Work Tasks:

1. Evaluate Goals & Objectives based on Strategic Plan 2015-2020
2. Establish work groups to assign and develop critical tasks/timelines/review progress.
3. Periodically report recommendations/accomplishments to commission

Major Accomplishment in 2017:

1. Recommended consideration of a General Manager position for LAHCFD.
2. Developed and published the New Commissioner Orientation.
3. New Commissioners received the documentation and are scheduled for orientation at the Santa Clara County Fire Department on June 19, 2018. Brush jackets will be awarded at that time.
4. The attached status of goals is ongoing and will be updated periodically.

****

2015-2020 Strategic Plan Goals

Goal 1 Develop a comprehensive personnel management system.
Objective 1A Identify the roles and responsibilities of the organization.
Objective 1B Develop job descriptions
Objective 1C Perform a comprehensive compensation analysis
Objective 1D Develop a succession plan

Goal 2 Establish an effective district administration.
Objective 2A Identify current policies procedures and gaps.
Objective 2B Review and analyze policies and procedures of other districts/agencies.
Objective 2C Develop necessary policies/procedures in accordance with best practices.
Objective 2D Produce and organization chart.
Objective 2E Implement a communication plan to inform the community of service and benefits of the district.
Objective 2 F Periodic review and update of the administrative policies and procedures

Goal 3 Provide sound financial and contract management plans and practices that are understandable by the community.
Objective 3A Identify existing plans, practices, liabilities and impacts

Objective 3B compare with best practices and identify any gaps and needs.
Objective 3C Develop financial and contract management policies and procedures.
Objective 3D Develop a fire-year financial plan.
Objective 3E Establish a process of periodic review of all elements.

Goal 4 Develop a plan to identify hazards and risks in order to reduce, eliminate, and mitigate t them.
Objective 4A Conduct a hazard and risk assessment of the district.
Objective 4B Evaluative gaps I between the districts capabilities and things identified in the assessment.
Objective 4C Research and coordinate with partnering agencies.
Objective 4D Establish a process for periodic review and update.

Goal 5 Maintain awareness of current and future knowledge of technologies that affect the district's mission.
Objective 5A Identify major areas that technology affects the district – i.e., operations, finance, planning and logistics.
Objective 5B Research use of social media and marketing for community outreach
Objective 5C Develop a communications plan both emergency and non-emergency.

Pleased to respond to commissioner's questions & recommendations.

Sincerely,

Duffy Price
Janice Carr
Roger Spreen

2015-2018 STRATEGIC PLAN	STATUS AS OF MAY 8, 2018
Goal 1 Develop a comprehensive personnel management system.	Assigned Duffy/George/Jeanne
Objective 1A Identify the roles and responsibilities of the organization.	Descriptions contained in profile of district & New Commissioners Oreintation
Objective 1B Develop job descriptions	Job specs for commissioners; contract consultants developed.
Objective 1C Perform a comprehensive compensation analysis	George T. -Utilized Special District's salary survey analysis
Objective 1D Develop a succession plan	Jeanne - Devel. Term Expiration dates for Commission Roster
Goal 2 Establish an effective district administration.	Recruit & hire new General Manager to develop admin.
Objective 2A Identify current policies procedures and gaps.	Works in progress: To Be Determined (TBD)
Objective 2B Review and analyze policies and procedures of other districts/agencies.	TBD
Objective 2C Develop necessary policies/procedures in accordance with best practices.	Duffy - Currenlty obtaining best practices of other districts.
Objective 2D Produce an organization chart.	Organization chart developed & published.
Objective 2E Implement a communication plan to inform the community of service and benefits of the district.	Roger: Dev. update website; Duffy - Dev. Articles for newsletter
Objective 2 F Periodic review and update of the administrative policies and procedures	Ongoing with monthly meetings
Goal 3 Provide sound financial and contract management plans and practices that are understandable by the community.	George + Commission
Objective 3A Identify existing plans, practices, liabilities and impacts	Plan for General Manager to implement
Objective 3B compare with best practices and identify any gaps and needs.	TBD
Objective 3C Develop financial and contract management policies and procedures.	Achieved w/Annual Budget & Narrative; Vendor RFP's Process
Objective 3D Develop a five-year financial plan.	TBD
Objective 3E Establish a process of periodic review of all elements.	TBD
Goal 4 Develop a plan to identify hazards and risks in order to reduce, eliminate, and mitigate them.	George/Mark/Melvin
Objective 4A Conduct a hazard and risk assessment of the district.	Perform analysis of water fire flows throughout the district
Objective 4B Evaluative gaps between the district's capabilities and things identified in the assessment.	EKI to perform analysis of water fire flows
Objective 4C Research and coordinate with partnering agencies.	Meet with water provider agencies; implement analysis
Objective 4D Establish a process for periodic review and update.	Establish partnering agreement to improve fire flows
Goal 5 Maintain awareness of current and future knowledge of technologies that affect the district's mission.	Commission Ad Hoc Committees
Objective 5A Identify major areas that technology affects the district – i.e., operations, finance, planning and logistics.	Tree RFP; G.M. Comm.; Website development; CERT Comm.
Objective 5B Research use of social media and marketing for community outreach	Efforts underway to update website; telephone improvements;
Objective 5C Develop a communications plan both emergency and non-emergency.	Work with OES to hire ESC; enhance CERT commun., activation.

To:	LAHCFD Commission
Date:	May 8, 2018
Subject:	Recommendation for LAHCFD hosting services
From:	Roger Spreen

Dear Commissioners:

Over the past few weeks, I have been in discussion with two referred vendors who can host the LAHCFD WordPress-based website. Both vendors are experienced WordPress hosting providers; both are small businesses with ability to provide us services going forward in modifying the site as needed; and both providers had at least some common business relationship that had them as acquaintances of Dave Snow, our current provider.

In my phone and email discussions with them, I was satisfied that either would be sufficient for us. It is actually very simple to move our site from one provider to another, so we are not locked in to a vendor.

Attached are two proposals. A quick summary:

- **Justin Korn (KornDev.com):**

  KornDev is a group of 4, led by Justin, who provide complete website services, including user interface design and programming. Justin is based in San Francisco.

  His proposal has no cost for transferring the site; the monthly hosting charges are minimal, and would grow linearly.

  (Aside: the main aspect of growth that I expect in the short-term is our electronic document repository, and we don't know yet how much storage our scanned documents may take, but that would effect anyone who hosts us equally.)

  The main part of his monthly proposal is task support. His offer is that, with email support or scheduled phone calls, he will do unlimited small tasks for us (i.e. < 1 hour each). I believe most of our tasks fall into this category, which gives us the most flexibility for ongoing support.

• **Jesse Dudan (Airtight Internet):**

Jesse is also a small business, located in Walnut Creek. He has been in business for 20 years, and also does all matter of web hosting, programming, and graphic design. Most notable is that Jesse is the provider behind "Contra Costa County Sheriff Search & Rescue", which is a very similar site. (http://www.contracostasar.org)

Jesse's proposal has a steeper conversion/transfer cost (roughly $1000), but is cheaper per month: $69.99 per month. While the task support is cheaper, it is of a different structure: it includes 1 hour total per month, with additional hours at $125/hour.

Conclusion:

I want to be clear that I would be happy with either vendor; I found them both to be technically capable and easy to communicate with, and I have found it difficult to make a choice – it is a virtual coin flip!

Both sites offer professional WordPress administration, and both offer regularly scheduled backups. Neither is an overly expensive contract.

Personally I probably favor Justin's proposal (KornDev.com), despite it being more expensive per month, as I like the structure that we can make as many small requests as we need per month, as I think it offers Jeanne more flexibility to have articles posted, calendar items added, etc., without worrying about the monthly support hours. And given the zero cost to transfer to Justin, we take almost no risk that if we aren't happy with the service, that we can't transfer elsewhere without having lost anything.

From: Justin Korn <justin@korndev.com>
Subject: Re: LAHCFD inquiry
Date: May 2, 2018 at 9:52:32 AM PDT
To: Roger Spreen

Recommended Options:
1) Hosting: $49/mo -- Includes up to 25k unique visits per month. $10 for each additional 10k visits per month (which won't be something you'll need to worry about).

2) Task Support: $199/mo -- This covers unlimited small task per month. So any request that takes me less than 1 hour to help with is covered. Alternatively, we'd do ad-hoc support at my hourly rate of $185/hr, but given the estimate from Dave, it seems like the $199/mo makes more sense.

Recommended Total: $248/mo -- There will be no fees for migrating your site over to our servers.

Optional Options:
3) Phone Support: $129/mo -- By default, I provide support via email and schedule phone calls when necessary. By adding this, my phone line is open for you to call anytime for questions. Most of my clients do not need this.

4) Custom Testing Workflow: $99/mo -- With our hosting, we update WordPress Core, your plugins and your themes regularly. We then only check that the site is still up and running, we don't check specific aspects of the site to be sure everything is still working as expected. With this add-on, you can define custom testing workflows for us to double check after any update. If something is broken, with the support add-on ($199/mo above), we'll determine the issue and find a fix as well.

If you do think you'd like to go with any of the optional options, I also offer a Pro Package which includes Hosting, Task Support, Phone Support OR Custom testing workflow, regular office hours (if needed), and some additional optimization (if needed) for $390/mo.

That's a bit to take it. Let me know if you have any questions or if you'd like to schedule a call to review.

If you're ready to jump aboard, sign up starting with the Hosting and we'll add the additional options later.

Talk to you soon!
Justin

--
Justin Korn
korndev | web | linkedin | flickr |
twitter | google+

AirTight Internet Services, LLC
2977 Ygnacio Valley Road #220
Walnut Creek, CA 94598

Toll-Free: (877) 245-2096
Local: (925) 256-6710
Fax: (925) 326-2616
www.goairtight.com
email: moreinfo@goairtight.com

May 7, 2018

Roger Spreen
Los Altos Hills County Fire District
www.lahcfd.org

Hi Roger-

Based upon our conversations over the past weeks, here is our proposal for taking over the hosting, maintenance, and on-going support of your organization's website. You can see the line-item breakdowns of individual features & associated costs on the last page of this document.

In our standard hosting/maintenance package, we include one free hour per month to be used towards any website content updates or changes that you may request. This can be used for most any website updates, including feature enhancements, new pages, content updates, etc. We haven't discussed your on-going needs in much depth, but if you think you will require more monthly support than this we can definitely discuss different options and/or hourly block discounts based upon your overall needs.

Initial Deliverables

We have provided an in-depth review of the current status of your website, along with our recommendations for security, functionality, and the overall wellbeing of your site. We have based our initial deliverables upon the your feedback from your current host and the status of your website's framework, functionality, list of plugins, and overall theme integrity.

Website attributes:

- 58 published pages
- 8 publishes posts (including private posts)
- 125 downloadable packages

Proposed deliverables:

- Initial website migration
- Advanced WordPress security package/enhancements (optional)
- Website performance optimization (optional)

Ongoing Deliverables

In addition to the above immediate deliverables, we will also provide ongoing website hosting, full WordPress maintenance/upgrades, and and website support for any/all requested content/functionality updates or changes to your site. We will be available throughout the month for any/all requests that may come in, in addition to general website/internet consulting.

- Standard hourly rate - $125
- We generally bill in increments of 15 minutes
- We ask for a 5-7 business day maximum turnaround time for standard requests

The on-going monthly costs for our hosting/maintenance plan is included on the last page of this document as well.

Ongoing Website Plugin Licensing/Fees

Lastly, we need to ensure that any/all required licensed for any of your active plugins will be under your own organization's name and billing. If any of the current plugins are under Snow Tech Media's umbrella, we will need to transfer the license and/or re-purchase any respective license.

Traditionally, we do not pay for our clients' plugin licenses or associated fees and we have a few reasons for this. Most importantly, we feel that as the owner of your own website you should own your own licenses for your own website's elements & plugins. In the event that you ever decide to change your website host and/or support team, you will rest assured that your website plugins and associated functionality will not be effected or interrupted as the payment for these plugins will be under your own organization's account & payment methods (ideally on auto-renew). In addition, this will cut down on internal accounting & billing labor in respect to both parties.

———————

If you would like to move forward with this proposal, please let me know and we can take the first steps to get the gears turning. Let me know if you have any questions or would like to discuss any of this at any time.

Thank you very much, Roger!

Jesse Dudan

** breakdown of initial deliverables and ongoing services/costs on following page*

Pricing for initial deliverables:

Website migration • 4 hours labor	500.00
Advanced WordPress security package/enhancements (optional) • 3 hours labor	375.00
Website performance optimization (optional)	250.00
Sub Total:	**$1,125.00**
-15% Discount:	**$168.75**
Grand Total:	**$956.25**

Pricing for ongoing web hosting & WordPress maintenance:

Monthly web site hosting

- Website backups:
  - daily database backups
  - weekly full-site backups
  - redundant backups (backups or backed-up)

Full WordPress maintenance

- Keep WordPress, theme, and all active plugins up-to-date

One hour labor per month

- to be used for any requested website updates, technical support, or website/internet consulting
- cannot be rolled-over or saved up throughout the year, but is available every month on demand

Monthly Total:	**$69.99**

10.

MEMO

To: Commissioners of the Los Altos Hills County Fire District

From: Jeanne Evilsizer, District Clerk

Date: May 7, 2018

Subject: Compensation for FY 2018/19

With respect to the Consultant Compensation Review agenda item, please find below additional work performed that related to the Los Altos Hills County Fire District.

- Attended Additional Meetings Including Pre-Meetings, Regular Meetings, Special Meetings/Closed Sessions
- Attended Four Santa Clara County Special District Association meetings March 6, June 5, September 11, December 4, 2017 and March 5, 2018
- Assisted as Needed with General Manager Advertising
- Began Supplemental Packet Item Labeling, Scanning and Emailing to Webmaster for Website Packet
- Facilitated Refreshments for Additional Meetings and Ran Additional Errands for District
- Began Extensive Indexing of All District Records in Preparation for Scanning (not complete; requesting assistance)
- Stayed Current with Weed and Brush Abatement Hearing(s) and Modifications to Same

Current Monthly Salary	$5,158
Proposed	3.8% Increase
Proposed Monthly Salary	$5,355

Thank you.

MEMO

TO: Members of the Commission

FROM: Stu Farwell, Fire Consultant

DATE: April 25, 2018

RE: Fire Consultant Salary

I have the responsibility for managing and overseeing the following Fire District budget categories:

- Chipping Program
- Yard Waste Program
- Brush Goat Program
- Buildings and Grounds
- Emergency Access Roads
- Tree Removal Program
- Hydrant Repair and Maintenance

In addition to the above are additional job related duties:

- Attend Fire Commission meetings, pre F.C. meeting, and such other meetings as directed by the Commission
- Meet with individual Fire Commissioners outside regular Commission meetings
- Answer District phone calls from general public
- Review and approve bills
- Prepare reports and other correspondence as directed by Commission
- Maintain consultant project records and files
- Prepare consultant items for Commission meeting agenda
- Obtain information for Auditor and meet with same
- Assist in preparing annual budget
- Deliver signed bills and other correspondence to Clerk
- Deliver items to Commissioners
- Deliver items needing bulk mailing to mailing company
- Prepare project recommendations
- Review, monitor, and inspect District's projects and programs
- Meetings and phone calls with contractors on District projects
- Meetings and phone calls with representatives from County Fire and County Weed abatement
- Phone calls/emails to and from District's attorney
- Prepare new street address amendments for bulk mailing company
- Meetings, phone calls, and correspondence with California Water Service Company and Purissima Hills Water District
- Meet with District residents at their home or in the field
- Pick up mail in Clerk's absence

Present Salary: $4,586

Suggested Salary: $4,000

Vargas Company

May 4, 2018

Los Altos Hills County Fire District
PO Box 1766
Los Altos, CA 94023

Dear Board of Commissioners,

I am writing to formally request a review of my current compensation as Financial Consultant of the Los Altos Hills County Fire District. For the past ten years I have been providing contracted services to the District via both my old employer Payne Sterling, and my current employer Vargas Company. During this time I have always been ready and available to take on new job responsibilities and additional work.

When I first started providing services to the District, my position required only that I prepare basic financial statements for the monthly Board Meetings. Since that time my role has expanded to include the following scope of work:

- Attendance of monthly Board Meetings and Pre-Meetings.
- Detailed monthly financial statements (including balance sheet, profit and loss, budget vs. actual reports, and transaction details of revenues and expenditures) and projects and program spending charts.
- Preparation of payment vouchers (including travel to meet with Board President for signatures) and bank deposits.
- Budget preparation and meetings.
- Annual audit assistance (including compiling data, meetings with the auditors, and preparation and submission of State Controller and Government Compensation reports.)
- County of Santa Clara communications (including hand-delivery of payment vouchers, budget and audit compliance, vendor maintenance and compliance, etc.)
- Other finance-related issues as needed (including public inquiry, County financial meetings, detailed project spending reports, etc.)

I also expect there will be additional duties with the addition of a General Manager, including payroll reporting and additional project and program spending consultation.

I believe a review of my contributions as outlined above, as well as industry average salaries, demonstrate justification for an increase of 10% in my compensation from $3,000 per month ($36,000 annually) to $3,300 per month ($39,600 annually), beginning July 1, 2018. According to data prepared by George Tyson and submitted to the Board at the September 19, 2017 Board Meeting, the equivalent compensation for an accountant/bookkeeping Special Districts position is $41,000 per year. This is almost 14% higher than my current annual compensation of $36,000. Therefore, a 10% increase would put my pay more in line with industry and regional expectations for the work.

Thank you very much for your time and consideration.

Sincerely,

Cori Vargas
Vargas Company

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KRISTINA A. FENTON
CARA E. SILVER

JENNIFER A. BEYERS
KIMBERLY B. SAMEK
D. ADAM LAZAR

OF COUNSEL
KENT MITCHELL
LEIGH F. PRINCE

RETIRED
JOHN D. JORGENSON
MARGARET A. SLOAN

DECEASED
MARVIN S. SIEGEL
(1936 - 2012)
JOHN R. COSGROVE
(1932 - 2017)

May 9, 2018

VIA EMAIL: gktyson@gmail.com
AND U.S. MAIL

George Tyson, President
Los Altos Hills Co. Fire District
Los Altos Fire Station
10 Almond Avenue
Los Altos, CA 94022

Re: Rate Increase

Dear President Tyson:

On behalf of my firm, Jorgenson, Siegel, McClue & Flegel, LLP, I am submitting this letter in response to the Board's invitation for its consultants to submit a request for any changes to how they are compensated for Fiscal Year 2018/2019.

Our firm enjoys and appreciates its long term relationship with the Los Altos Hills County Fire District. Our current Agreement with the District was entered into in 2013. In Section 4, Compensation, it sets forth compensation at $250.00 per hour. The $250.00 hourly rate was established in January of 2011. While an increase in the rate would be appreciated, it is my belief that $250.00 an hour is in keeping with the rates charged for similar services. While the rates charged for legal services in the private sector have risen significantly over the past seven years, the same is not true in the provision of legal services to governmental agencies.

Although our Agreement with the District allows us to charge $250.00 an hour for all attorneys, our historical practice with the District has been to not charge $250.00 an hour for time billed to the District by our associate attorneys. We are currently billing the District $195.00 an hour for associate time. At this point, we believe that it would be appropriate to bill all of our attorneys at $250.00 an hour. Our belief is based not only on the market for legal services for governmental agencies, but also on the value of the services being provided by Jennifer Beyers. While, as discussed above, the overall rates

for legal services to governmental agencies have not increased, we have found that many agencies have moved to a flat/blended rate for all of their attorneys. For example, the Town of Portola Valley pays $250.00 an hour for general legal work regardless of who performs it[1]. As important, the work Ms. Beyers performs for the District is sophisticated legal work which encompasses negotiating contracts, preparing resolutions, risk management and response to public record requests.

While the Agreement allows us the unilateral right to charge $250.00 per attorney, we believe that it is appropriate to request and for the Board to agree and acknowledge that it is equitable for all involved for my firm to charge $250.00 an hour for work performed by partners and for work performed by Ms. Beyers.

Thank you for the opportunity to make this request and to provide legal services to the District.

Sincerely,

Dan K. Siegel

DKS:rr
cc: Jeanne Evilsizer (via email)

[1] This blended rate increases to $275.00 next year.

Vargas Company

May 5, 2018

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

RE: Financial Statement Package – April 2018

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of April 2018, 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

Please note:
Property tax income for the month of April ended up being far less than budgeted (see page 4.) This is because many homeowners chose to pre-pay the 2nd installment of their 2017/2018 property tax bill before December 31, 2017, due to the "2018 Income Tax Reform." Therefore, a lot of the income normally received by the District in April was instead received earlier this year. You will notice that year-to-date income exceeds the budget in the majority of property tax accounts (see page 6.)

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Balance Sheet
As of April 30, 2018

	Apr 30, 18	Mar 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,693,174.77)	(2,693,174.77)
1100000 · Cash-Clearing Account	18,827,253.98	17,739,078.44
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	16,134,579.21	15,046,403.67
Total Current Assets	16,134,579.21	15,046,403.67
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,253,637.13	2,253,637.13
TOTAL ASSETS	**18,388,216.34**	**17,300,040.80**
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	8,855,299.58
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,000,000.00	4,000,000.00
Net Income	3,279,279.63	2,191,104.09
Total Equity	18,388,216.34	17,300,040.80
TOTAL LIABILITIES & EQUITY	**18,388,216.34**	**17,300,040.80**

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
April 2018

	Apr 18	Jul '17 - Apr 18
Income		
4001100 · Prop Taxes-Curr Secured	1,652,164.59	8,965,025.29
4001200 · Prop Taxes-Unitary	21,833.35	44,748.22
4001210 · Prop Taxes - Unitary Railroad	462.73	925.47
4002100 · Prop Taxes-Curr Unsecured	7,895.21	653,117.24
4006100 · Property Taxes-SB 813	38,488.97	242,585.69
4301100 · Interest-Dep & Investments		
4301101 · County	0.00	100,385.28
Total 4301100 · Interest-Dep & Investments	0.00	100,385.28
4302100 · Property Rental	0.00	3,000.00
4419100 · Homeowner's Property Tax Relief	0.00	22,042.54
4813000 · Misc. Income		
4813900 · Misc Reimbursements	0.00	160.04
Total 4813000 · Misc. Income	0.00	160.04
Total Income	1,720,844.85	10,031,989.77
Gross Profit	1,720,844.85	10,031,989.77
Expense		
5220100 · Insurance	0.00	2,160.00
5225500 · Commissioners Fee	0.00	5,200.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	1,819.13	32,032.02
Total 5235400 · Outside Repair & Maintenance	1,819.13	32,032.02
5250100 · Office Expense	452.54	4,666.73
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	17,894.00
5255102 · Accounting Services	3,000.00	27,000.00
5255103 · Outside Legal Services	0.00	64,528.50
5255104 · Outside Consulting Services	1,657.40	1,854.40
Total 5255100 · Professional & Specialized Serv	4,657.40	111,276.90
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	381,888.41	3,734,788.46
5255502 · Battalion 74 Services	92,235.65	902,045.30
5255503 · Emergency Service Coordinator	0.00	55,996.08
5255504 · Emergency Prep/Fire Prevention	141.63	9,507.03
5255505 · Extra Fire Season Patrol	0.00	242,957.73
5255506 · Type 3 Fire Engine Rental	0.00	91,328.00
Total 5255500 · Contract Services	474,265.69	5,036,622.60
5257130 · Consultants - General and Admin		
5257131 · Clerk	5,158.33	46,424.97
5257132 · Fire Consultant	4,685.00	42,165.00
Total 5257130 · Consultants - General and Admin	9,843.33	88,589.97
5259200 · Property Tax Admin Fee	96,080.59	96,080.59
5260100 · Publications and Legal Notices.	0.00	3,317.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
April 2018

	Apr 18	Jul '17 - Apr 18
5282200 · Projects and Programs		
5282201 · Chipping Program	26,986.54	250,593.54
5282202 · Yard Waste Program	0.00	14,214.92
5282204 · Buildings and Grounds	0.00	3,670.00
5282206 · Tree Removal Program	13,576.50	928,552.22
5282208 · Hydrant/Main Improv.-Purissima	0.00	121,639.14
5282210 · Fire Service Water Flow Impr.	4,581.05	52,807.97
Total 5282200 · Projects and Programs	45,144.09	1,371,477.79
5350100 · Misc Expense-Others	406.54	1,286.54
Total Expense	632,669.31	6,752,710.14
Net Income	**1,088,175.54**	**3,279,279.63**

LOS ALTOS HILLS COUNTY FIRE DISTRICT
Profit & Loss Budget vs. Actual
April 2018

	Apr 18	Budget	$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4001100 · Prop Taxes-Curr Secured	1,652,164.59	2,448,000.00	(795,835.41)	(32.51%)
4001200 · Prop Taxes-Unitary	21,833.35	21,000.00	833.35	3.97%
4001210 · Prop Taxes - Unitary Railroad	462.73	470.00	(7.27)	(1.55%)
4002100 · Prop Taxes-Curr Unsecured	7,895.21	50,000.00	(42,104.79)	(84.21%)
4006100 · Property Taxes-SB 813	38,488.97	44,820.00	(6,331.03)	(14.13%)
4301100 · Interest-Dep & Investments				
4301101 · County	0.00	21,250.00	(21,250.00)	(100.0%)
Total 4301100 · Interest-Dep & Investments	0.00	21,250.00	(21,250.00)	(100.0%)
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	(100.0%)
Total 4813000 · Misc. Income	0.00	200.00	(200.00)	(100.0%)
Total Income	1,720,844.85	2,585,740.00	(864,895.15)	(33.45%)
Gross Profit	1,720,844.85	2,585,740.00	(864,895.15)	(33.45%)
Expense				
5225500 · Commissioners Fee	0.00	4,200.00	(4,200.00)	(100.0%)
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	1,819.13	1,500.00	319.13	21.28%
Total 5235400 · Outside Repair & Maintenance	1,819.13	1,500.00	319.13	21.28%
5250100 · Office Expense	452.54	500.00	(47.46)	(9.49%)
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	0.00	5,000.00	(5,000.00)	(100.0%)
5255104 · Outside Consulting Services	1,657.40	0.00	1,657.40	(100.0%)
Total 5255100 · Professional & Specialized Serv	4,657.40	8,000.00	(3,342.60)	(41.78%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	383,424.00	(1,535.59)	(0.4%)
5255502 · Battalion 74 Services	92,235.65	92,405.00	(169.35)	(0.18%)
5255503 · Emergency Service Coordinator	0.00	6,389.00	(6,389.00)	(100.0%)
5255504 · Emergency Prep/Fire Prevention	141.63	3,000.00	(2,858.37)	(95.28%)
5255507 · City of Los Altos Workers Comp.	0.00	750.00	(750.00)	(100.0%)
Total 5255500 · Contract Services	474,265.69	485,968.00	(11,702.31)	(2.41%)

LOS ALTOS HILLS COUNTY FIRE DISTRICT
Profit & Loss Budget vs. Actual
April 2018

	Apr 18	Budget	$ Over/(Under) Budget	Fav/(Unfav) Variance
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	5,159.00	(0.67)	(0.01%)
5257132 · Fire Consultant	4,685.00	5,074.00	(389.00)	(7.67%)
Total 5257130 · Consultants - General and Admin	9,843.33	10,233.00	(389.67)	(3.81%)
5259200 · Property Tax Admin Fee	96,080.59	108,100.00	(12,019.41)	(11.12%)
5282200 · Projects and Programs				
5282201 · Chipping Program	26,986.54	25,000.00	1,986.54	7.95%
5282204 · Buildings and Grounds	0.00	500.00	(500.00)	(100.0%)
5282205 · Emergency Access Roads	0.00	1,000.00	(1,000.00)	(100.0%)
5282206 · Tree Removal Program	13,576.50	100,000.00	(86,423.50)	(86.42%)
5282209 · Hydrant/Main Improv.-Cal Water	0.00	2,000.00	(2,000.00)	(100.0%)
5282210 · Fire Service Water Flow Impr.	4,581.05	200,000.00	(195,418.95)	(97.71%)
5282215 · Project & Programs Contingency	0.00	20,000.00	(20,000.00)	(100.0%)
Total 5282200 · Projects and Programs	45,144.09	348,500.00	(303,355.91)	(87.05%)
5350100 · Misc Expense-Others	406.54	250.00	156.54	62.62%
Total Expense	632,669.31	967,251.00	(334,581.69)	(34.59%)
Net Income	**1,088,175.54**	**1,618,489.00**	**(530,313.46)**	**(32.77%)**

LOS ALTOS HILLS COUNTY FIRE DISTRICT
Profit & Loss Budget vs. Actual Year-to-Date
July 2017 through April 2018

	Jul 17 - Apr 18	YTD Budget	$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	8,965,025.29	8,812,800.00	152,225.29	1.73%	9,792,000.00	91.55%
4001200 · Prop Taxes-Unitary	44,748.22	43,000.00	1,748.22	4.07%	43,000.00	104.07%
4001210 · Prop Taxes - Unitary Railroad	925.47	960.00	(34.53)	(3.6%)	960.00	96.40%
4002100 · Prop Taxes-Curr Unsecured	653,117.24	630,000.00	23,117.24	3.67%	630,000.00	103.67%
4006100 · Property Taxes-SB 813	242,585.69	224,100.00	18,485.69	8.25%	298,800.00	81.19%
4301100 · Interest-Dep & Investments						
4301101 · County	100,385.28	63,750.00	36,635.28	57.47%	85,000.00	118.10%
Total 4301100 · Interest-Dep & Investments	100,385.28	63,750.00	36,635.28	57.47%	85,000.00	118.10%
4302100 · Property Rental	3,000.00	3,000.00	0.00	0.0%	3,000.00	100.00%
4419100 · Homeowner's Property Tax Relief	22,042.54	22,500.00	(457.46)	(2.03%)	45,000.00	48.98%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	400.00	(400.00)	(100.0%)	600.00	0.00%
4813900 · Misc Reimbursements	160.04	200.00	(39.96)	(19.98%)	400.00	40.01%
Total 4813000 · Misc. Income	160.04	600.00	(439.96)	(73.33%)	1,000.00	16.00%
4980220 · Property Taxes - Excess ERAF	0.00	0.00	0.00	0.0%	7,000.00	0.00%
Total Income	10,031,989.77	9,800,710.00	231,279.77	2.36%	10,905,760.00	91.99%
Gross Profit	10,031,989.77	9,800,710.00	231,279.77	2.36%	10,905,760.00	91.99%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	5,200.00	12,600.00	(7,400.00)	58.73%	16,800.00	30.95%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	32,032.02	11,500.00	20,532.02	(178.54%)	15,000.00	213.55%
Total 5235400 · Outside Repair & Maintenance	32,032.02	11,500.00	20,532.02	(178.54%)	15,000.00	213.55%
5250100 · Office Expense	4,666.73	3,500.00	1,166.73	(33.34%)	5,000.00	93.33%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	17,894.00	21,100.00	(3,206.00)	15.19%	21,100.00	84.81%
5255102 · Accounting Services	27,000.00	27,000.00	0.00	0.0%	36,000.00	75.00%
5255103 · Outside Legal Services	64,528.50	45,000.00	19,528.50	(43.4%)	60,000.00	107.55%
5255104 · Outside Consulting Services	1,854.40	4,500.00	(2,645.60)	58.79%	4,500.00	41.21%
Total 5255100 · Professional & Specialized Serv	111,276.90	97,600.00	13,676.90	(14.01%)	121,600.00	91.51%

LOS ALTOS HILLS COUNTY FIRE DISTRICT
Profit & Loss Budget vs. Actual Year-to-Date
July 2017 through April 2018

	Jul 17 - Apr 18	YTD Budget	$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	3,734,788.46	3,740,928.00	(6,139.54)	0.16%	4,507,775.00	82.85%
5255502 · Battalion 74 Services	902,045.30	902,720.00	(674.70)	0.07%	1,087,530.00	82.94%
5255503 · Emergency Service Coordinator	55,996.08	62,414.00	(6,417.92)	10.28%	75,191.00	74.47%
5255504 · Emergency Prep/Fire Prevention	9,507.03	33,740.00	(24,232.97)	71.82%	40,000.00	23.77%
5255505 · Extra Fire Season Patrol	242,957.73	250,000.00	(7,042.27)	2.82%	325,000.00	74.76%
5255506 · Type 3 Fire Engine Rental	91,328.00	88,760.00	2,568.00	(2.89%)	115,200.00	79.28%
5255507 · City of Los Altos Workers Comp.	0.00	2,250.00	(2,250.00)	100.0%	3,000.00	0.00%
Total 5255500 · Contract Services	5,036,622.60	5,080,812.00	(44,189.40)	0.87%	6,153,696.00	81.85%
5257130 · Consultants - General and Admin						
5257131 · Clerk	46,424.97	46,424.00	0.97	(0.0%)	61,900.00	75.00%
5257132 · Fire Consultant	42,165.00	43,978.00	(1,813.00)	4.12%	59,200.00	71.22%
Total 5257130 · Consultants - General and Admin	88,589.97	90,402.00	(1,812.03)	2.0%	121,100.00	73.15%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	96,080.59	108,100.00	(12,019.41)	11.12%	108,100.00	88.88%
5260100 · Publications and Legal Notices.	3,317.00	4,625.00	(1,308.00)	28.28%	6,000.00	55.28%
5282200 · Projects and Programs						
5282201 · Chipping Program	250,593.54	220,000.00	30,593.54	(13.91%)	300,000.00	83.53%
5282202 · Yard Waste Program	14,214.92	29,250.00	(15,035.08)	51.4%	39,000.00	36.45%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	3,670.00	4,865.00	(1,195.00)	24.56%	6,000.00	61.17%
5282205 · Emergency Access Roads	0.00	5,000.00	(5,000.00)	100.0%	5,000.00	0.00%
5282206 · Tree Removal Program	928,552.22	905,000.00	23,552.22	(2.6%)	1,000,000.00	92.86%
5282208 · Hydrant/Main Improv.-Purissima	121,639.14	465,000.00	(343,360.86)	73.84%	470,000.00	25.88%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	6,000.00	(6,000.00)	100.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	52,807.97	800,000.00	(747,192.03)	93.4%	1,500,000.00	3.52%
5282215 · Project & Programs Contingency	0.00	60,000.00	(60,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	1,371,477.79	2,495,115.00	(1,123,637.21)	45.03%	3,448,000.00	39.78%
5350100 · Misc Expense-Others	1,286.54	1,750.00	(463.46)	26.48%	2,000.00	64.33%
Total Expense	6,752,710.14	7,911,004.00	(1,158,293.86)	14.64%	10,002,527.00	67.51%
Net Income	**3,279,279.63**	**1,889,706.00**	**1,389,573.63**	**73.53%**	**903,233.00**	**363.06%**

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
April 2018

	Apr 18	Apr 17	$ Change	% Change
Income				
4001100 · Prop Taxes-Curr Secured	1,652,164.59	2,288,638.35	-636,473.76	-27.8%
4001200 · Prop Taxes-Unitary	21,833.35	17,423.51	4,409.84	25.3%
4001210 · Prop Taxes - Unitary Railroad	462.73	348.01	114.72	33.0%
4002100 · Prop Taxes-Curr Unsecured	7,895.21	40,962.19	-33,066.98	-80.7%
4006100 · Property Taxes-SB 813	38,488.97	43,806.37	-5,317.40	-12.1%
4302100 · Property Rental	0.00	1,500.00	-1,500.00	-100.0%
Total Income	1,720,844.85	2,392,678.43	-671,833.58	-28.1%
Gross Profit	1,720,844.85	2,392,678.43	-671,833.58	-28.1%
Expense				
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	1,819.13	0.00	1,819.13	100.0%
Total 5235400 · Outside Repair & Maintenance	1,819.13	0.00	1,819.13	100.0%
5250100 · Office Expense	452.54	477.54	-25.00	-5.2%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	0.00	7,364.50	-7,364.50	-100.0%
5255104 · Outside Consulting Services	1,657.40	0.00	1,657.40	100.0%
Total 5255100 · Professional & Specialized Serv	4,657.40	10,364.50	-5,707.10	-55.1%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	367,872.47	14,015.94	3.8%
5255502 · Battalion 74 Services	92,235.65	88,850.45	3,385.20	3.8%
5255503 · Emergency Service Coordinator	0.00	6,143.76	-6,143.76	-100.0%
5255504 · Emergency Prep/Fire Prevention	141.63	117.31	24.32	20.7%
Total 5255500 · Contract Services	474,265.69	462,983.99	11,281.70	2.4%
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	4,896.00	262.33	5.4%
5257132 · Fire Consultant	4,685.00	4,685.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	9,843.33	9,581.00	262.33	2.7%
5259200 · Property Tax Admin Fee	96,080.59	95,067.89	1,012.70	1.1%
5260100 · Publications and Legal Notices.	0.00	2,366.00	-2,366.00	-100.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
April 2018

	Apr 18	Apr 17	$ Change	% Change
5282200 · Projects and Programs				
5282201 · Chipping Program	26,986.54	21,817.52	5,169.02	23.7%
5282204 · Buildings and Grounds	0.00	325.00	-325.00	-100.0%
5282206 · Tree Removal Program	13,576.50	69,735.25	-56,158.75	-80.5%
5282208 · Hydrant/Main Improv.-Purissima	0.00	286,070.13	-286,070.13	-100.0%
5282210 · Fire Service Water Flow Impr.	4,581.05	0.00	4,581.05	100.0%
Total 5282200 · Projects and Programs	45,144.09	377,947.90	-332,803.81	-88.1%
5350100 · Misc Expense-Others	406.54	0.00	406.54	100.0%
Total Expense	632,669.31	958,788.82	-326,119.51	-34.0%
Net Income	**1,088,175.54**	**1,433,889.61**	**-345,714.07**	**-24.1%**

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
April 2018

Type	Date	Name	Memo	Amount
4001100 · Prop Taxes-Curr Secured				
Deposit	04/13/2018	County of Santa Clara - Property Taxes	4/18 SEC 3rd	1,153,722.40
Deposit	04/27/2018	County of Santa Clara - Property Taxes	4/18 SEC 4th	498,442.19
Total 4001100 · Prop Taxes-Curr Secured				1,652,164.59
4001200 · Prop Taxes-Unitary				
Deposit	04/13/2018	County of Santa Clara - Property Taxes	4/18 SEC 3rd	15,121.12
Deposit	04/27/2018	County of Santa Clara - Property Taxes	4/18 SEC 4th	6,712.23
Total 4001200 · Prop Taxes-Unitary				21,833.35
4001210 · Prop Taxes - Unitary Railroad				
Deposit	04/13/2018	County of Santa Clara - Property Taxes	4/18 SEC 3rd	323.91
Deposit	04/27/2018	County of Santa Clara - Property Taxes	4/18 SEC 4th	138.82
Total 4001210 · Prop Taxes - Unitary Railroad				462.73
4002100 · Prop Taxes-Curr Unsecured				
Deposit	04/02/2018	County of Santa Clara - Property Taxes	2/18 Unsec 1%	7,895.21
Total 4002100 · Prop Taxes-Curr Unsecured				7,895.21
4006100 · Property Taxes-SB 813				
Deposit	04/24/2018	County of Santa Clara - Property Taxes	3/18 1% SUPPLE	38,488.97
Total 4006100 · Property Taxes-SB 813				38,488.97
TOTAL				**1,720,844.85**

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
April 2018

Date	Name	Memo	Amount
5235400 · Outside Repair & Maintenance			
5235401 · Hydrant Repair & Maintenance			
04/18/2018	Pakpour Consulting Group, Inc.	Hydrant Replacement Natoma & St. Fr...	1,819.13
Total 5235401 · Hydrant Repair & Maintenance			1,819.13
Total 5235400 · Outside Repair & Maintenance			1,819.13
5250100 · Office Expense			
04/03/2018	Petty Cash Custodian - Jeanne Evilsizer	Petty Cash Reimbursement	452.54
Total 5250100 · Office Expense			452.54
5255100 · Professional & Specialized Serv			
5255102 · Accounting Services			
04/03/2018	Vargas Company	Financial Services Mar 2018	3,000.00
Total 5255102 · Accounting Services			3,000.00
5255104 · Outside Consulting Services			
04/03/2018	Snow Technoligies, Inc.	Website Maintenance Mar-June 2018	1,657.40
Total 5255104 · Outside Consulting Services			1,657.40
Total 5255100 · Professional & Specialized Serv			4,657.40
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
04/30/2018	Santa Clara County Central Fire Protectio	Fire Protection Services Mar 2018	381,888.41
Total 5255501 · Santa Clara Co. Fire Dept.			381,888.41
5255502 · Battalion 74 Services			
04/30/2018	Santa Clara County Central Fire Protectio	Fire Protection Services Mar 2018	99,124.22
04/30/2018	Santa Clara County Central Fire Protectio	Battalion Chief Credit	(6,888.57)
Total 5255502 · Battalion 74 Services			92,235.65
5255504 · Emergency Prep/Fire Prevention			
04/30/2018	Santa Clara County Central Fire Protectio	Comcast	141.63
Total 5255504 · Emergency Prep/Fire Prevention			141.63
Total 5255500 · Contract Services			474,265.69
5257130 · Consultants - General and Admin			
5257131 · Clerk			
04/03/2018	Evilsizer, Jeanne	Clerk's Fee Mar 2018	5,158.33
Total 5257131 · Clerk			5,158.33
5257132 · Fire Consultant			
04/03/2018	Farwell, Stu	Consulting Fee Mar 2018	4,685.00
Total 5257132 · Fire Consultant			4,685.00
Total 5257130 · Consultants - General and Admin			9,843.33
5259200 · Property Tax Admin Fee			
04/13/2018	Santa Clara County - Property Tax Admin	Property Tax Admin Fee	96,080.59
Total 5259200 · Property Tax Admin Fee			96,080.59

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
April 2018

Date	Name	Memo	Amount
5282200 · Projects and Programs			
5282201 · Chipping Program			
04/03/2018	AID Mailing & Fulfillment	BCP Area 5	856.54
04/18/2018	S.P. McClenahan Co., Inc.	Brush Chipping Area 3	26,130.00
Total 5282201 · Chipping Program			26,986.54
5282206 · Tree Removal Program			
04/18/2018	Pakpour Consulting Group, Inc.	Tree RFP	13,576.50
Total 5282206 · Tree Removal Program			13,576.50
5282210 · Fire Service Water Flow Impr.			
04/18/2018	EKI Environment and Water	Water Flow Improvement Project	4,581.05
Total 5282210 · Fire Service Water Flow Impr.			4,581.05
Total 5282200 · Projects and Programs			45,144.09
5350100 · Misc Expense-Others			
04/18/2018	Petty Cash Custodian - Jeanne Evilsizer	Petty Cash T-Shirts	406.54
Total 5350100 · Misc Expense-Others			406.54
TOTAL			**632,669.31**

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
April 2018

	Apr 18	Jul '17 - Apr 18
AAA		(7,208.17)
AID Mailing & Fulfillment	856.54	8,603.54
Alexander Atkins Design		2,000.00
Carr, Janice		600.00
Craftsmen Printing		5,612.87
Crystal Springs Landscaping Co.		3,670.00
EKI Environment and Water	4,581.05	52,807.97
Evilsizer, Jeanne	5,158.33	46,424.97
FAIRA Insurance		2,160.00
Farwell, Stu	4,685.00	42,165.00
Gladwell Governmental Services Inc.		1,543.75
Jorgenson, Siegel, McClure & Flegel		64,528.50
Los Altos Chamber of Commerce		880.00
Los Altos Town Crier		951.00
O'Grady Paving		7,400.00
Pakpour Consulting Group, Inc.	15,395.63	98,671.49
Petty Cash Custodian - Jeanne Evilsizer	859.08	2,956.65
Price, Duffy		1,200.00
Purissima Hills Water District		(3,431.60)
S.P. McClenahan Co., Inc.	26,130.00	1,135,127.32
Santa Clara County - Property Tax Admin	96,080.59	96,080.59
Santa Clara County Central Fire Protectio	474,265.69	5,028,973.77
Sharp Business Systems		572.87
Snow Technoligies, Inc.	1,657.40	1,854.40
Spreen, Roger		700.00
Starbuck, Carol		35.96
Stoloski & Gonzalez, Inc.		93,654.34
Town of Los Altos Hills		16,580.92
Tyson, George		1,200.00
Vargas Company	3,000.00	27,000.00
Vaughn, Melvin		200.00
Vavrinek, Trine, Day & Co.		17,894.00
Waldeck, Gary		400.00
Warren, Mark		900.00
TOTAL	632,669.31	6,752,710.14

Los Altos Hills County Fire District
May 2018 Disbursements

Stu Farwell	4,685.00	Fire Consultant Fee Apr. 2018
Jeanne Evilsizer	5,158.33	Clerk's Fee Apr. 2018
Vargas Company	3,000.00	Financial Consulting Apr. 2018
AID Mailing and Fulfillment	612.46	Brush Chipping Notice Area 6
S.P. McClenahan	20,115.00	Brush Chipping Area 4
S.P. McClenahan	63,714.00	Tree Program Area 5-6 Billing #8
Jorgenson, Siegel, McClure & Flegel	10,950.00	Legal Services Mar. 2018
Pakpour Consulting	14,113.82	Tree Program RFP
Pakpour Consulting	3,303.56	Natoma & Saddle Mtn. Hydrant Repair
Pakpour Consulting	216.56	Fire Access Road Gate
Janice Carr	800.00	Commissioners Meetings Jan-Mar 2018
Duffy Price	800.00	Commissioners Meetings Jan-Mar 2018
Roger Spreen	1,100.00	Commissioners Meetings Jan-Mar 2018
George Tyson	1,000.00	Commissioners Meetings Jan-Mar 2018
Melvin Vaughn	800.00	Commissioners Meetings Jan-Mar 2018
Gary Waldeck	400.00	Commissioners Meetings Jan-Feb 2018
Mark Warren	900.00	Commissioners Meetings Jan-Mar 2018
Michelle Wu	100.00	Commissioners Meeting Mar 2018
TOTAL DISBURSEMENTS	**131,768.73**	