

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, May 16, 2017 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

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

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

ABSENT: None

ALSO PRESENT: Chief Ken Kehmna, Assistant Chief Tony Bowden, Deputy Chief John Justice, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: There was no public comment.

3) CERT Report: a.) Calendar of Events May/June: Christie Moore reported that the calendar of events would appear monthly in the packet. Carol Starbuck, CERT Supervisor, said the Pizza Social and PG&E Lecture on May 9 had 48 people in attendance. New Emergency Preparedness Barry Stallard was introduced at the event. CERT and HAM members also participated in the Los Altos Hills Pathways Walk/Run and a search and rescue exercise. Upcoming events included the Los Altos Hills town picnic and 4th of July parade. Carol Starbuck thanked the District for their continuing support. b.) Introduction of New Emergency Preparedness Coordinator, Barry Stallard. Barry Stallard was introduced and welcomed as the new emergency preparedness coordinator for the District. Barry has over thirty years of experience working with San Jose Fire Department and retiring as a Battalion Chief. He is looking forward to working with the LAHCFD CERT group. c.) ARK Status – Chief Bowden said the ARK is progressing and there was nothing new to report.

4) Chief's Report: a.) Monthly Report for April, 2017. Chief Bowden explained there had been a fire loss total of \$6,000 for the month of April. One loss was a vehicle fire and one was due to a plugged-in battery powered leaf blower. Waldeck asked if it could be noted the exact time it takes to arrive at the emergency. Chief Bowden said they are working with Intera to capture this type of reporting. b.) Discussion of Community Wildfire Protection Plan (CWPP) and Consideration of Appointing an Ad-Hoc Committee. Deputy Chief John Justice explained that the purpose of the CWPP is to be a tool to address wildfire risk. It is to protect the infrastructure. The CWPP must agree with the subject State, Town and Fire Department. What is a wildland fire area? How can the community help itself? He mentioned that fire does not know boundaries and fire jumps from jurisdiction to jurisdiction. There is a Countywide CWPP. What are LAHCFD specific issues? The CWPP identifies concerns; it is a vehicle to make decisions in

our District. The CWPP is used to alleviate risk; it is a tool. It is good to do public outreach and get community input. Prioritize what is most important. There was discussion about the Wildland Urban Interface (WUI) area; that boundary recently had been removed from the Town of Los Altos Hills. Waldeck said by not having the WUI area was a substantial development cost difference. Price said the letter that normally went out to Town residents in the WUI area now was only sent to those within the area living in the unincorporated limits. She felt the Fire District need to play a role in the discussion of WUI within the Town limits. Spreen said it makes him think of the summer program and the value of that; what are our District's needs in high-fire season? Tyson said this discussion started with an interaction he had with Chief Kehmna recently. Chief Kehmna said it is a way to mitigate risk in the community. Use the strategic plan to manage risk over time; a local annex with Los Altos Hills, Palo Alto, Cupertino. Spreen suggested looking at other CWPP from neighboring communities and profit from their knowledge. Palo Alto is creating their own CWPP. What is the process for getting an annex CWPP? Send out notification to residents asking what their concerns are. Deputy Chief Justice would be the facilitator. Deputy Chief Justice explained that with the Countywide CWPP flyers and announcements of the meetings went out and information was posted on the website. People cannot be forced to come out. Los Altos Hills will have their own annex. Will it be combined with the LAHCFD annex? That is for the two governing bodies to decide. Commissioner Waldeck, Vaughn and Warren were interested in being part of an ad-hoc committee to discuss the CWPP.

5) Consultant Report: Projects Update dated May 1, 2017. Farwell said the brush chipping program Phase 2 was very busy in April. In the Tree Program, Area 3 & 4 was getting started now and was 12% complete. The FHRP Phase VIII was 62% complete.

6) Update on Archive Scanning for Electronic Retention: District Clerk Jeanne Evilsizer gave a summary of the District Record Scanning Project prepared by BMI Imaging Systems, Inc. She explained the preparation process for each file, document scanning, generating a searchable pdf file format, data being saved to a DVD-R or USB thumb drive. Waldeck asked if the color images could be displayed in color. Verify where the data would be stored; give a copy of the DVD-R to our webmaster for public document retrieval. Waldeck and Spreen commented that BMI Imaging Systems, Inc. had done similar work for the Town of Los Altos Hills and they had been quite satisfied. Will revisit this item at the June 20 meeting.

7) Discussion of Status of Brush Abatement Program in Fire District Area: a.) Impact of Town of Los Altos Hills' Removal of Wildland Urban Interface. Tyson explained we should communicate with our residents about fire safety in absence of the WUI designation within Los Altos Hills. Assistant Chief Bowden will be meeting with City Manager Carl Cahill. Assistant Chief Bowden explained the ordinance enforcement is on a per parcel basis; not every parcel is within the hazardous fire area. If you meet the definition as found in the ordinance then you are subject to this. Vaughn agreed to attend the meeting with Bowden, Waldeck and Carl Cahill. Spreen felt the CWPP could help with this process since a geographical location analysis would give a classification method. This way the District could describe their approach. Price said to work closely with the Fire Department and asked if the Town could go back and look at the WUI; Waldeck said this was possible. Also communicate with the residents through a letter emphasizing fire safety. Siegel stated for this season we have lost our enforcement for brush as a

public nuisance with the absence of the WUI designation in the incorporated limits of Los Altos Hills.

8) Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance: Resolution 17- 9 No action was taken as there were no brush abatement letters sent out.

9) Sub-Committee, Contract and Non-Board Committee Reports: a.) Strategic Plan – Price submitted a report to commission regarding the status of the ad-hoc committee for the strategic plan. The ad-hoc committee consists of Price, Carr and Spreen. Evaluation of priorities will be undertaken and report back to Commission accordingly.

b.) Website Update: Public Member Neil Katin mentioned the menu item on the website for CERT updates.

c.) Water Supply Sub-Committee Update: Draft Job Description for Fire/Water Consultant: Tyson reviewed the draft Project Manager – Water Infrastructure/Hydrant Flow description. The thought is to have a time and materials contract with an established hourly rate. Also, check what schedule can this person be available? Currently six entities have expressed interest. Tyson and Warren will send the job description to several possible firms and individuals. Siegel said a proposal would come at the June 20, 2017 meeting.

d.) Unified Command Committee Update – The CERT Supervisory group will work with Christie Moore and Barry Stallard. The UCC Update can be removed from future agendas.

e.) Tree Sub-Committee Report: Brush Chipping Program Update. Tyson submitted two reports: May 16 Tree Subcommittee Report and May 16 Chipping Program Assessment. Discussion ensued from both the public and Commission regarding the RFP process and current program. The RFP process for Areas 5 & 6 is to begin soon.

Tyson discussed the chipping program assessment report explaining the current program, comparable costs elsewhere, touching base with other agencies and the tree committee recommendation. The recommendation is to formalize a continued contract through June, 2019 with McClenahan's at current rates and subject to periodic review. The consensus of the Commission was to move ahead with a contract.

Siegel mentioned that Pakpour Consulting Group would be submitting a rate modification; a submittal will be made for the June 20 agenda & packet.

10) Consent Calendar: a.) Minutes of April 18, 2017; b.) Period Report 10, April, 2017.

Action: Waldeck made a motion to approve the items on the consent calendar those being the Minutes of April 18, 2017 and Period Report 10, April 2017; Price seconded the motion. **All in Favor:** Tyson, Vaughn, Carr, Warren, Spreen, Price and Waldeck. **Opposed:** None.

11) Disbursements for May 2017: Cori Vargas passed around an updated May, 2017 Disbursements list of disbursements.

12) Board Member Reports: The District Clerk passed out Foothill College parking permits to begin July 1, 2017 through June 30, 2018. Also a newspaper article regarding County Fire Offers Free Inspections printed in the May 10, 2017 Los Altos Town Crier was distributed.

13) Adjournment. By consensus, the meeting was adjourned at 8:55 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 6/20/17