

Los Altos Hills County Fire District

Minutes of a Special Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, November 22, 2016, 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 7:02 p.m.

1) **Roll Call:** **PRESENT:** Commissioners Dexter, Tyson, Vaughn, Price, Spreen & Waldeck

ABSENT: Commissioner Johnson

ALSO PRESENT: Assistant Chief Tony Bowden, Retired Assistant Chief Don Jarvis, Assistant City Manager of Los Altos J Logan, 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) **Resolution of the Board of the Los Altos Hills County Fire District Declaring Weeds or Brush Growing and/or Rubbish on Certain Described Properties to be a Public Nuisance: Resolution 16-18** The Clerk explained that the 2017 Weed Abatement Program commencement list would be presented at the January 17, 2017 meeting. Weed Abatement Coordinator Moe Kumre would also be at that meeting to answer any questions from the audience. **Action:** Price made a motion to approve the resolution of the Board of the Los Altos Hills County Fire District declaring weeds or brush growing and/or rubbish on certain described properties to be a public nuisance; Spreen seconded the motion. **All in Favor:** Dexter, Vaughn, Waldeck, Tyson, Price and Spreen. **Opposed:** None.

4) **Resolution and Approval of Fire and Emergency Medical Services Agreement Between Los Altos Hills County Fire District, City of Los Altos and Santa Clara County Central Fire Protection District. Resolution 16-19** Tyson introduced the main contract and explained that there were clarifications made to the termination language (item 12.2) as well as an additional definition of the wildland interface engine. He explained it was a three way agreement between the Los Altos Hills County Fire District, City of Los Altos and Santa Clara County Central Fire Protection District. The agreement was approved by the City of Los Altos at their last City Council meeting. **It was a ten year contract between the Los Altos Hills County Fire District, City of Los Altos and Santa Clara County Central Fire Protection District.** Tyson asked for comments. Public member Allan Epstein discussed a memo he had written concerning the EMS agreement between the three agencies and three associated MOA's between the District and County Fire. The four page memo stated questions and analysis. Mr. Epstein reviewed the eight questions and explained the bar graph comparison of four City/Districts served by Santa Clara County Fire Department. Waldeck thanked Allan for his analysis and

comments. Tyson stated the contract team had a good mix of skills: extensive fire district background from Price; career fire service expertise from Vaughn; all-encompassing fire department knowledge of Consultant Farwell and in depth statistical analysis experience from Tyson. Tyson expressed the contract team was not short-handed and tremendous time and effort went into the contract study. We expect high standards and want a fair deal for our tax payers. Spreen commented that in the go-forward he wants to be sure we are getting the standard of performance we are expecting and that the wording of our expectations is evident. Vaughn stated the Santa Clara County Fire Department is one of the few accredited departments in the state and they set the standard. The District benefits from this accreditation with the professionalism demonstrated by the department. Tyson felt the comparison of the staffing level and cost per person is fair. Price asked J Logan, Assistant City Manager of Los Altos, to explain the value per service cost analysis that the City of Los Altos performed in 2010. Jo Logan explained that the City of Los Altos hired an outside specialized fire consultant who performed a value per service study. The conclusion of the study showed that indeed Los Altos costs were very, very good for the market and that they were getting a very fair deal. Their Finance Director conducted a study as well and arrived at the same outcome. Price stressed the committee wanted something sustainable over time. Waldeck is interested in how the process evolved to help with preparation for future negotiations. Public member Allan Epstein said he does not question the decision to engage services from SCCCFPD but that he does not feel we are getting the same arrangement as the City of Los Altos and others.

Attorney Dan Siegel spoke to item 3. of Resolution 16-19 stating that any revisions made to the Agreement would only be administrative such as typo's, numbering and/or non-substantive obligations. The President is authorized to make these changes upon approval of the Fire District Attorney. There would be no changes in dollars, years or indices. **Action:** A motion was made by Vaughn to approve Resolution 16-19 for fire and emergency medical services agreement between Los Altos Hills County Fire District, City of Los Altos and Santa Clara County Central Fire Protection District; Price seconded the motion. **All in Favor:** Dexter, Tyson, Waldeck, Spreen, Price and Vaughn. **Opposed:** None.

5) Review and Consideration of Approval of First, Second and Third Memorandum of Agreement Between the Santa Clara County Central Fire Protection District and the Los Altos Hills County Fire District. Resolution 16-20, Resolution 16-21, Resolution 16-22

Tyson said the first memorandum of agreement (Reso. 16-20) was for the half-time services of a CERT Program Coordinator; he expressed support for this agreement.

Tyson reviewed the second memorandum of agreement for the services of a Battalion Chief. He stated much thought and discussion had gone into this item. Tyson further explained that City of Los Altos had been asked to assist in the cost of this position but had declined to participate. He stated how the contract team felt this position was of great importance for the District. He also said the agreement would apply a 1/15 credit of the adjusted base amount to the LAHCFD for the services of the Battalion Chief. The time frame of the SMOA shall not terminate before December 30, 2022.

The third memorandum of agreement was for additional staffing and a Wildland Interface Engine to provide supplemental services to LAHCFD during the annual season of heightened

fire danger. Tyson noted the positive impact the visibility of the vehicle patrolling through the community was for the residents. The additional staffing was supported based on the District's need.

Public member Neal Katin asked for clarification about item 4. the CERT Program Coordinator reimbursement for purchases of specialized equipment and materials that are above the base amount and unique to the CERT program, including but not limited to a vehicle for the LAHCFD CERT Coordinator.

Action: Vaughn made a motion to approve the first, second and third memorandum of agreement between the Santa Clara County Central Fire Protection District and the Los Altos Hills County Fire District and the respective Resolutions #16-20, 16-21 and 16-22; Dexter seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Waldeck, Spreen and Price. **Opposed:** None.

6)Resolution Confirming the Execution of Professional Services Agreement with S.P. McClenahan for Phases 1 & 2 of the Tree Program. Resolution 16-23 Tyson mentioned the insurance requirements for the tree program agreement. **Action:** Price made a motion to approve the resolution confirming the execution of professional services agreement with S.P. McClenahan for Phases 1 & 2 of the tree program; Vaughn seconded the motion. **All in Favor:** Dexter, Spreen, Waldeck, Tyson, Price and Vaughn. **Opposed:** None.

Tyson reviewed the tree subcommittee report dated November 22, 2016 and distributed to each Commissioner. In January, 2017 the tree program progress for areas 1 and 2 will be part of the consultant's report. Also a report on areas 3&4 RFP process will occur in January. The program is taking longer than originally expected due to the arborist's demanding workload.

7)Consideration and Authorization of Expenditure to Procure a Computer for Ross Pounds, Emergency Preparedness Coordinator, and to Update the Mac Mini at a Total Expense Not to Exceed \$4,000. Tyson explained this was for the replacement of an old computer and an update to the Mac Mini for the Board Room. **Action:** Waldeck made a motion to approve the expenditure to procure a computer for Ross Pounds, Emergency Preparedness Coordinator, and to update the Mac Mini at a total expense not to exceed \$4,000; Dexter seconded the motion. **All in Favor:** Tyson, Price, Spreen, Waldeck, Vaughn and Dexter. **Opposed:** None.

8) Chief's Report: a.) Monthly Report for October, 2016 Assistant Chief Tony Bowden asked if there were any questions on the monthly report for October. He explained that a Good Intent Call wasn't a fire or emergency call but could be a welfare check. b.) Engine 374 Summary for October, 2016 Assistant Chief Bowden said the extra summer staffing ended in October.

9) Consultant Report: a.) Projects Update November 1, 2016 Farwell stated that brush chipping in area 5 had been completed. He mentioned that many eucalyptus trees had been removed in October. Tree work in areas 1 & 2 would begin soon. Farwell noted the insurance requirements for the Fire Hydrant Replacement Project Phase VIII were still being worked on.

Cori Vargas reviewed the Financial Amendment to Consultant Report Tree Program Report of October 31, 2016. Spreen discussed the eucalyptus tree program expenditures.

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

- a.) Strategic Plan: At this time Price expressed there was nothing to report. b.) Unified Command Committee: Price stated the work of the UCC committee will formally dissolve on March 31, 2017. Price referred to her handout dated November 22, 2016 regarding the UCC meeting held on November 15. She stated Ross Pounds would report to the District via the Chief in January. The current plan is that he would be reporting on a quarterly basis to the District. Price mentioned that the ARK would be moving from its' current location and Foothill College will cover the costs of that move. She discussed the upcoming Joint Volunteer Awards luncheon on December 9, where four CERT Supervisors would be presented with an award.
- c.) Website Update: Spreen reported he had met with Ross Pounds, Neal Katin and Dave Snow regarding the Wiki. Dave Snow is going to put together a proposal containing specifications for \$1,500. The hard cost for modules needed is around \$500 and a reoccurring annual fee of \$70.
- d.) Current Contracts: Direction on Auditing Contract Regarding FY 2016/17 Audit, FY 2017/18. The consensus of the Commission was to continue with Vavrinek, Trine, Day & Company, LLP for the fiscal years ending June 30, 2017 and June 30, 2018.

11) Consent Calendar: a.) Minutes of October 18, 2016 Regular Meeting b.) Minutes of November 9, 2016 Special Meeting c.) Period 4 Financial Report October, 2016. **Action:** Spreen made a motion to approve the consent calendar containing the minutes of Regular Meeting October 18, 2016; minutes of Special Meeting November 9, 2016 and Period 4 Financial Report October, 2016; Dexter seconded the motion. **All in Favor:** Tyson, Dexter, Spreen, Vaughn, Price and Waldeck. **Opposed:** None

12) Disbursements for November, 2016: Cori Vargas passed out an updated list of disbursements for November, 2016.

13) a.) Term Expiration Update – The Clerk explained that there would be an advertisement placed in the Los Altos Town Crier in December, she had let the City Clerk know in Los Altos Hills, the vacancies would be posted on the website and the City Clerk in Los Altos Hills would put a notification on the Nextdoor site within the District. She reminded the Commissioners that two vacancies were for Los Altos Hills residents, one vacancy was for a resident of the unincorporated area of the District.

The Clerk gave a brief summary of her recent coursework completed at the California Special District Associations Board Clerk Conference on November 15 & 16. A certificate of completion and summary was distributed to the Commissioners.

The Commissioners agreed by consensus to cancel the December 20, 2016 meeting.

14.) Adjournment: The meeting was adjourned by consensus at 9:00 p.m.

Prepared by,
Jeanne Evilsizer
District Clerk

Approved 1/17/17

