

# County of Santa Clara

## Board of Supervisors

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110-1770  
(408) 829-3344 TDD 993-8272

Contract Auditor: Harvey M. Rose Associates, LLC  
E-mail: cheryl.solov@bos.sccgov.org

November 3, 2021

**To:** Board of Supervisors  
Finance and Government Operations Committee  
Housing, Land Use, Environment, and Transportation Committee

**From:** Cheryl Solov   
Board of Supervisors Management Audit Manager

**Subject:** Los Altos Hills County Fire District Report Back on Implementation of Audit Recommendations Through the Management Audit Division

At the October 6, 2020 Board of Supervisors regular meeting, at the request of Supervisors Ellenberg and Simitian, the Board directed the Los Altos Hills County Fire District (LAHCFD) to report on a monthly basis until October 2021 through the Finance and Government Operations Committee (FGOC) and the Housing, Land Use, Environment, and Transportation (HLUET) Committee regarding progress toward implementing the LAHCFD Management Audit recommendations as approved by the Board of Supervisors. This is the 12<sup>th</sup> and final report pursuant to that Board direction.

Based on our review of the LAHCFD's actual spending, its actual contracting, its use of County Counsel for its legal services, its adoption of improved record-keeping policies and practices, and the elimination of its private tree program in favor of more aggressive efforts to mitigate severe fire risks, all of the LAHCFD audit recommendations as approved by the Board of Supervisors have been implemented.

The remainder of this memorandum summarizes our review of actions taken by the LAHCFD as of November 3, 2021, organized by section of the audit report.

### Section 1. Use of District Funds

#### *Management Audit Division verified actions taken by the Fire District:*

- Authorized execution of an agreement with the County of Santa Clara, effective August 19, 2020, for exclusive legal services counsel (Approved LAHCFD Resolution 20-29)
- Terminated private legal counsel (Approved LAHCFD Resolution 20-30)
- Our review of a sample of expenditures posted to the County financial system

#### **Board of Supervisors:**

Mike Wasserman  
District 1

Cindy Chavez  
District 2

Otto Lee  
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Susan Ellenberg  
District 4

S. Joseph Simitian  
District 5

**County Executive:** Jeffrey V. Smith

through November 3, 2021 indicates that expenses relate to contractual agreements, which have been reviewed by County Counsel, for services pertaining to District functions and District-owned infrastructure. The District has fully addressed our findings and recommendations pertaining to use of its funds.

## Section 2. Use of District Funds for Private Tree Services

*Management Audit Division verified actions taken by the Fire District:*

- Removed the dead/dying Eucalyptus tree removal program from the Fire District's website <https://www.lahcfd.org/programs-for-residents/>
- Our sample review of contract expenditures processed in FY 2020-21 through November 3, 2021 did not identify any expenditures for private tree services. The Fire District is providing brush chipping and defensible space services to the community through a contract with the non-profit Santa Clara County Fire Safe Council. The District has fully addressed our findings and recommendations pertaining to its previous private tree services.

## Section 3. Brown Act Compliance

*Management Audit Division verified actions taken by the Fire District:*

- Authorized execution of an agreement with the County of Santa Clara, effective August 19, 2020, for exclusive legal services counsel (Approved LAHCFD Resolution 20-29)
- Terminated private legal counsel (Approved LAHCFD Resolution 20-30)
- County Counsel's provision of services to the Fire District have been confirmed to us by the County Counsel's Office
- Transferred District legal records in hardcopy files from private legal counsel to County Counsel; the District furnished records documenting the transfer of files. The District has fully implemented this recommendation.

## Section 4. Fire Prevention Programs Are Not Aligned with Fire Risks

*Management Audit Division verified actions taken by the Fire District:*

- Adopted revised Annex 4 to the Santa Clara County Wildfire Protection Plan and Addendum as the LAHCFD Community Wildfire Protection Plan (CWPP) (Approved LAHCFD Resolution 19-21). Based on our review of invoices, as previously noted, the Fire District is providing hazard-reduction services, such as brush chipping, through the Santa Clara County Fire Safe Council. Beyond this, the District has continued to focus on high-risk areas for mitigation efforts. The effort to target fuels along the Moody-El Monte evacuation route is exactly the sort of focused effort the audit team was hoping would come of the recommendation we made. As such, the District has fully implemented this recommendation.

## Section 5. Fire District Compliance with State and Local Procurement Requirements

*Management Audit Division verified actions taken by the Fire District:*

- The previously mentioned changes provide for County Counsel to review and approve contracts as to form and legality.

- In keeping with our recommendations to improve the District’s recordkeeping practices, at its meeting of September 21, 2021, the LAHCFD Commission amended the District’s “Records Management, Retention and Retrieval Administrative Policy” as part of its agenda Item 4. The audit identified a practice in which the District was not consistently, independently retaining records related to procurement activities carried out by its vendors. These records were instead held by the private vendors who worked on the procurement efforts, and retained records were often in hard copy in boxes. The policy adopted by the LAHCFD Commission on September 21, 2021 includes the following requirements that relate to this recommendation:

“C. Bid and Bid Process Records:

- i. Engineering and construction bid records and bid process documents produced by third party vendors are retained in the District’s online shared file sites for upload, retrieval, and storage.
  - ii. The documents stored in the online shared file sites are to be copied into the District’s cloud storage system for backup, retrieval, storage, and production of documents when necessary.”
- In addition, the District has contracted for digitization of its records and has contracted for assistance with record-keeping practices. As part of our review process, we conducted interviews and reviewed electronic records to verify that the District is in fact retaining records pertaining to contracting activities carried out by third parties, that it developed and approved the above policy, and that its personnel understand the need for independent retention of these records. Based on our review of the District and Commission actions, the audit recommendations pertaining to record-keeping have been fully implemented.

Regarding the LAHCFD Management Audit as a whole, all of the recommendations as approved by the Board of Supervisors have been implemented. We appreciate the assistance of the LAHCFD throughout this verification and review process.

# County of Santa Clara

## Board of Supervisors

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Contract Auditor: Harvey M. Rose Associates, LLC  
E-mail: [cheryl.solov@bos.sccgov.org](mailto:cheryl.solov@bos.sccgov.org)

October 27, 2021

**To:** Board of Supervisors

**From:** Cheryl Solov   
Board of Supervisors Management Audit Manager

**Subject:** Los Altos Hills County Fire District Report Back on Implementation of Audit Recommendations Through the Management Audit Division

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Based on our review of the LAHCFD's actual spending, its actual contracting, its use of County Counsel for its legal services, its adoption of improved record-keeping policies and practices, and the elimination of its private tree program in favor of more aggressive efforts to mitigate severe fire risks, all of the LAHCFD audit recommendations as approved by the Board of Supervisors have been implemented.

At its October 14, 2021 meeting, FGOC directed that the Management Audit Division receive all District records pertaining to procurement of goods and services for 12 months, following preparation of an off-agenda memo regarding the procurement records monitoring, with a report back due to FGOC at nine months (June 2022.)

At its October 27, 2021 meeting, the HLUET Committee directed the Management Audit Division to place the October 2021 monthly report on the November 2, 2021 Board of Supervisors agenda so the Board may receive the report from the Management Audit Division and the Los Altos Hills County Fire District relating to implementation of Management Audit Division recommendations, and consider accepting the Management Audit Division determination that all of the Los Altos Hills County Fire District audit recommendations as approved by the Board of Supervisors have been

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implemented.

The remainder of this memorandum summarizes our review of actions taken by the LAHCFD as of October 1, 2021, organized by section of the audit report.

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Regarding the LAHCFD Management Audit as a whole, all of the recommendations as approved by the Board of Supervisors have been implemented. We appreciate the assistance of the LAHCFD throughout this verification and review process.



Date: Sept. 30, 2021

To: Finance and Government Operations Committee (FGOC)  
Housing, Land Use, Environmental and Transportation Committee (HLUET)  
Cheryl Solov, Contract Management Audit Manager

From: Mark Warren, Board President, Los Altos Hills County Fire District  
J. Logan, General Manager, Los Altos Hills County Fire District (LAHCFD or District)

RE: LAHCFD September 2021 Report and Slide Presentation to Management Audit  
Division, FGOC and HLUET Committees

This Cover Memorandum will serve to transmit the LAHCFD September 2021 Monthly Report and the slide presentation, requested by FGOC Chair Supervisor Lee, pertaining to the Management Audit progress report to FGOC and HLUET Committees.

The attached September Report and slide presentations are to be included in the agenda files for FGOC on October 14, 2021 and HLUET on October 27, 2021 Committee meetings.

Thank you.

Attachments:

1. LAHCFD September Monthly Report
2. LAHCFD September slide presentation

cc:

Jeff Smith, County Executive  
James Williams, County Counsel  
Christopher S. Cheleden, Lead Deputy County Counsel  
Steve Mitra, Assistant County Counsel



## RECORDS STATUS SUMMARY REPORT

**DATE:** September 22, 2021

**TO:** Cheryl Solov, Contract Management Audit Manager

**FROM:** J. Logan, General Manager

**SUBJECT:** LAHCFD Final Records Status Summary Report

At its September 21, 2021 Regular Commission meeting, the Los Altos Hills County Fire District (LAHCFD) Board of Commissioners approved the Administrative Policy for District Records Management and Retrieval Procedures and approved expenditures for scanning services of District invoices and financial related records with an imaging contractor. Shared drive folders for vendors to download bidding and bidding process records were established in September and documents were uploaded by the vendors and will continue to be uploaded as new documents are created. Thus, District staff will have bidding and bidding process documents accessible for download into District digital backup, storage and retrieval files.

The District Administrative Policy provides purpose and scope of the Policy, history of records organization and digitization process, records management policy, definitions, and attachment documents that include Resolution No. 17-20, Records Retention Schedule and Retention Legend. All are attached to this Summary Report.

Management Audit Recommendation 5.2 states:

Regularly scan and store its official records – including bids for contracts - in an electronic database or other central repository and ensure that they are not held at contractors’ residences or private offices or not retained at all. (Priority 2)

It is LAHCFD hope that these remediations, procedures and Board approved Records Administrative Policy fulfill the Management Audit Division requirements and District records are now compliant with Management Audit Recommendation 5.2.

### Attachments

1. LAHCFD Records Management, Retention and Retrieval Administrative Policy
2. Resolution No. 17-20
3. Records retention Schedule, V7
4. Retention Legend



# Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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## **Records Management, Retention and Retrieval Administrative Policy**

### **PURPOSE AND SCOPE**

The purpose of this policy is to set forth a Records Management, Retention and Retrieval Administrative Policy (Policy) for the Los Altos Hills County Fire District (LAHCFD or District), its officers and employees. The Policy sets forth procedures to properly retain, retrieve and manage District records. The Policy provides District staff with guidelines on how to properly maintain, store and organize District records. The Policy provides compliance with laws that govern the retention and management of those records that qualify as “Official Records” as defined in “DEFINITIONS. Finally, the Policy provides historical background for the digitization, storage and maintenance of District records prior to the adoption of this policy.

This Policy applies to all records generated, prepared, authorized, produced, owned, used, created, retained, or received by the District during the ordinary course of District business, provided those records are within the possession, custody, or control of the District.

### **HISTORY**

#### *Records, Prior to March 2020*

Prior to the adoption of this Policy, the District’s hardcopy records were digitized. A digitization process occurred in June 2019 and was performed by an imaging systems vendor. District records stored at the El Monte Fire Station and in other locations that were dated from the beginning of the records storage process and up to June 2019, were digitized and stored on the District’s cloud storage system. A backup of these digital records is also stored on a separate storage drive located the professional business offices of the District’s Financial Consultant.

The hardcopies of these digitized records are at the El Monte Fire Station, stored in sixteen bankers boxes with lids. The records are sorted and separated by labeled pages. Oversized documents, such as maps are rolled and stored in one tall box with dividers. The contents of this box are indexed and listed on the lid of the box.

Subsequent to June 2019 and through March 2020, District records were digitized, backed up on the District’s cloud storage system and hardcopies were stored in a file cabinet in a lock room at the El Monte Fire Station. The District retained a Records Consultant in February 2021 to work with District staff to review and update the records management and retention system. All files were converted to optical character recognition (OCR) files for efficient and effective document searches. Naming conventions were established for all District governance records. Upon determining the naming conventions, previously digitized records were renamed so that all past, present, and future documents follow these parameters. Additionally, the records consultant worked with staff to create an organized file and storage hierarchy to further streamline document storage and retrieval.

#### *Records, Since March 2020*

Beginning in March 2020, District staff and Commissioners no longer had access to the El Monte Fire Station, due to the onset of the COVID-19 pandemic. Hardcopy records generated by the

# Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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District since March 2020 are stored in a single bankers box, which is kept at the professional business offices of the District's Financial Consultant. Once access to El Monte Fire Station is permitted, these records will be transferred to the El Month Fire Station for storage. The documents generated since March 2020 have been digitized and uploaded to the District's cloud storage system.

## *Legal Records from Prior District Legal Counsel*

District legal records were housed in the professional business offices of the District's previous legal counsel. Upon termination of the contract with previous legal counsel, those records, consisting of nine bankers boxes were transferred to the offices of the District's new, exclusive legal counsel, the Office of County Counsel. The records were digitized in May 2021 by an imaging systems vendor. The digitized records are stored in both the District's cloud storage system and at the Office of County Counsel. Backups of these digital records are also stored on a separate drive located at the professional business offices of the District's Financial Consultant. Once organization of the digital records are completed, the hardcopies will be returned from the Office of County Counsel and will be stored in the lock storage room at the El Monte Fire Station.

## *Financial Records*

In 2015, the District's Financial Consultant assumed the duties of processing invoices from the District Clerk. Financial records prior to 2015 were digitized during the June 2019 digitization project. Hardcopy financial records since 2015 are stored in binders, organized by month and year at the Financial Consultant's professional business offices. These financial records include, invoices, monthly financial packets, monthly county general ledger reports, and employee timecards. Hiring documents (such as W-4, I-9, and photocopies of employee IDs) are in separate employee files.

Prior to March 2020, original hardcopies of invoices were required and delivered to the County Controller, Treasurer Office. The District retained a photocopy of the invoices. Since March 2020, the invoices have been scanned and emailed to the County Controller, Treasurer Office, with original copies retained by the District. These hardcopy invoice records are being processed for digital scanning and organization by an imaging systems vendor.

## **POLICY**

### **A. Records Management**

- i. District records are stored according to the District's Retention Policy, Resolution 17-20. In addition to original hardcopy records, District records are stored in digital form in the District's cloud storage system.
- ii. No hardcopy records are stored in home offices.
- iii. Backup of digitized records are retained on a separate storage drive.
- iv. Monthly District governance documents, such as agendas, minutes, agenda materials, contracts, resolutions, and documents are digitally transmitted to the Office of the Clerk of the Board of Supervisors and maintained in accordance with the Clerk of the Board's systems. Agenda documents are uploaded to both the County of Santa Clara Board of Supervisors & Boards and Commissions Meeting Portal and the District's Governance - Commission Meetings page. These records

# Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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are available to the public on either webpage.

v. **File Plan:**

Documents are organized and stored according to the District's File Plan

<b>Commission Meetings</b> <ul style="list-style-type: none"><li>•Minutes</li><li>•Resolutions</li><li>•Staff Reports/Presentations</li><li>•Supplemental</li><li>•Complete Packets</li></ul>
<b>Annual Reports</b>
<b>Contracts</b> <ul style="list-style-type: none"><li>•Procurement<ul style="list-style-type: none"><li>•ICP</li></ul></li><li>•Agreements<ul style="list-style-type: none"><li>•Contractor (Agreement, COI, AI, W-9)</li></ul></li></ul>
<b>Programs</b> <ul style="list-style-type: none"><li>•Defensible Space Brush Chipping Program</li><li>•IHFR</li><li>•CERT</li><li>•Communications</li><li>•HIZ</li><li>•Monthly Drop-off</li></ul>
<b>Financial</b> <ul style="list-style-type: none"><li>•Audits</li><li>•Annual Reports</li><li>•Vouchers/Invoices</li><li>•Financial Statements</li><li>•Journal Entries</li></ul>
<b>Operations</b> <ul style="list-style-type: none"><li>•FAIRA Insurance</li><li>•Workers Compensation</li><li>•Consultants<ul style="list-style-type: none"><li>•W-9, vendor maintenance forms, other</li></ul></li><li>•General Correspondence</li></ul>
<b>CPRAs</b>
<b>Historical</b>

# Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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- vi. Naming conventions:  
Legislative documents must follow the District's established naming conventions

Contracts – Employees and Independent Consultants

- YEAR-00X\_Employment\_LastName-FirstName\_YEAR-MO-DY
- YEAR-00X\_Employment\_LastName-FirstName-2<sup>nd</sup>\_YEAR-MO-DY

Contracts – Contractors and Professional Services

- YEAR\_00X\_VendorName\_Project\_YEAR-MO-DY

Bid Proposals

- Bid\_YEAR-MO-DY\_Title/Project

Agendas

- Agenda\_YEAR-MO-DY

Minutes

- Minutes\_YEAR-MO-DY

Resolutions

- Resolution\_YEAR\_NO\_Title

Staff Reports/Presentations

- Agenda\_Report\_YEAR-MO-DY\_Title

Agenda Packets

- Packet\_YEAR-MO-DY

Annual Reports

- Annual\_Report\_YEAR-MO-DY\_Title

ETC.

## B. Financial Records

- i. The District's revenues and expenditures are entered into QuickBooks bookkeeping software, which is maintained at the Financial Consultant's professional business offices. This allows for easy search and location of records by specific criteria (for example, records can be searched by vendor, income/expenditure account classification, dollar amount, etc.).

## C. Bid and Bid Process Records

- i. Engineering and construction bid records and bid process documents produced by third party vendors are retained in the District's online shared file sites for upload, retrieval, and storage.

## Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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- ii. The documents storage in the online shared file sites are to be copied into the

District's cloud storage system for backup, retrieval, storage, and production of documents when necessary.

### DEFINITIONS

- A. "Records" are synonymous with documents and include, but are not limited to, any handwriting, typewriting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing; any form of written communication or representation, including letters, words, pictures, symbols, or combinations; and any record thereby created, regardless of the manner in which the record has been stored or its physical form or characteristics. Records include "electronically-stored information."
- B. "Electronically-Stored Information" consists of Records stored on a computer or created using a computer, or any other electronic medium or device for electronic processing, which requires a computer or other electronic medium or device to display or process the Records.

Electronically-Stored Information includes, but is not limited to, e-mails, text messages, instant messages, digital images, voicemail, photographs, sound recordings, compact disks, audiotapes, videotapes, spreadsheets and other data or data compilations stored in any electronic medium from which information can be obtained. Electronically-Stored Information also includes electronic information created through the use of, and contained in, Social Media Applications.

- C. "Official Records" are Records in the custody of the District that meet any of the following criteria: (1) the Record was prepared to disseminate information to the public; (2) the Record was prepared and retained to memorialize an official transaction; (3) the Record is required by law or regulation to be retained; or (4) the Record is necessary to the discharge of a District employee's official duties and was made or retained for the purpose of preserving its informational content.

Official Records do not usually include preliminary drafts, notes, or memoranda. But preliminary drafts, notes, or memoranda used in the preparation of Official Records may themselves be Official Records when their retention is necessary to disseminate information to the public, to memorialize an official transaction, or to the discharge of a District employee's official duties and was made to preserve their informational content. Official Records also do not include personal communications that do not meet one of the criteria above.

An email may or may not constitute an Official Record. When an email is sent to others simply to communicate messages, and not for one of the purposes described above (e.g., to disseminate information to the public), the email likely is not an "Official Record."

## Los Altos Hills County Fire District

*Records Management, Retention and Retrieval Administrative Policy: Approved by LAHCFD Board of Commissioners at a Regular Commission meeting on September 21, 2022*

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- D. "Records Retention and Destruction Schedules" are written statements of retention and destruction requirements that apply to District Records. The schedules specify the length of time that Official Records must be maintained before destruction. The District's Retention and Destruction Schedule reflects retention and destruction requirements for general categories of District Records. The District's Record Retention and Destruction Schedule is provided in Resolution No. 17-20.

Attachments:

1. Resolution No. 17-20
2. Records Retention Schedule, V7
3. Retention Legend

**Resolution No. 17-20**

**BEFORE THE COMMISSION OF  
LOS ALTOS HILLS COUNTY FIRE DISTRICT  
SANTA CLARA COUNTY, STATE OF CALIFORNIA**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING  
DESTRUCTION OF CERTAIN DISTRICT RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Los Altos Hills County Fire District; and

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district; and

**WHEREAS**, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the district or public may be destroyed; and

**WHEREAS**, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

**WHEREAS**, the District has previously adopted a retention schedule, and has determined a need to modify it;

**NOW, THEREFORE, THE COMMISSION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Commission finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule

Exhibit A will not adversely affect any interest of the District or the public, and that this Records Retention Schedule supersedes any previously adopted records retention schedule.

**Section 2.** The records of the Los Altos Hills County Fire District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, without further action by the Commission of the Los Altos Hills County Fire District.

**Section 3.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 4.** The District Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Commission of the Los Altos Hills County Fire District on September 19, 2017, by the following vote:

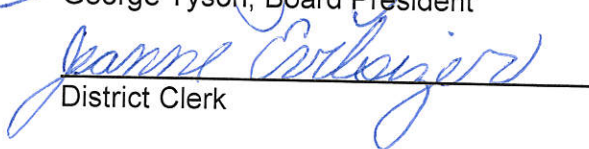
**AYES:** Commission Members- Carr, Spreen, Waldeck, Tyson, Warren

**NOES:** Commission Members- None

**ABSTAIN:** Commission Members- None

**ABSENT:** Commission Members- Price, Vaughn

  
George Tyson, Board President

  
District Clerk



## RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-001	Agendas & Agenda Packets - District Commissioners	10 years	Yes: Before Meeting Date	Mag, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / District Clerk	RRS-002	Agreements & Contracts (All are attached to a Resolution)	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After Completion	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §60201 et seq.
Admin. / District Clerk	RRS-003	Audio Digital Recordings District Commission meetings	1 year		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
Admin. / District Clerk	RRS-004	Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; District Clerk retains original permanently; GC §60201 et seq.
Admin. / District Clerk	RRS-005	Backups (Computer) Network, All Files on Shared Drives (Incremental)	When No Longer Required	Yes	Mag			Used for Disaster Recovery Purposes only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60201 et seq.
Admin. / District Clerk	RRS-006	Bank Deposits / Deposit Slips	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Admin. / District Clerk	RRS-007	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Department Preference; District Clerk maintains originals; longer for administrative value; GC §60200

## RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-008	Claims & Litigation	Final Disposition + 5 years	Yes: Until Final Disposition	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 60201 et seq.; PC §832.5
District Engineer	RRS-009	Construction Projects / Pipelines (Cal Water, Purissima, etc.)	Completion + 5 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts, Copies, Non-records (Cal Water / Purissima holds the originals); GC §60201 et seq.
Admin. / District Clerk	RRS-010	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §60200
Admin. / District Clerk	RRS-011	Correspondence - <b>Establishing Policy</b> (documents formation of policies or decision making process - e.g., Policy for using facilities)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose Superseded + 2 or 5 years; GC §60201
Admin. / District Clerk	RRS-012	Correspondence - <b>ROUTINE</b> (e.g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, Weed Abatement, Unsuccessful Proposals, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

## RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-013	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting that is NOT made or retained for the purpose of preserving the informational content for future reference, logs, mailing lists, meeting room registrations, supply inventories, text messages, transmittal letters, thank yous, undeliverable envelopes, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their <b>CONTENT</b>. Records where either the <b>Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference E-mails or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved</b> by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California 2017</p>
Admin. / Financial Consultant	RRS-015	County Vouchers (Accounts Payable Authorizations with Invoices, Fiscal Reports & General Ledger (GL))	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	<p>May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)</p>
Admin. / District Clerk	RRS-016	Deeds, District Lot, Property Titles, Property Acquisitions, Conveyances, Annexations to the District, etc.	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(8)

**RECORDS RETENTION SCHEDULE**

Dept.	RRS #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-017	District Logo	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
Admin. / District Clerk	RRS-018	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254
Admin. / District Clerk	RRS-019	Ethics Training Certificates / Harassment Prevention Training Certificates	5 years		Mag Ppr			GC §53235.2(b); 53237.2(b)
Admin. / District Clerk	RRS-038	Fire Hydrant Testing	10 years		Mag Ppr			GC §60201 et. Seq.
Admin. / District Clerk	RRS-020	Fire Station Construction / CIP (Capital Improvement Project) Files - Administration File:  Project Administration, Advertising, Certified Payrolls, Confined Space Entries, Complaints (project-related), Cost of Construction, Insurance Certificates from Contractors, Labor Compliance, Logs, Meeting Minutes, Performance Bonds/Surety, Project Security files, Project Schedules, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60200, Contractor has retention requirements in 48 CFR 4.703
Admin. / District Clerk	RRS-021	Fire Station Construction / CIP (Capital Improvement Project) Files - Permanent File:  Specifications, RFIs/RFPs, Change Orders, Materials Testing Reports, Notice of Completion, Soils Reports, Structural Calculations, Surveys, Submittals, Materials Submittals, Record Drawings ("As-Builts"), etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-022	Fixed Assets (Furniture, Tables, Copier, etc.)	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Admin. / District Clerk	RRS-040	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; PUBLIC OFFICIALS</b> (specified in the District's Conflict of Interest code) - <b>ELECTRONICALLY FILED</b>	10 years		Mag			Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
Admin. / District Clerk	RRS-023	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; PUBLIC OFFICIALS</b> (specified in the District's Conflict of Interest code) - PAPER FILED	7 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference (Public Officials are only required for 4 years); GC §81009(e)(g), GC §81009(f)(g)
Admin. / District Clerk	RRS-024	Historical Records (Byrne Preserve Study, etc.)	P		Mag, Mfr, OD, Ppr	S	No	District Clerk Determines Historical Significance; GC §60201
Admin. / District Clerk	RRS-039	Insurance Certificates (for Vendors)	11 years		Mag, Ppr			Department preference to cover all statute of limitations; CCP§ 337 et seq., GC §60201(d)(3)
Admin. / District Clerk	RRS-025	Minutes: District Commissioners	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
Admin. / District Clerk	RRS-026	Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Admin. / District Clerk	RRS-027	Notices: Affidavits of Postings and Publications, Bid Notices, Legal Notices, etc.	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / District Clerk	RRS-028	Ordinances	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE**

Dept.	RRS #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-041	Personnel Files - <b>Employees</b> Includes I-9s, Oaths of Office, Performance Evaluations. W-4s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113, GC §3105; LC §1198.5
Admin. / District Clerk	RRS-029	Press Releases	2 years		Mag, Ppr			GC §60201 et seq.
Admin. / District Clerk	RRS-030	Public Education, Public Training Classes (Defensible Space, Fire Extinguishers, Brochures Written by the District, etc.)	P		Mag, OD, Mfr, Ppr	S	Yes: After QC & OD	Maintain 1 copy for historical purposes; GC §60201 et seq.
Admin. / District Clerk	RRS-031	Public Records Act Requests	2 years		Mag, Ppr			GC §60201(d)(5)
Admin. / District Clerk	RRS-032	Records Destruction Authorization Forms	10 years		Mag, OD, Mfr, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201(b)(1)(B)
Admin. / District Clerk	RRS-033	Records Retention Schedules	P		Mag, OD, Mfr, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201(b)(1)(B)
Admin. / District Clerk	RRS-034	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports	When No Longer Required - <b>Minimum of Superseded</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documents of historical significance should be retained longer; GC §60201
Admin. / District Clerk	RRS-035	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (Byrne Preserve Study, etc.)	Minimum 2 years		Mag, Ppr			GC §60201

## RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description		Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			<b>Total Retention</b>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>								
Admin. / District Clerk	RRS-036	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
Admin. / District Clerk	RRS-037	Software Licenses / Software and Hardware Manuals	When Superseded or Replaced		Mag, Ppr			Department Preference (Preliminary documents); the Lead Department should print out historical documents prior to replacing the data; GC §60200, 60201 et seq.

# RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the Board Secretary.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record should be microfilmed

**Destroy Paper after Imaged & QC’d:** “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

**Legend for legal citations** (§: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
USC: United States Code (US)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)





# Los Altos Hills County Fire District

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Included with the September Monthly Report  
to FGOC, October 14, 2021, and HLUET,  
October 27, 2021

# District Ad Hoc CWPP/IHFR Subcommittee Report

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- Los Altos Hills Rancho San Antonio Strategic Community Fuel Break (LAHSB) Proposal was submitted to Midpeninsula Regional Open Space District (Midpen) for strategic fuel break treatments along shared borders.
- The proposal is comprised of 5 sub-projects, which would form defense of various fuel reduction treatments and vegetation mitigation strategies, using the natural landscape of the area
- Short-Term & Long-Term Plan of action

This project will enhance wildfire resiliency and public safety for the community and increase safety and operational effectiveness for fire agencies operating along the District and Midpen shared borders. Outreach to homeowners that abut the boundaries is planned. Fire access roads will be reviewed for construction of evacuation routes and areas to stage fire crews.

# Moody/El Monte Roads Evacuation Route and Road Hardening Project

- Project will remove hazardous fire fuel vegetation from the public right of way (ROW) and from residential frontage property abutting the ROW.
- Hazardous fuel reduction treatment is prescribed and managed by Santa Clara County FireSafe Council,
  - Removes fire fuels within 30-50 feet of roads and driveways and 100 feet of homes or other structures
  - Additional treatment up to 200 feet below homes on steep slopes
  - This hazardous fuel reduction treatment prescription includes removal of small trees under 6' in diameter, removal of dead trees up to 20 to 30 feet (depending on location conditions) and no more than 12 inches in diameter,
  - Removal of smaller trees to create spacing between tree canopies or shrub groups and other hazardous brush and tree limb removal
- Project goals are to trim woody vegetation, prune trees, clear dead material and clear any hazardous trees that may fall onto the roads
- The prescribed evacuation route and road hardening tree removal treatment is expressly designed to improve the ability of the properties, residents and travelers in the designated evacuation route of the Fire District to survive wildfire
- These efforts include tree pruning and removal to reduce the amount of flammable material
- Public funding of such services will result in demonstrably reduced overall fire risk within the District
- Vegetation hazardous fire fuel removal treatment plan is compliant with Recommendation 2.1

# Records Management

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## LAHCFD Board approved Administrative Policy for District Records Management & Retrieval Procedures

- Hardcopies of District records are digitized
- Hardcopies are stored at El Monte Fire Station, which remains inaccessible due to COVID-19 restrictions
- LAHCFD legislative documents are transmitted to Clerk of Board of Supervisors and maintained in accordance with Clerk of the Board's Systems
- Bid documents from 3<sup>rd</sup> party vendors are on shared drives and downloaded to District files for storage, retrieval and backup
- Legal records from prior District Legal Counsel were digitized May 2021 and are available to LAHCFD Clerk and County Counsel Office (CCO) and each has separate drives for backup; hard copies are stored at CCO
- Certain financial records are stored at District Financial Consultant's professional business office since March 2020; Prior to 2020, certain original hardcopies were delivered to County Controller and Treasurer Office; District accounting software and bookkeeping processes are stored at Financial Consultant's professional business office; certain invoices are being digitized
- District retained a records consultant who works with District staff to review and update records management system

End of Report

Questions / Comments

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
<b>Section 1: Use of Fire District Funds</b>			
<i>The Board of Supervisors should:</i>			
1.1	Direct County Counsel to review and report to the Board of Supervisors its assessment of whether the making of agreements, donations or loans resulting in Fire District subsidies of other entities' capital projects has been consistent with all applicable legal requirements. This review should include any new proposed agreements or expenditures. (Priority 1)	<p><b>LAHCFD agrees.</b></p> <p>District agrees with recommendation to direct County Counsel to review and report its assessment, including new proposed agreements or expenditures, to the Board of Supervisors. Pending this assessment and report, the District requests immediate assistance from County Counsel for the review of other agencies' capital improvement projects that are currently underway or in the design and pre-construction phase and that immediately impact District fire hydrants and equipment. County Counsel review is requested as a priority to guide the District Board of Commissioners. During the fire season, decisions on these projects are urgent. If County Counsel is not immediately available due to County- wide demands or resources, the District Board of Commissioners wishes to proceed in a manner consistent with fire protection and safety based on engineering and fire-safety reports.</p>	<p><b>September 2021:</b></p> <p>At the September 21, 2021 Commission meeting, the Board of Commissioners took action to approve a change order to an agreement and approve expenditures for District records scanning that were reviewed by County Counsel.</p> <p><b>Background:</b> At the August 17, 2021 Regular Meeting, The Commission received an update on a District hydrant project that is in the design phase due to a Purissima Hills Water District (PHWD) water main improvement CIP. A site-walk with District staff and PHWD engineer occurred on August 20, 2021.</p> <p>A County Deputy Fire Marshal reviewed the hydrant addition and relocation plans. Once the design is completed, the Board of Commissioners will receive a report and subsequent request to approve a reimbursement agreement, approved as to form and legality by County Counsel, for the addition and relocation of District hydrants in the CIP project. No expenditures will be made by the District to fund PHWD's portion of the construction project.</p> <p>At the July 27, 2021 Special Meeting, the Board of Commissioners took no actions pertaining to agreements with other agencies or capital projects. There were no agreements approved in July with other agencies.</p> <p>At the June 15, 2021 Commission meeting the Board of Commissioners (Board): 1) approved an award to the lowest responsive responsible bidder of an on-call contract for repair and replacement services for damaged District owned hydrants and appurtenances in an amount not to exceed Seventy-Five Thousand Dollars (\$75,000) for FY21/22 that has been approved by County Counsel as to form and legality. The procurement, Invitation to Bid and selection process are detailed below in the April 20, 2021</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>Board action. 2) received notice that the General Manager executed an agreement with DACO Construction for services to repair a struck District owned hydrant at Bassett Lane and Rhus Ridge Road for an amount not to exceed Six Thousand One Hundred Fifty Dollars (\$6,150) that has been approved by County Counsel as to form and legality. 3) received the Strategic Plan Implementation Report for Goal 4, development of policies and procedures for management of District water systems of hydrants and hydrant related infrastructure.</p> <p><u>At the May 18, 2021</u> Commission meeting, the Board approved a Reimbursement Agreement with Purissima Hills Water District (PHWD) for construction costs related to District owned hydrants and hydrant related infrastructure that are part of the PHWD Concepcion/Fremont Roads Water Main Improvements for the total amount of Fifty-Five Thousand Two Hundred Fifty Dollars (\$55,250) including the replacement of six (6) fire hydrants at a cost of Thirty-Three Thousand Dollars (\$33,000), the addition of three (3) hydrants at the cost of Eighteen Thousand Dollars (\$18,000 ), two (2) retaining walls at a cost of Three Thousand Dollars (\$3,000), and for traffic control prorated cost of One Thousand Two Hundred Fifty Dollars (\$1,250) that was approved by County Counsel as to form and legality. No expenditures were made by the District to fund PHWD’s portion of the construction project.</p> <p><u>At the April 20, 2021</u> Commission meeting, the Board approved an Invitation to Bid packet and authorized solicitation of bids for an on-call contractor to provide repair and replacement services for damaged hydrants and appurtenances in an amount not to exceed \$75,000 for FY21/22 as approved by County Counsel as to form and legality, and directed staff to present the selection of the lowest, responsive, responsible bidder at a future meeting for approval of the Board. An on-call hydrant repair contractor will streamline the</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>contracting process and allow for quicker mobilization in the event of hydrant strikes and other hydrant repairs. The Invitation to Bid solicitation, documents, and procedures were all in accordance with Santa Clara County procurement practices and/or State Law. <u>At the March 16, 2021</u> Commission meeting, the Board approved a cost reimbursement agreement with PHWD that was approved by County Counsel as to form and legality for construction costs related to District owned hydrants and hydrant related infrastructure that were part of the PHWD Taaffe/Elena Water Main Replacement Project. No expenditures were made by the District to fund PHWD's portion of the construction project. Total cost of the District hydrant and infrastructure project was \$167,300.</p> <p><u>At the February 16, 2021</u> HLUET Committee meeting, responses to questions by Supervisor Simitian confirmed two District hydrant projects, Taaffe/Elena and Concepcion/Fremont were a result of the water utility's CIP project of pipeline replacements. Expenditure of District funds for both construction projects were limited to the replacement, relocation, and addition of District owned hydrants and related hydrant infrastructures for purposes of fire protection. There were no subsidies made by the District to PHWD's CIP portion of the construction project. The January monthly report and FGOC PowerPoint slides contain details on these hydrant projects.</p> <p><u>At the January 19, 2021</u>, the Board approved the LAHCFD 2021-2022 Strategic Plan (SP). The SP states the hydrant and related infrastructure management endeavor as Goal 4. To commence action on Objective a. of Goal 4, the District Consulting Engineers convened a task force composed of District Engineer Consultants, SCCCYPD personnel, water purveyor engineers, and Town of Los Altos Hills Public Works Director/City Engineer to gather</p>



Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>information and to address the development of policies and guidelines. The task force gathered information during its meeting pertaining to interface with and feedback from each agency and with the District. Prior projects between these agencies and the District were discussed along with upcoming projects. District will next convene a workgroup to develop the policies and guidelines and report back to the Board of Commissioners with Standard Operating Procedures (SOP) for District hydrants and related infrastructure once the policies and guidelines are defined.</p>
<p><b>1.2</b></p>	<p>Suspend its delegation of authority to the Fire Commission to ensure the Fire District does not enter into new agreements or arrangements to subsidize capital projects of other agencies while the Board exercises due diligence per Recommendation 1.1. The Fire Commission should serve in an advisory role. (Priority 1)</p>	<p><b>LAHCFD</b> disagrees. The District agrees with the Audit Recommendation 1.1 for a review, assessment, and report by County Counsel. Planning for any mutual cost-sharing capital improvement project with Purissima Hills Water District was halted once the audit concerns were expressed during the course of the audit investigations. However, as Purissima Hills Water District capital improvement projects continue and as these projects provide the LAHCFD with opportunities to improve hydrants and equipment for fire flow and firefighting capabilities, LAHCFD desires to undertake such projects if permitted by law. To this end, LAHCFD welcomes guidance from County Counsel. This plan positively responds and achieves the purpose of Audit Recommendations 1.1. Recommendation 1.2. to suspend delegated authority to the</p>	<p>Per the posted minutes of the Board of Supervisors October 6, 2020 meeting, action was taken to accept the management audit of the Los Altos Hills County Fire District (ID# 103208) as amended, excluding Recommendation 1.2 relating to suspension of delegation of authority.</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
		Fire District is not required to achieve Recommendation 1.1.	
<b>Section 2: Use of Fire District Funds for Private Tree Services</b>			
<i>The Board of Supervisors should:</i>			
<b>2.1</b>	End the discretionary tree services program and re-direct the funds to services expressly designed to improve the ability of properties in the Fire District to survive wildfire. While such efforts could include tree pruning and removal to reduce the amount of flammable material, public funding of such services should result in demonstrably reduced overall fire risk within the District. (Priority 1)	<b>LAHCFD</b> agrees. The District will comply with the Audit Recommendation and will continue to keep retired the tree removal program it once operated for identification and removal of hazardous fire fuels. Absent the audit findings, the District had no plan to continue the tree removal program. The District fulfilled its obligations to residents for hazardous tree removals under that prior plan, identified improvements, retired the program, and notified the community accordingly. The District's current program is now an Integrated Hazardous Fuel Reduction Program (IHFR). The IHFR program is supported in partnership with Santa Clara County FireSafe Council (FSC) to bring effective vegetation mitigation to residents. The suite of programs offers Home Ignition Zone (HIZ) inspections, monthly brush chipping to remove hazardous fuels stacked-up by residents, creation of shaded fuel breaks for evacuation and escape routes similar to the recent construction on Highway 17, and other programs. District funds are allocated to these integrated efforts based on fire science principles and	Dead/dying/Eucalyptus discretionary tree removal program is retired. <b>September 2021:</b> The Moody/El Monte Roads hardening, and evacuation route project will remove hazardous fire fuel vegetation from the public right of way (ROW) and from residential frontage property abutting the ROW. The hazardous fuel reduction treatment, prescribed and managed by Santa Clara County FireSafe Council, is planned to include work within 30-50 feet of roads and driveways and 100 feet of homes or other structures; additional treatment up to 200 feet below homes on steep slopes. This hazardous fuel reduction treatment prescription includes removal of small trees under 6' in diameter, removal of dead trees up to 20 to 30 feet (depending on location conditions) and no more than 12 inches in diameter, removal of smaller trees to create spacing between tree canopies or shrub groups and other hazardous brush and tree limb removal. The goals of this project are to trim woody vegetation, prune trees, clear dead material and clear any hazardous trees that may fall onto the roads. This project is aimed to provide an effective evacuation route during a wildfire, improve visibility and travel safety and to reduce the risk of roadside fire ignition. The removal of these specified trees is part of the hazardous fire fuel removal treatment prescription and hence is distinguished from a discretionary tree removal program. The prescribed evacuation route and road hardening tree removal treatment is expressly designed to improve the ability of the properties, residents and travelers in the designated evacuation route of the Fire District to survive wildfire. These efforts include

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
		<p>aligned with FSC programs being utilized throughout Santa Clara County. The District has moved forward to accomplish the audit report Recommendation stated in Section 2 and has utilized its funds that more broadly reduce the risk of major fires in the Fire District.</p>	<p>tree pruning and removal to reduce the amount of flammable material. Public funding of such services will result in demonstrably reduced overall fire risk within the District. The prescribed scope of work for the Moody/El Monte Road evacuation and road hardening project is compliant with the recommendations of management audit recommendation 2.1.</p> <p><b>Background:</b> No expenditures of District funds occurred for dead, dying or Eucalyptus discretionary tree removal service since the LAHCFD tree removal program was retired in March 2020 nor during the term of the monthly audit reporting process.</p> <p><u>August 17, 2021 Commission</u> meeting the Board received reports on two projects in the Integrated Hazardous Fuel Reduction Program (IHFR), 1) Moody/El Monte Roads evacuation route project in collaboration with Santa Clara County FireSafe Council and the Town of Los Altos Hills. This project identifies 119 properties for hazardous vegetation removal along the evacuation route, and 2) development of the Strategic Community Fuel Break Projects Proposal in collaboration with Midpeninsula Open Space District (Midpen), SCCCFPD and SCCFireSafe Council. The Board received reports and comments from District and Midpen staff at the August Commission meeting and provided direction to finalize and send the proposal to Midpen. The proposal, developed with Midpen, outlines the subprojects, locations and treatment types to construct a community fuel break for wildfire protection of LAHCFD and Midpen’s adjoining boundaries and residential properties that abut the open spaces. The Board appointed an Ad Hoc CWPP/IHFR (Community Wildfire Protection Plan/Integrated Hazardous Fuel Reduction) Subcommittee of three Commissioners to meet with District staff and develop a workplan, timeline, deliverables and recommendations to the Board for action at future Commission meetings. As stated in the July monthly report, the wildfire</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGO, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>evacuation route projects and the development of the community fuel break projects are aligned with Management Audit Recommendation 2.1 to direct District funds to services that are designed to improve the ability of properties to survive wildfire and demonstrably reduce the overall fire risk within the District. <u>At the July 27, 2021 Special Meeting</u>, the Board of Commissioners, 1) adopted a resolution adopting weed abatement report and ordering cost of abatement to be a special assessment on the respective properties, and 2) received a July 21, 2021 media article in the Los Altos Town Crier and a report pertaining to progress on the Moody and El Monte Roads Hardening and Evacuation Route Project. LAHCFD is collaborating with Santa Clara County FireSafe Council to manage and implement the road hardening and evacuation project that affects 119 properties on the Moody and El Monte roadway corridor. The road was identified as a high fire evacuation hazard. This evacuation route construction project follows the Page Mill Road hardening and evacuation route construction, Phase I and Phase II. In addition, the Board received an overview and timelines for a proposed Strategic Fuel Reduction Projects now under consideration to target construction of fuel breaks adjacent to open space areas and LAHCFD boundaries. These road hardening and evacuation route projects and the development of fuel break projects are aligned with Management Audit Recommendation 2.1 to direct District funds to services designed to improve the ability of properties to survive wildfire and demonstrably reduce the overall fire risk within the District. The road hardening and evacuation route program and fuel break construction programs are part of the District's Integrated Hazardous Fuel Reduction Program approved by the Board in the 2021/22 Strategic Plan, Goal 3, and funded in the FY21/22 adopted Budget by the LAHCFD Board and the County Board of Supervisors.</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p><u>At the June 15, 2021</u> Commission meeting, the Board adopted Resolution 21-6 of the Los Altos Hills County Fire District Board of Commissioners declaring weeds or brush growing and/or rubbish contained on certain described properties to be a public nuisance and potential fire hazard and setting hearing for objection.</p> <p><u>At the May 18, 2021</u> Commission meeting, the Board 1) adopted Resolution 21-5 declaring weeds or brush growing and/or rubbish to be a public nuisance and potential fire hazard and setting a hearing for objections to proposed removal. At the March 16, 2021 Commission meeting, the Board received the March 1, 2021 WUI Enforced Safety Regulations Letter for High/Moderate and Very High Fire Hazard Severity Zones sent to residents to proceed with the weed abatement inspections by SCCCFPD, 2) received report of the arrival of goats on May 17 for nine to twelve days to provide vegetation mitigation services that are ecologically friendly and reduce fire fuel in difficult to reach terrain, 3) received a report from the Commissioner aligned with Strategic Plan Goal 3, Mitigate Risk and Build Community Resiliency through Integrated Hazardous Fuel Reduction, Protection and Prevention Programs. These Programs are illustrated in the Forward-Looking Resiliency Chart, and are funded, created and implemented based on principles of fire science, the CWPP/Annex 4 and the annual budget. The Programs enhance community resiliency, educate District residents and reduce community fire hazards. 3) approved expenditures for video services to demonstrate management of hazardous vegetation for community outreach and education that include goat grazing vegetation mitigation and the 2021-2022 Strategic Plan Goals and Objectives for building resilient communities. The District continues to implement, by area, the monthly residential Defensible Space Brush Chipping and Debris (brush chips) Removal Services Program and Defensible Space Debris</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>Monthly Dropoff Program. District-offered fire prevention and fire protection programs are formulated in collaboration with SCCCFPD. This includes the Integrated Hazardous Fuel Reduction Program and serves to reduce the risk of fires and emergencies and result in mitigation of fire threats and events.</p> <p><u>At the May 18, and April 20, 2021</u> Commission meetings, the Board received reports pertaining to the Moody and El Monte Roads hardening and evacuation route project, Home Ignition Zone (HIZ) and Firewise community updates</p> <p><u>At the March 18, 2021</u> Commission meeting, the Board approved an agreement, that was approved by County Counsel as to form and legality, for goat grazing services that are a component of the District Integrated Hazardous Fuel Reduction Program.</p> <p>The Defensible Space Brush Chipping and Debris (brush chips) Removal Services Program and Shaded Fuel Break Projects are components of the Integrated Hazardous Fuel Reduction Program. District prepares Defensible Space flyers, Letter, authorization Card, and Notices and informational brochures sent monthly to residents in the chipping Area as an advisory of the criteria and qualifications to participate in the Defensible Space Brush Chipping and Debris Removal Services Program. County Counsel reviewed and advised on the program materials and on the authorization to enter property and the indemnify, defend, and hold harmless statements that are signed by residents who receive program services.</p> <p>District is currently providing an Integrated Hazardous Fuel Reduction Program (IHFR). District IHFR programs are designed around principles of fire science and FireSafe Council programs. District is targeting areas with high fire-risk potential such as District boundaries adjoining open space areas and densely wooded roads for priority hazardous fuel reduction efforts for egress and ingress safety. IHFR programs contracted through Santa Clara</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>County FireSafe Council include Home Ignition Zone (HIZ) surveys that educate residents in principles of property hygiene and structure hardening; defensible space brush chipping to remove hazardous fuels that have been cut, trimmed, pruned, collected, and stacked by residents; construction of shaded fuel breaks along roadways for evacuation and escape routes. District also offers additional vegetation mitigation programs, trainings and workshops and resources to mitigate and remove hazardous fire fuels and to offer protection and prevention from wildfire, structure fire and fires caused by earthquake for public safety.</p>
<p><b>Section 3: Brown Act Compliance</b></p>			
<p><i>The Board of Supervisors should:</i></p>			
<p><b>3.1</b></p>	<p>Direct the Fire Commission to use County Counsel as its legal representative, consistent with Ordinance Code section A22-16, to help prevent future Brown Act violations. If this recommendation is implemented and potential Brown Act violations continue, County Counsel should report these violations to the Board of Supervisors promptly. (Priority 1)</p>	<p><b>LAHCFD</b> agrees. The District wishes to comply with the Audit Recommendation to avoid actual or potential Brown Act violations. The District requests assignment of County Counsel to LAHCFD to start discussion of the transition process and to discuss the role of the District contract counsel with County Counsel and LAHCFD during and after the transition process. The District wishes to comply with the audit recommendation to utilize County legal services. The District welcomes the opportunity to work with County Counsel on legal affairs and to work with County Counsel and review how best to achieve legal representation for the District. The District appreciates the merits and leadership of the County Counsel office and its ability to</p>	<p><b>September 2021:</b> In preparation for the September 21, 2021 Regular Commission meeting, District staff and Commissioners worked with County Counsel to review actions for compliance with Ordinance Code section A22-16 and the Brown Act. County Counsel assisted with formation of the September 21, 2021 Regular Meeting agenda items.  <b>Background:</b> At the July 27, 2020 Special Commission meeting, District staff and Commissioners worked with County Counsel to review actions for compliance with Ordinance Code section A22-16 and the Brown Act. County Counsel reviewed and approved a project proposal for video production services and the weed abatement resolution executed in July as to form and legality. At the February 16, 2021 Regular Commission Meeting, an agenda item pertaining to governance that included an overview and orientation for newly appointed and ongoing Commissioners was presented by management consultants and by County Counsel. Topics included: information pertaining to special districts, governing boards and staff responsibilities and roles; agenda process; District records management and retention system,</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
		provide advice and legal guidance to the District.	records public portal; Brown Act, California Public Records Act and Form 700 filing statement and related governance matters. A compilation of resource materials was attached to the agenda item along with slide decks on the topics. These resources will be available on the District website, Governance tab, for use as a reference by the public, staff, and Commissioners. <u>On August 19, 2020</u> , the District entered into an Agreement for legal services with County Counsel and effective September 16, 2020 Agreement with County Counsel was for exclusive legal services. District staff and Commissioners continue to benefit and appreciate the expertise provided by County Counsel.
<b>Section 4: Fire Prevention Programs Are Not Aligned with Fire Risks</b>			
<i>The Board of Supervisors should:</i>			
4.1	Direct the Fire District to use the Santa Clara County Community Wildfire Protection Plan Annex 4 – Los Altos Hills County Fire Protection District published in August 2016, any subsequent iterations of the CWPP, and the expert advice of the Santa Clara County Fire Department to develop spending priorities and wildfire prevention programs aligned with the risks and recommendations identified by both sources. (Priority 1)	<b>LAHCFD</b> agrees. The District is pleased to already comply with the Audit Recommendation to use the CWPP (Community Wildfire Protection Plan) and the advice of the Santa Clara County Central Fire Protection District (SCCCFPD) to develop spending priorities and wildfire prevention programs aligned with the risks and recommendations identified by both sources. The District adopted its CWPP Annex 4 in 2019 and added an Addendum handbook written for residents. These documents were developed during meetings with SCCCFPD and programs were specifically designed to address the County CWPP Annex 4 guidelines and recommendations. The District CWPP Annex 4 is ready for its annual update. The District	<b>September 2021:</b> At the September 21, 2021 Regular meeting, the Board received a presentation from the Board appointed Ad Hoc Community Wildfire Prevention Plan (CWPP)/Integrated Hazardous Fuel Reduction (IHFR) Subcommittee. Project updates included short-term and long-term plans for the Midpeninsula and District proposal for a Strategic Community Fuel Break along common boundaries and related sub-projects currently underway at the Mora trail and planned for Hidden Villa. These projects will add strength to the defense system of the Strategic Community Fuel Break to combat wildfire and enhance the efforts of firefighters arriving at the scene. <b>Background:</b> At the August 17, 2021 Regular meeting, the Board of Commissioners supported the Strategic Community Fuel Break Projects Proposal developed to provide critical wildfire protection from the west, north and south boundaries of LAHCFD. This initiative will also provide the opportunity for collaboration with Midpen, SCCCFPD, and SCC FireSafe Council to produce regional benefits of wildfire protection to a broader community that impacts



Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
		<p>plans to collaborate with SCCCFPD and stakeholders to ensure the updated CWPP Annex 4 will follow the guidelines of the audit report, Section 4. The District appreciates the collaboration and partnership with SCCCFPD on all fire safety measures and protection and prevention planning. Budget allocations are aligned to support these programs.</p>	<p>neighboring jurisdictions and utilities such as water and power purveyors in the region. LAHCFD will identify residential properties and assist the property owners with resources for home and property hardening. Access roads will also be identified for enhancing egress, ingress and hardening for evacuation routes and for staging sites for firefighting crews and equipment. These projects will add strength to the defense system of the Strategic Community Fuel Break to combat wildfire and enhance the efforts of firefighters arriving at the scene. LAHCFD and Midpen staff will explore opportunities for LAHCFD to commit resources to enhance the regional approach and community fuel break workplan to be recommended to the Board and reviewed by County Counsel.</p> <p><u>At the July 27, 2021 Special meeting</u>, the Board received a report that LAHCFD General Manager and Acting Fire Chief Glass were joined by Supervisor Simitian to present a report to the City of Los Altos City Council on July 13, 2021. The report informed the City Council about the regional benefits of the funding and operations of the agreement between LAHCFD, SCCCFPD and City of Palo Alto to staff Palo Alto Fire Station 8 during the high fire season. City of Los Altos benefits from enhanced fire protection as a result of the fire crew, apparatus and equipment at Fire Station 8 and also benefits by lowered response times into certain congested corridors of Highway 280 for emergency medical services and fire response. The Board received the incident report for June at Fire Station 8. The Board also received the NBC Bay Area News link that featured the opening of Fire Station 8 and the benefits to the public and enhanced fire protection.</p> <p><u>At the June 15, 2021 meeting</u>, the Board received a status update on the commencement of service effective June 15, 2021, pursuant to the agreement between Los Altos Hills County Fire District, Santa Clara County Central Fire Protection District and the City of Palo</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>Alto to establish and conduct fire protection and emergency medical services at Fire Station 8 in Palo Alto for regional benefits to the community. Fire Station 8 regional benefit is set forth in the District Strategic Plan, Goals 5 and 6. Goal 5 seeks to explore joint projects with neighboring agencies that affect our overlapping and adjacent service areas to provide resilience from wildfire and other disasters. Goal 6 seeks to optimize organizational structure to align with the District’s Mission and Goals and utilize available resources and adapt to a regional approach for community resiliency.</p> <p><u>At the May 18, 2021</u> Commission meeting, the Board approved the Agreement between LAHCFD, SCCCFPD and City of Palo Alto to establish and conduct fire protection and emergency medical services at Station 8 in Palo Alto to enhance and extend annual high fire season firefighting capabilities (see details in Section 5.1 below). As referenced below, County-wide and regional services are a continuing discussion topic between the Board and SCCCFPD and pertain to regional cooperation and mutual aid. Supervisor Simitian, at the November 19, 2020 HLUET meeting, made a motion that was approved, to add to the Management Audit Recommendation 4.1, information pertaining to regional cooperation and mutual aid. See below. * Fire Station 8 is one of the substantiated six benefits of District funds that will provide for regional fire protection services. Approval of the Agreement for Fire Station 8 by the Board achieves this regional benefit. The Board also received Strategic Plan Goal 3 report on Integrated Hazardous Fuel Reduction Programs that are incorporated into the 2019 LAHCFD CWPP Annex 4 Plan and are funded by the FY20/21 budget. The Strategic Plan Goal 3 Programs will be incorporated into the 2021 LAHCFD CWPP Annex 4 Plan and are funded in the FY221/22 Board Adopted budget.</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>At the <u>April 20, 2021</u> Commission meeting, the Board received a presentation from the Commissioner aligned with Strategic Plan Goal 1, Revisions to the LAHCFD CWPP Annex 4. A meeting was held with SCCCYPD staff to collaborate on the plan for the Annex 4 revisions and identify sections of the document to update such as the fire hazard maps, code sections, and tables listing projects and activities. The CEO and founder of Zonehaven presented background and demonstrated the capabilities of the Zonehaven platform, now being organized for use in Santa Clara County, for early notification and evacuation routes for residents and staging of fire personnel in event of wildfires. SCCCYPD Command staff co-presented the information. The new Battalion Chief assigned to wildfire was introduced and participated in the discussion. Santa Clara County FireSafe Council CEO and the Managing Director both presented trends in wildfire events and preparation for fire season. District staff, residents and various Commissioners attended and/or reviewed the LAFCO TAC April kick-off meeting for the Fire Services Review. The topics of prevention, protection, and the building of resilient communities were added to the Scope of Services for the LAFCO Review. The TAC members discussed the merits of this addition to gain a total perspective of how communities can prepare and respond to threats of wildfires. At the April SCCBOS meeting, agenda topic of the County Comprehensive Fire and Emergency Services Study, the components of prevention, protection, and building resilient communities were also included in the scope of the study. The LAHCFD CWPP Annex 4 will also include action plans for prevention, protection, and building resilient communities as a keystone to preparation for wildfire threats. At the <u>March 16, 2021</u> Commission meeting, the Board received a presentation from SCCCYPD Command Staff on County-wide fire services and programs and projects provided in partnership with</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>LAHCFD for fire protection, fire suppression and medical emergency services. County-wide and regional services are a continuing discussion topic between the Board and SCCCFPD and pertain to regional cooperation and mutual aid. This topic was added to Section 4.1 of the Management Audit Report by motion of Supervisor Simitian and is referenced below*</p> <p><u>At the January 19, 2021 meeting</u>, the Board approved the LAHCFD 2021-2022 Strategic Plan; Goal 1 is to update the CWPP, Annex 4 and Addendum. The workplan for this Goal calls for engagement with the community and partners for review, input &amp; update to CWPP Annex 4 &amp; Addendum. A Commissioner is aligned with one of the six Strategic Plan Goals and related objectives and will formulate a workplan for accomplishment of the aligned goal and objectives.</p> <p><u>*December 17, 2020 HLUET and FGOC meetings:</u> Supervisor Simitian, at the November 19, 2020 HLUET meeting, made a motion that was approved, to add to the Management Audit Recommendation 4.1, information pertaining to regional cooperation and mutual aid. A report was submitted to HLUET and FGOC with the November monthly report. At the December 17, 2020 HLUET meeting, responses to questions pertaining to the report that included regional benefits and mutual aid were provided by the District General Manager and the Fire Chief. The District substantiated six benefits, totaling \$1,781,432 annual expenditure of District funds that it provides to regional fire protection services (24/7 Battalion Chief, Type III Engine and enhanced rescue equipment, fire crews in mode staffing on high fire warning days). Plans for additional regional benefits are in development (use of District parcel for staging of fire protection activities, staffing Station 8, fuel reduction across high fuel fire</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
			<p>danger areas). FGOC agendized the mutual aid report at its next meeting. The November monthly report was received on consent. <u>LAHCFD Community Wildfire Protection Plan (CWPP), Annex 4 and Addendum Handbook</u>, written for residents by District staff, were adopted June 2019. District will commence review and revision of the LAHCFD CWPP and companion documents in 2021. District will again collaborate with SCCCFPD in the revisions to the LAHCFD CWPP as was done in 2019. The CWPP is a foundational pillar of the District. LAHCFD recently approved its 2021-2022 Strategic Plan (SP), a successor to the 2015-2020 Strategic Plan. The LAHCFD CWPP is the first goal in the SP and the foundation for programs and the operational plan to carry out the District's Mission <i>to protect the lives, property, and environment within the District it serves from fires, disasters, medical emergencies or other incidents through education, prevention, protection, and emergency response services, and to be responsible for the financial stewardship of District taxpayer funds</i>. District budget allocations are aligned to support LAHCFD CWPP programs.</p>
<p><b>Section 5: Fire District Compliance with State and Local Procurement Requirements</b></p>			
<p><i>The Board of Supervisors should:</i></p>			
<p><b>5.1</b></p>	<p>Reduce the risk of inconsistent or non-compliant contracting or contracting for prohibited services, by bringing the Fire District's contracting under the purview of the County Director of Procurement with review by County</p>	<p><b>LAHCFD partially</b> agrees. To address the audit recommendation for procurement, the District looks forward to working with County Counsel to ensure procurement is revised as needed and follows District policies and procedures and to ensure legal compliance for purchases of goods and services, bidding processes and contracting of vendors. The District can achieve this result without its contracting</p>	<p><b>September 2021:</b> The Office of County Counsel assisted the District to, 1) Review agreements under development, 2) Provide guidance for procurement of upcoming services and contracts.  <b>Background: July 27, 2021:</b> The Office of County Counsel assisted the District: 1) Reviewed agreements under development; reviewed a project proposal for services to the District that was signed and approved as to form and legality by County Counsel, 2) Provided guidance for procurement of services, 3) Assisted with formation of the July 27, 2021 Special Meeting agenda items, 4) Provided ongoing guidance and assistance on the weed abatement process</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

No.	RECOMMENDATION	DISTRICT RESPONSE as summarized by HMR (revised 8/5/2020)	MONTHLY REPORT FROM LAHCFD: September 30, 2021
	<p>Counsel as to form and legality. The County Procurement Director should bring the Fire District’s contracting and procurement practices into compliance with State law, County policies and the County Ordinance Code, including ending the Fire District’s unauthorized use of private counsel. (Priority 1)</p>	<p>being under the purview of the County Director of Procurement. District requests assignment of County Counsel to LAHCFD to commence review and advise the District of Fire District procurement practices currently underway and advise on updating the District’s Procurement Policy.</p>	<p>with the County and the required weed abatement resolution, 5) Provided review and advice on various District matters. <u>June 15, 2021</u>, the Office of County Counsel assisted District: 1) Review and approve as to form and legality, agreements considered for approval by the Board at the June 15, 2021 meeting, 2) Provided guidance for processes for procurement of services, 3) Assisted with formation of the June 15, 2021 agenda items, 4) Provided review and advice on various District matters. <u>May 18, 2021</u>, the Board 1) approved an Agreement between the Los Altos Hills County Fire District (LAHCFD), the funding agency, and Santa Clara County Central Fire Protection District (SCCCFPD) and the City of Palo Alto, the services agencies, to establish and conduct fire protection and emergency medical services at Station 8 in Palo Alto to enhance and extend annual high fire season firefighting capabilities for an amount not to exceed (NTE) Five Hundred Fifty-Eight Thousand Dollars (\$558,000) for costs related to the 2021 wildland fire season. The Agreement was reviewed for form and legality by the Office of the County Counsel. The Agreement will be automatically extended for four additional fire seasons (through December 31, 2025) unless terminated earlier, 2) approved delegation of authority to the General Manager of the LAHCFD, or her designee, to negotiate, amend, extend, and modify the aforementioned Agreement, provided the amendments extend the term no later than December 31, 2025 and the NTE amount increases no more than 10% during a fiscal year, and where all amendments are reviewed for form and legality by the Office of the County Counsel. In addition, the General Manager is delegated authority to make minor modifications on behalf of LAHCFD provided such modifications do not significantly affect the scope of services or compensation. A “minor modification” for the purpose of this delegation is only one that is necessary as a result of a</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

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			<p>potential threat to public safety and the lack of the timely ability to obtain proposed changes' approval from the legislative bodies of the Parties. All amendments to the Agreement made pursuant to the delegation to the General Manager shall be presented to the Fire Commission at a future meeting. Delegation of authority shall expire on December 31, 2025.</p> <p>District entered into an agreement with County for County Counsel legal services effective August 19, 2020 and exclusive legal services were ratified by the Commission on September 15, 2020 effective September 16, 2020. Commission took action to notice and terminate private legal counsel. Collaboration with County Counsel supports the effectiveness of Commission meetings, increases Brown Act compliance, and complies with review of any new proposed agreements or expenditures.</p> <p><u>Effective September 17, 2020, HLUET Committee meeting:</u> District agrees with recommendation 5.1. District will follow County procurement policies and County Counsel will review, as to form and legality, and advise on District procurement and practices. The District believes that compliance can be achieved without formal involvement of the County Director of Procurement; however, the District and County Counsel will continue to monitor compliance efforts and input from HLUET and/or the District Board of Directors. District is following County procurement policies and procedures and State requirements such as the Public Contract Codes.</p>
<p><i>The Fire District should:</i></p>			

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

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5.2	<p>Regularly scan and store its official records – including bids for contracts - in an electronic database or other central repository, and ensure that they are not held at contractors’ residences or private offices or not retained at all. (Priority 2)</p>	<p>LAHCFD agrees.          The District is in compliance of this Recommendation. The District previously addressed storage of records and has digitized District documents and historical records for storage and access. Records are not held at a private residence. Working financial documents are at the Financial Consultant office for access but are also in digital form. At this time due to COVID-19, District staff does not have access to the El Monte Fire Station where office space, files and office equipment are housed. As a result, staff is working from home offices with digital and hardcopy records. Business practices are altered due to the protections needed for staff and for the SCCCYPD crews on duty at the District-owned El Monte Fire Station.</p>	<p><b>September 2021:</b> At the September 21, 2021 Commission meeting, the Board approved an Administrative Policy for District Records Management and Retrieval Procedures. The Administrative Policy had attached an updated retention schedule and Retention Legend and Resolution 17-20 adopted in 2017. The Board approved expenditures for District records scanning services for District invoices and financial records with an imaging contractor. District online file-share sites for the upload, retrieval and storage of bid documents produced by third party vendors are in operation and records are downloaded into District digital files for District backup, storage and retrieval.</p> <p><b>Background:</b> In August, 2021 District staff and IT personnel are concluding development of District online file-share sites for the upload, retrieval and storage of bid documents produced by third party vendors. The sites documents will be downloaded into District files for District backup, retrieval, storage and production of documents when necessary. County Counsel has reviewed this process and is working with District staff and providing guidance. District records have been accounted for, are stored and are in digital form for retrieval and with backup storage systems. Certain invoices are planned to be digitized from hardcopy storage. A LAHCFD Records Status Summary Report was provided to Management Audit Division in August 2021. With a target date of September 2021, the Records Status Summary Report will be the foundation for a District Administrative Policy for District records collection, storage, retrieval and backup. Office of County Counsel staff provided input to District staff in August on the progress made for organizing District legal records.</p> <p><u>In July 2021,</u> With the assistance of the Office of County Counsel staff, District staff was provided options for organizing the legal digital records in a system that will be searchable and usable for</p>



Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
 September 2021

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			<p>retrieval. County Counsel staff will be providing input to District staff on the option selected. The scanned legal records are housed at the Office of County Counsel and duplicate backup digital files are housed in the Office of County Counsel and by the District Clerk. <u>In June 2021</u>, District staff was in process of reviewing scanned legal records. Digital backup of the legal records is stored at Office of County Counsel and in the District digital files. Hard copy boxes of the legal records are housed at Office of County Counsel. <u>In May 2021</u>, legal records from the former District Legal Counsel were scanned. The digitized legal records are currently being prepared and organized by the District Clerk. District staff reviewed all the legal files and is indexing the files. County Counsel provided assistance for the housing and permanent storage of the legal records and logistics for the vendor to access the records and work in a secured Office of County Counsel conference room to scan the documents over multiple days.</p> <p><u>In April 2021</u>, District staff, with assistance from County Counsel, made progress to identify and arrange for a vendor to scan legal records transferred to County Counsel from the District's former legal counsel. Legal records have been reviewed by District staff and are secured and stored at the Office of the County Counsel. District retained a records management consultant to review and assess the District's digital records storage system, records retention schedule and storage backup for digital records, to coordinate digital records with County COB, and to establish a public portal for public access to District records. The LAHCFD Board of Commissioners monthly agendas are posted on the BOS Public Portal with a link to all of the District's monthly agenda materials. These efforts will further the transparency of the Board of Commissioners to the public and integrate the District into the County Meeting Portal Page.</p>

Los Altos Hills County Fire District  
 Monthly Report to Management Audit Division, FGOC, and HLUET Committees  
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			<p>District records are digitized documents that include historical records and are filed and stored digitally on OneDrive. Hard copy records and historical hard copy files are stored at the El Monte Fire station, but all of these records have been cataloged, recorded, and uploaded to the OneDrive file. The fire station has not been accessible to District staff or the public since March 2020 due to COVID-19 precautions, so hard-copies of documents stored at the station have not been available to District Staff. District staff has immediate, effective, and efficient access to all digital records when reviewing, sharing, or sending documents via OneDrive. The District has a records management system and records retention schedule. District legal records were transferred in hardcopy files to County Counsel office. Approximately nine boxes were delivered on October 20, 2020.</p>