

**MINUTES OF A REGULAR MEETING OF THE  
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS  
HELD ON OCTOBER 15, 2019, BEGINNING AT 7:00 P.M.  
AT THE EL MONTE FIRE STATION BOARD CONFERENCE ROOM  
12355 EL MONTE ROAD, LOS ALTOS HILLS, CALIFORNIA**

President Warren called the meeting to order at 7:02 p.m.

**1. Roll Call:**

PRESENT: Commissioners Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney

ABSENT: None

ALSO PRESENT: General Manager J. Logan, Deputy Fire Chief Brian Glass, Emergency Services Manager Captain Denise Gluhan (Ret.), District Counsel Dan Siegel, Financial Consultant & District Clerk Cori Vargas

**2. Public Comment:**

No public comments on items not on the agenda.

**3. Commission President Remarks:**

Commission President Warren welcomed Santa Clara County Fire Department (SCCFD) Deputy Chief Brian Glass and congratulated him on his promotion to Assistant Fire Chief effective November 4, 2019. He thanked the District Staff for their timely response in informing the public and keeping the website up-to-date during the recent Red Flag Warnings and PG&E Public Safety Power Shutoffs (PSPS). Warren noted the District is responsible for a number of fire roads and suggested the staff should budget for their continued maintenance in the coming fiscal year. He encouraged the Commissioner Subcommittees to meet and start planning for the upcoming FY2020/2021 budget.

**4. Management Audit Subcommittee Report:**

General Manager J. Logan stated the Santa Clara County management audit confidential draft Report was received on October 9, 2019. Individually labeled/watermarked reports prepared by the County auditors were confidentially distributed. Logan reported the recipients of the report will review and discuss the report and meet with the County auditors for an exit conference on November 1, 2019. Vaughn asked when the full Board of Commissioners will be able to review the report. Logan explained the report must remain confidential until County auditors release the final Report to the public.

**5. Santa Clara County Fire Chief Report:**

Deputy Fire Chief Glass reviewed the Monthly Report for September 2019. He stated there were two small fires which were not considered significant events. Warren asked if the recent Red Flag Warnings resulted in additional fire season patrolling. Glass confirmed Rescue Engine 74 was deployed with an extra three-man team for the duration of the warnings within the District. He also reported SCCFD received state funding to allow an extra five-man task force to patrol throughout the County.

**6. General Manager Report:**

Logan encouraged attendance to the “Our Community Prepares” exhibit opening October 17 at the Los Altos History Museum. She briefly reviewed upcoming emergency preparedness events and workshops

as outlined in the report. Logan mentioned the website was reconfigured to provide priority visibility for public notices and safety announcements, such as the recent PSPS and Reg Flag Warnings. Logan discussed recent CWPP articles in the Our Town Newsletter and the Los Altos Town Crier. Price explained the District was considering publishing a business-card sized ad in the Los Altos Chamber of Commerce publication as has been done in years past.

**7. Community Emergency Response Team (CERT) Activities and Update:**

Emergency Services Manager Captain Gluhan (Ret.) explained the Town of Los Altos Hills provided PSPS and Red Flag Warning training to CERT members. The CERTs also participated in American Red Cross shelter training, to be followed up with a tour of Foothill College emergency shelter sites. Gluhan mentioned the Emergency Communications Committee will have a drill to test radio communications, with future meetings planned to focus on recovery efforts. She confirmed President Warren's earlier remarks about fire road maintenance, and stated she was working with the County Fire Marshall to resolve access issues.

**8. CWPP Subcommittee Report:**

Warren confirmed the CWPP subcommittee had met with Gluhan to discuss and review the FireSafe Council Program services, and supports adoption of Resolution 19-38.

**9. Adopt Resolution 19-38 of the Los Altos Hills County Fire District Authorizing Execution of Agreement between Los Also Hills County Fire District and Santa Clara County FireSafe Council for Program Services:**

Logan explained how partnership with the FireSafe Council will help the District to more closely align District Programs with CWPP guidelines of fire safety through fuel reduction and vegetation mitigation. FireSafe Council COE Program Manager Eugenia Rendler presented an overview and examples of property defensible space maintenance, wildfire evacuation and escape route clearance, fuel breaks, hazard ignition zone inspections, and preparedness education. Rendler confirmed the FireSafe Council is a non-profit organization that receives a significant portion of their funding from grants to provide services to Wildland-Urban Interface (WUI) zones within Santa Clara County. She mentioned many city/districts sign separate agreements with FireSafe Council due to limited grant funding, and noted a large portion of the District is not within the WUI zone. Logan reviewed the scope of services and compensation, and said District Legal Counsel had reviewed the resolution and agreement.

**Action:** Motion by Tyson to adopt the resolution authorizing execution of agreement between the Los Altos Hills County Fire District and Santa Clara County FireSafe Council for Program Services; second by Price.

**Roll Call Vote: All in Favor:** Price, Spreen, Kearney, Carr, Vaughn, Tyson, Warren.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**10. Fuel Reduction Subcommittee Report:**

Commissioner Tyson reported that the District's recommendation to the Town of Los Altos Hills to adopt Residential Code Section R337 (Resolution 19-31 passed Sept. 17, 2019) would be discussed at an upcoming Town meeting.

Logan noted she and Gluhan would like to prioritize meeting with the Fuel Reduction Subcommittee to discuss next steps for hazardous tree removal. Tyson mentioned the Town was currently sending notices to residents about tree removal. Logan questioned how the Town made the determination of what trees

to remove, and whether the District's waitlist would be utilized to identify trees for removal. Tyson stated he would follow up with the Town and report back.

Tyson said the District had been questioned about piles of dead brush on roadsides. He inquired if a process should be developed for residents to report these incidents to the Brush Chipping contractor for removal. Logan suggested the Fuel Reduction Subcommittee meet to discuss.

**11. Report and Discussion on Invitation to Bid Package for Brush and Wood Chipping Program and Timeline for Commission to Review at District Meeting and Authorize Issuance of the Invitation to Bid:**

Logan stated she, Gluhan, and District Counsel were still reviewing different cost matrix approaches for the Invitation to Bid process.

**12. Adopt Resolution 19-39 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 2 to the Agreement with S.P. McClenahan Co., Inc. for Brush and Wood Chipping Services to Extend the Term and Update Terms to Provide Provision to Pause Work During Red Flag Warning and/or PG&E Public Safety Power Shutoff events:**

Logan reviewed the memorandum report which recommends the District extend its agreement with S.P. McClenahan for brush chipping services to avoid delays in fuel reduction while the ITB process develops. She also noted an update to the terms to cease chipping operations during Red Flag Warning and PSPS events.

**Action:** Motion by Spreen to adopt the resolution authorizing execution of amendment number two to the agreement with S.P. McClenahan Co., Inc. for brush and wood chipping services to extend and update the terms; seconded by Price.

**Roll Call Vote: All in Favor:** Tyson, Vaughn, Warren, Spreen, Carr, Price, Kearney.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**13. Personnel Subcommittee Report:**

Warren reported the Personnel Subcommittee had met to discuss and review the agreement for Independent Contractor Consulting services, and supports adoption of Resolution 19-40.

**14. Adopt Resolution 19-40 of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Independent Contractor Consulting Services between the Los Altos Hills County Fire District and Victoria Bebee for Technical Services:**

Logan introduced Victoria Bebee to the Commission. She reviewed the memorandum report which recommends part-time consulting to assist with the recently vacated Fire Consultant duties, and further development of the District's programs. She noted Bebee's emergency service experience was beneficial for public outreach and education.

**Action:** Motion by Price to adopt the resolution authorizing execution of agreement for independent contractor consulting services with Victoria Bebee for technical services; seconded by Vaughn.

**Roll Call Vote: All in Favor:** Spreen, Kearney, Price, Tyson, Vaughn, Warren, Carr.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**15. Budget Subcommittee and Financial Consultant Reports:**

Financial Consultant Vargas stated discussion points for each of the Commissioner Subcommittees regarding the FY2021 Budget were currently in development. She mentioned the District passed compliance for issuance of credit cards, but they would not be utilized until a policy for use was created.

**16. Adopt Resolution 19-41 Resolution of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for Fiscal Year 2019-2020 in Accordance With Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits:**

Warren moved Item 17 forward on the agenda. Vargas explained the revenue limit was calculated by the County of Santa Clara.

**Action:** Motion by Vaughn to adopt the resolution establishing the appropriation limit for the District for FY2019-2020 in accordance with Article XIII B of the California Constitution and Government Code Section 7910; seconded by Tyson.

**Roll Call Vote: All in Favor:** Vaughn, Carr, Tyson, Spreen, Warren, Kearney, Price.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**17. Approval of Final Audit Report FY2018/2019:**

Vargas noted one change had been made between the draft and final versions on page 25, which provided historical information about the Committed Fund Balance.

**Action:** Motion by Spreen to approve Final Audit Report FY2018/2019; seconded by Price.

**Roll Call Vote: All in Favor:** Carr, Warren, Vaughn, Kearney, Price, Tyson, Spreen.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**18. Adopt Resolution 19-42 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and G. Bortolotto & Co., Inc. for Adjustment to Hydrant Valve Boxes and Repainting:**

District Legal Counsel Dan Siegel explained certain hydrant valve boxes may need readjustment and painting due to the Town of Los Altos Hills pavement rehabilitation and drainage improvement project.

**Action:** Motion by Spreen to adopt the resolution authorizing execution of professional services agreement with G. Bortolotto & Co., Inc. for adjustment to hydrant valve boxes and repainting; seconded by Carr.

**Roll Call Vote: All in Favor:** Kearney, Price, Warren, Carr, Vaughn, Spreen, Tyson.

**Opposed:** None. **Absent:** None.

**MOTION PASSED**

**19. Consent Calendar:**

Warren asked for a motion to approve “19.A. Approval of Draft Minutes of September 17, 2019 Regular Meeting”, “19.B. Receive Period Report 3, September 2019”, and “19.C. Receive Period Report 13, June 2019 Final”. Price stated she had not received electronic version of September 17, 2019 Minutes from the Clerk and would abstain from voting.

**Action:** Tyson made a motion to approve the Consent Calendar as submitted; seconded by Kearney.

**All in Favor:** Warren, Tyson, Kearney, Vaughn, Spreen, Carr.

**Opposed:** None. **Absent:** None. **Abstained:** Price.

**MOTION PASSED**

**20. Receive Disbursements for October 2019:**

There was no comment from the Commission or the public.

**21. Commission Member Reports:**

Spreen submitted a letter of interest to the District to apply for another term on the Commission after his current term expires on 12/31/19. This seat is appointed from those who are members of the Los Altos Hills City Council. District Clerk Vargas stated the Los Altos Hills Town Clerk had been contacted to add the vacancy of the Commission seat as a discussion item to the next Los Altos Hills City Council Meeting. Price suggested the District start planning for the 2020-2025 Strategic Plan.

**22. Adjournment:**

Warren adjourned the meeting at 9:00 p.m. The next regular meeting date is November 19, 2019.

Prepared by,

Cori Vargas  
District Clerk