

**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, NOVEMBER 19, 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 7:00 p.m.

1. Roll Call:

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

ABSENT: None

ALSO PRESENT: General Manager J. Logan, Assistant Fire Chief Brian Glass, Emergency Services Manager Captain Denise Gluhan (Ret.), District Counsel Dan Siegel, Technical Services Consultant Victoria Bebee, 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 thanked Los Altos Hills County Fire District (District) staff for assistance with the recent PG&E Public Safety Power Shutoffs (PSPS), Los Altos History Museum “Our Community Prepares” exhibit, and County Management Audit process. He listed many of the District’s accomplishments under the 2015-2020 Strategic Plan including hiring of staff, adoption of CWPP, and revitalization of CERT program. He stated preparation for the 2020-2025 Strategic Plan would begin in the new year.

4. Adopt Resolution 19-43 of Los Altos Hills County Fire District Declaring Weeds or Brush Growing and/or Rubbish on Certain Described Properties to be a Public Nuisance:

District Clerk Vargas explained that the County of Santa Clara Weed Abatement Program inspects parcels for hazardous weed/brush growth and creates non-compliance list. Resolution 19-43 declares these properties a public nuisance. If the motion passes, the list of non-compliant parcels is posted to the public on January 7, 2020, with a public hearing held at the January 21, 2020 District Commission meeting.

Action: Motion by Spreen to adopt resolution declaring weeds or brush growing and/or rubbish on certain properties to be a nuisance; second by Tyson.

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

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

MOTION PASSED

5. **Adopt Resolution 19-44 of the Los Altos Hills County Fire District Approving and Authorizing Execution of the Sixth Amended Joint Powers Agreement and the First Amended Liability Risk Coverage Agreement for Certain Insurance and Self-Insurance Purposes with the Fire Agencies Insurance Risk Authority:**

District Counsel Siegel explained when the District entered into contract with FAIRA the District entered into the fifth amended JPA. He noted a memo was provided by FAIRA outlining changes made to agreement. General Manager Logan said FAIRA Area Executive Vice President Susan Blakenburg had met with District staff to review insurance coverage and discuss the District's projects and programs.

Action: Motion by Price to adopt resolution approving and authorizing execution of the sixth amended joint powers agreement and the first amended liability risk coverage agreement for certain insurance and self-insurance purposes with the Fire Agencies Insurance Risk Authority; second by Vaughn.

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

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

MOTION PASSED

6. **Management Audit Subcommittee Report:**

Warren reported the exit conference with County Management Auditors was held November 1, 2019. He noted the Subcommittee was waiting to receive a process timeline from the auditors.

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

Assistant Fire Chief Glass reviewed the monthly report for October 2019. He stated there were no significant events. Commissioner Carr asked about the "Community Education Events"; Glass said these were fire-safety education provided to the public, and he would provide details of the two events to the Commission via email.

8. **General Manager Report:**

Logan presented photos from the Los Altos History Museum exhibit and discussed upcoming workshops and events. Technical Services Consultant Bebee shared the District's new Facebook, Twitter and Instagram links and cited future website enhancements and social media projects. Logan described these updates as essential in providing immediate notification of safety advisories and emergency notices to the public.

9. **Presentation by Commissioner Terry Kearney: Camp Fire Debrief:**

Commissioner Kearney presented a slideshow of his experience during search and recovery efforts in the 2018 Camp Fire as a volunteer member of the Santa Clara County Sheriff's Search and Rescue Team. He cited a number of outcomes as a result of the experience and suggested the importance of the public having an evacuation plan in place in the event of disaster.

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

Emergency Services Manager Captain Gluhan (Ret.) and Los Altos Hills CERT, Los Altos Hills Emergency Communications Committee (ECC) members and Los Altos Hills residents Eduardo Arias and Dave Stewart presented different options for new safety vests for the CERT and ECC members. Gluhan talked about inventory and replenishment of emergency ARK supplies, such as water, batteries and medical kits. She mentioned the Town of Los Altos Hills pavement rehabilitation and drainage improvement project was in process. Service for any hydrants or valve boxes needing readjustment or painting would be completed by the District's contractor G. Bortolotto & Co.

11. Community Wildfire Protection Plan (CWPP) Subcommittee Report:

Gluhan discussed meeting with J.R. Call, the Santa Clara County FireSafe Council (FireSafe) Hazardous Fuel Reduction Program Manager. As part of FireSafe's service agreement with the District, FireSafe will provide 5-8 hours per week for working on hazardous fuel reduction projects. FireSafe also consulted on "Life Safety Code" projects relating to egress and homeowner defensible space.

Comment from Public: Los Altos Hills resident Allan Epstein questioned whether 5-8 hours of work per week was sufficient. He made statements regarding the programs in the district including tree removal, brush chipping, pipeline water flow and questioned whether the District is using its capital resources expediently to further its programs. He concluded that over the years the District does not want for resources but wants for the direction to do so.

12. Fuel Reduction Subcommittee Report:

Commissioner Tyson stated the Town of Los Altos City Council made a motion to discuss Residential Code Section R337 and other building code changes at a special City Council meeting to be held December 4, 2019.

Tyson noted that the District Tree Removal Program Phases 1 and 2 were progressing as scheduled. Logan added all residents on the District Tree Removal Program Phase 1 waitlist had been contacted by the contractor and tree removal is anticipated to be completed by the end of the year. District Tree Removal Program Phase 2 had some properties needing re-inspection before the final service agreement with the contractor could be finalized.

Tyson mentioned the brush chipping service schedule was slightly delayed due to suspension of service during the recent red-flag warning days. Logan reported meeting with the FireSafe Council to examine expanding the current brush chipping program via a new pilot program which is still in the planning phase. Goals of the pilot program include developing a competitive bidding process, and providing faster service to resident requests.

Gluhan addressed the earlier comment from the public (under Agenda Item 11) and stated FireSafe Council's 5-8 hour work week was temporary. She said discussion is underway to possibly roll the District tree removal and brush chipping programs over to FireSafe Council to provide logistics, analysis, mapping, planning and oversight.

13. Budget Subcommittee and Financial Consultant Reports:

Financial Consultant Vargas stated the Subcommittee met to analyze the FY 2020/2021 Budget. She encouraged the other subcommittees to confer on their applicable budget line-items for further discussion at the January District Commissioners meeting.

Logan noted the credit card policy was still being prepared.

14. District Clerk Report:

District Clerk Vargas reported her attendance at a three-day California Special District Association Clerk Conference. She mentioned she would be emailing all District staff and Commissioners a link to required sexual harassment training courses.

15. Consent Calendar:

Warren asked for a motion to approve "15.A. Approval of Draft Minutes of October 15, 2019 Regular Meeting" and "15.B. Receive Period Report 4, October 2019". Tyson asked why the "Extra Fire Season Patrol expenditures were lower than usual. Assistant Chief Glass explained that patrolling previously had occurred everyday but was now limited to high fire danger and red-flag warning days.

Action: Motion by Vaughn to approve the Consent Calendar as submitted; second by Price.

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

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

MOTION PASSED

16. Receive Disbursements:

Vargas handed out an updated list of November disbursements. There was no comment from the Commission or the public.

17. Commission Member Reports:

Commissioner Spreen mentioned his term expiration and interest in continued participation as a District Commissioner would be discussed at the Town of Los Altos Hills City Council meeting on November 20, 2019. Commissioner Price stated she would be stepping down as a member of the Hazardous Fuel Reduction Subcommittee and recommended that Commission Kearney take her place on the Subcommittee. Commissioner Kearney was willing to serve on the Subcommittee and attend meetings in January.

Logan advised that Cal-Water had requested the District's technical assistance for placement of fire hydrants on the Ravensbury Road water-main replacement project.

Comment from Public: Los Altos Hills resident Allan Epstein mentioned a fire hydrant located on Magdalena Ave. was juttet out into the road. Gluhan stated she would inspect the hydrant.

18. Adopt Resolution 19-45 of the Los Altos Hills County Fire District Setting Forth the Regular Meeting Schedule for 2020:

Action: Motion by Tyson to adopt the resolution setting forth the regular meeting schedule for 2020; second by Price.

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

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

MOTION PASSED

19. Confirm Regular Meeting of December 17, 2019:

By unanimous consensus the December 17, 2019 Regular Commissioners meeting was cancelled.

20. Adjournment:

Warren adjourned the meeting at 9:04 p.m. The next regular meeting date is January 21, 2020.

Prepared by,

Cori Vargas
District Clerk

Approved 1/21/2020