

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, November 21, 2017 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

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

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

ABSENT: None

ALSO PRESENT: Assistant Chief Tony Bowden, Fire District Attorney Dan Siegel, Dana Reed Director of Emergency Services, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: CERT Member Neil Katin suggested there be an Advisory Board or Board of Directors type set up to oversee the CERT program along with the new Emergency Services Coordinator.

J Logan, Assistant City Manager of the City of Los Altos introduced Ann Hepenstal, the new part-time Emergency Services Coordinator for the City of Los Altos. Ms. Hepenstal expressed she was working with: the Block Action Team, CERT, HAMS, looking into regionalization as well as doing outreach.

9b.) Water Supply Subcommittee Update: By Board consensus, this item was moved up on the agenda for discussion at this time. Commissioner Warren introduced Steve Tarantino and Antone Jain of EKI Environment and Water. Using the overhead screen they showed the Purissima Hills Water District and California Water Service boundary map. They explained the criteria for prioritizing fire flow improvement projects with a goal of 1250 gallons per minute (GPM) with a minimum of 20 pounds per square inch. Methods for cost sharing were discussed. Description of hydrant fire flow improvement areas in specific PHWD zones brought up the need to replace existing pipe in place with new ductile iron pipe with open trench construction. Areas mentioned for PHWD included, but were not limited to, Page Mill Road and Altamont Road. With respect to the Cal Water Service area up to 31 hydrants had under a 1250 GPM fire flow. Discussion of Cal Water's before and after capital improvement projects in the Mora Drive-Eastbrook Avenue-Mora Glen area were discussed. EKI stressed this is a conservative model which will be refined after tonight's meeting. Figure 5 and Figure 6 showed deficient hydrants unable to meet the hydrant flow requirement.

The EKI Draft report listed recommended project prioritization in both of the Cal Water and Purissima Hills Water District areas.

Commissioner Tyson asked for public comment; public member Allan Epstein questioned Figure 8, Mora Drive upstream and downstream sections.

Tyson discussed paying incrementally or paying for everything; Warren commented this would be a negotiating position. Price was pleased with the depth of the DRAFT study. Tyson and Warren will talk with EKI about additional models. Waldeck mentioned that Purissima Hills Water District is private while California Water Service Company is commercial. Warren stated the next steps would be to formalize the report after incorporating comments received this evening.

3) CERT Report. a.) CERT Calendar October/November/December 2017 and b.) CERT After Action Report dated October 19, 2017. Carr stated a new location for the ARK would be in Lot 1 over Adobe Creek. Price stated this should be funded by Foothill College. Waldeck said to use the trailer at the Town Hall location instead. Waldeck discussed a meeting with Emergency Preparedness Coordinator Barry Stallard and the transition difficulty with three EPC leaving. Discussion ensued including: in an emergency who is in charge? The incident commander in the Town of Los Altos Hills Waldeck stated. Waldeck suggested funding to the Town. Dana Reed mentioned the Hills using the unincorporated area however as there was no CERT team in the unincorporated area; an agreement was necessary. Tyson mentioned this was a short term issue and there were elements of discontent. We want to have a strong system and need a General Manager to help us with this. Waldeck stated many CERTS had left after EPC Mike Sanders left. Spreen stated we are paying for a half time position. Chief Bowden said there has been no disruption in service; EPC Barry Stallard is dedicated to the District half time. Spreen asked what his stated role is? Concerning the regional approach: how do we bring local control here again Spreen asked? Price mentioned there were now 20 CERT Supervisors when there used to be 50. She emphasized the need for a half time position just as Los Altos has. Chief Bowden said to keep Barry Stallard here half time; Dana Reed said that is the intent of the position; half time with the Hills and half time with others. There had been a miscommunication. Tyson stressed we need a mechanism for local control; we will ask the General Manager to focus on this. Price said an ad hoc committee should be formed to work on CERT concerns now. By Commission consensus, Commissioners Vaughn, Spreen and Price volunteered to be the CERT Ad Hoc Committee. They would assist in figuring out the communication flow. Dana Reed commented that unincorporated CERT members could be used in Los Altos Hills as DSW (Disaster Service Workers) not vice-versa is his understanding.

4) Chief's Report: a.) Monthly Report for October, 2017 - Assistant Chief Bowden stated there were no fires to report during the month of October.
b.) Letter to Town of Los Altos Hills Regarding Adoption of Chapter 7A and R337 – A letter was sent to Mayor Gary Waldeck from Chief Kehmna and Board President George Tyson recommending adoption of Chapter 7A of the CA Building Code and Section R337 of the CA Residential Code in an effort to reduce wildfire vulnerability to the Town of Los Altos Hills. There was no action taken or direction given from the November 16th City Council meeting. Spreen stated the item was not set up for a vote and needed further clarification; it is not a dead issue.

5) Consultant Report: a.) Projects Update Dated November 1, 2017 Farwell stated the tree program is 20% complete.

6) Resolution of the Board of Directors of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for FY 2017/18 in Accordance with Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits.

Resolution 17-22 **Action:** A motion was made by Warren to approve the resolution of the Board of Directors of the Los Altos Hills County Fire District establishing the appropriations limit for the District for FY 2017/18 in accordance with article XIII B of the California Constitution and government code section 7910 and establishing period for contesting such limits; Vaughn seconded the motion. All in Favor: Tyson, Spreen, Price, Carr, Waldeck, Warren and Vaughn. **Opposed:** None.

7) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Master Services Agreement with BMI Imaging Systems, Inc.

Resolution #17-23 **Action:** A motion was made by Spreen to approve Resolution #17-23 authorizing execution of Master Services Agreement with BMI Imaging Systems, Inc.; Waldeck seconded the motion. **All in Favor:** Price, Carr, Tyson, Vaughn, Warren, Waldeck and Spreen. **Opposed:** None.

8) Resolution of the Board of the Los Altos Hills County Fire District Declaring Weeds or Brush Growing and/or Rubbish on Certain Described Properties to be a Public Nuisance.

Resolution #17-24 **Action:** A motion was made by Price to approve the resolution of the Los Altos Hills County Fire District declaring weeds or brush growing and/or rubbish on certain described properties to be a public nuisance; Warren seconded the motion. **All in Favor:** Carr, Spreen, Vaughn, Tyson, Vaughn, Warren and Price. **Opposed:** None.

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

a.) Strategic Plan – Price reviewed the proposed new Commissioner Orientation plan. Thanks was given to Price, Carr, Spreen and Chief Bowden for preparation of this document. b. Water Supply Subcommittee Update: Bound, DRAFT EKI document discussed earlier in the meeting. c. Tree Subcommittee Report – Farwell stated the stinkwort weed had been removed from the District property. Waldeck expressed how the weed was full of oil, dangerous and growing out of control. This item will be agendaized for the January, 2018 meeting. Tyson discussed the tree subcommittee report dated “for the November 21, 2017 LAHCFD Board Meeting”. He asked what next? There is a continued interest and clear need for tree removal. It has been nimble and cost effective. Tree eligibility would be the same as in past programs with two exceptions: 1) Eucalyptus tree trimming will be eliminated-only eucalyptus removal is included; 2) Only trees >8” diameter at 48” height are eligible. Try it for one year; seeking approval for the process. Waldeck suggested streamlining the process. District is trying to reach the County to affirm the process. Any contract will come back to the Board. **Action:** A motion was made by Warren authorizing Commission to proceed negotiating a contract for one year; Vaughn seconded the motion. **All in Favor:** Price, Carr, Tyson, Vaughn, Warren and Spreen. **Abstain:** Waldeck. **Opposed:** None

(1) Tree Preservation and Removal Ordinance Revisions – Letter to County Planning Department. A letter was sent to the Department of Planning and Development in Santa Clara County concerning the tree preservation and removal ordinance revisions. The ordinance is still in the DRAFT stage. The District is proposing to add a subsection under Exceptions regarding eucalyptus trees that pose a fire hazard or other danger.

- d.) Community Wildfire Protection Plan Sub-Committee Update: There was no update.
- e.) Current Contracts: The Clerk expressed that SnowTech Media, Dave Snow, stated he was retiring at the end of his current contract, February 28, 2018. Mr. Snow was asked if he would be willing to stay on until June 30, 2018 to assist in the transition with a new General Manager. He submitted a proposal in the packet for a service period of March 1, 2018 through June 30, 2018. Spreen stated he would talk with Dave Snow regarding the proposal for four additional months.
- f.) General Manager Subcommittee Update: Tyson spoke of the advertisement for the part-time General Manager position and how it had been placed in the Los Altos Town Crier and the California City News.org website. Siegel mentioned the possibility of having a closed session regarding a new employee on the January, 2018 agenda.

10) Consent Calendar: a.) Minutes of October 17, 2017 Meeting
b.) Period Report 4, October 2017

Action: Motion made by Price to approve the minutes of October 17, 2017 and approve Period Report 4, October 2017; Waldeck seconded the motion. All in Favor: Tyson, Vaughn, Carr, Warren, Spreen, Waldeck and Price. **Opposed:** None.

11) Disbursements for November, 2017. Cori Vargas handed out an updated disbursement list for November, 2017.

12) Board Member Reports: 1) Commissioner Term Expiration 12/31/17: City Council Recommendation. Mayor Waldeck sent a letter to Supervisor Simitian formally nominating Councilmember Michelle Wu to serve as its second representative on the LAHCFD Board. The Town seeks Supervisor Simitian’s approval and appointment to fill the upcoming vacancy.

13) Adjournment: By consensus, the meeting of December 19, 2017 has been cancelled. The meeting was adjourned by consensus around 9:40 p.m.

The next meeting will be January 16, 2018.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 1/16/18