

**Los Altos Hills County Fire District
Agenda
12355 El Monte Road, Los Altos Hills (Foothill College Campus)**

Regular Meeting of November 21, 2017 7:00 p.m.

- 1) Roll Call.
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 3) CERT Report:
 - a.) [CERT Calendar October/November/December 2017](#)
 - b.) [CERT After Action Report dated October 19, 2017](#)
- 4) Chief's Report:
 - a.) [Monthly Report for October, 2017](#)
 - b.) [Letter to Town of Los Altos Hills Regarding Adoption of Chapter 7A and Section R337](#)
- 5) Consultant Report:
 - a.) [Projects Update Dated November 1, 2017](#)
 - b.) [Projects and Programs Graph](#)
- 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
- 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
- 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
- 9) Sub-Committee, Contract and Non-Board Committee Reports:
 - a. [Strategic Plan](#)
 - b. [Water Supply Subcommittee Update](#)
 - c. [Tree Subcommittee Report](#)
 - (1) Tree Preservation and Removal Ordinance Revisions– Letter to County Planning Department
 - d. Community Wildfire Protection Plan Sub-Committee Update

- e. Current Contracts – Snowtech Media
- f. General Manager Subcommittee Update

- 10) Consent Calendar: a.) Minutes of October 17, 2017 Meeting
b.) [Period Report 4, October](#)

- 11) [Disbursements for November, 2017.](#)

- 12) Board Member Reports : 1) Commissioner Term Expiration 12/31/17: City Council Recommendation

- 13) Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (650) 948-2474. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)



LOS ALTOS HILLS COUNTY FIRE DISTRICT

CERT CALENDAR OF EVENTS

OCTOBER/NOVEMBER/DECEMBER 2017 CALENDAR

OCTOBER 2017

- **October 03, 2017** SCCFD- CERT REFRESHER TRAINING 19:00-21:00
Campbell, CA (HazMat and Terrorism Awareness)
- **October 07, 2017** LAHCFD OCTOBER CERT DRILL 8:15-12 NOON-Los Altos Hills -Town Hall
- **October 12, 2017** SCCFD- CERT REFRESHER TRAINING 19:00- 21:00
Los Altos Hills Town Hall (HazMat and Terrorism Awareness)
- **October 16, 2017 – November 4 -** SCCFD CERT ACADEMY, Police Operations Bldg. Los Gatos Ca.
- **October 28, 2017** LAHCFD CERT SUPERVIORS INVENTORY THE ARK

NOVEMBER 2017

- **November 06, 2017** SCCFD- CERT REFRESHER TRAINING 19:00-21:00
Los Altos, CA Hillview Community Center (Communications & Documentations)
- **November 09, 2017** SCCFD -PEP CLASS 16:00-19:00 – Los Altos Hills -Town Hall
- **November 14, 2017** SCCFD –CERT REFRESHER TRAINING 19:00-21:00
Saratoga, CA (Communications & Documentation)
- **November 14, 2017** LAHCFD GENERAL MEMBERSHIP CERT MEETING 18:30-20:00 – Los Altos Hills –
Town Hall – Debrief October 07, Drill and Guest lecturer

DECEMBER 2017

- **December 07, 2017** SCCFD - PEP CLASS 18:00-2100 –Saratoga, CA



**LAHCFD Annual Drill
October 7, 2017**

**AFTER ACTION REPORT/IMPROVEMENT PLAN
OCTOBER 19, 2017**



ADMINISTRATIVE HANDLING INSTRUCTIONS

1. The title of the document is Los Altos Hills County Fire District (LAHCFD) Annual Drill.
2. The information gathered in this After-Action Report (AAR) Incident Plan (IP) is unclassified and should be handled according to LAHCFD protocols.
3. Points of Contact:

Exercise Directors:

Barry Stallard and Carol Starbuck
CERT Program Managers
LAHCFD
12355 South El Monte
Los Altos Hills, CA 94022
Barry.stallard@sccfd.org
Carol.starbuck@sccfd.org
650 804 6771 Cell

Evaluators:

Captain Denise Gluhan
George Hurst Program Specialist II
14700 Winchester Blvd
Los Gatos, CA 95032
Denise.gluhan@sccfd.org
George.hurse@sccfd.org
408 378 4010

CONTENTS

ADMINISTRATIVE HANDLING INSTRUCTIONS:	Page 2
CONTENTS:	Page 3
EXECUTIVE SUMMARY:	Page 4
EXERCISE DESIGN:	Page 5
EXERCISE IMPROVEMENTS	Page 7
EXERCISE OVERVIEW:	Page 8
CONCLUSION:	Page 9
IMPROVEMENT PLAN:	Page 9

EXECUTIVE SUMMARY

The LAHCFD CERT Exercise held on October 7, 2017 provided an opportunity for the LAHCFD CERT program to test the skills of individual members, use of the Incident Command System (ICS), search and rescue techniques, and radio communications. The exercise lasted for four hours with activities in the surrounding area of LAH Town Hall in Los Altos Hills.

The following objectives were developed by the exercise planning team:

- Have proper PPE
- Follow Chain of Command
- Evaluate Safety
- Gather Facts
- Assess Damages
- Considered Possibilities
- Assess Situations and Communicate
- Established Priorities
- Make Decisions
- Develop Action Plan
- Take Action
- Evaluate Progress

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective actions.

EXERCISE DESIGN

Major Strengths

The major strengths identified during this exercise are as follows:

1. Check-in:

- Activation-check-in procedures and exercise briefing:
- Check-in table was easily accessible with appropriate ICS 211p for sign-in and drill accountability. CERT members at check-in were prepared and knowledgeable.
- Briefing was clear and explained expectations, procedures and locations of the skills stations.

2. **Communications:** Establish Net Control, Individual use of radio to complete assignment

- Radio Net control was established with documentation of radios issued and appropriate channel for use was given to each operator
- Review and use of portable radio use and operations were evaluated during.

3. **Damage Assessment:**

- CERT members assessed damage from photos. Discussed and reviewed light, moderate, and heavy damage in structures.
- CERT members were challenged to considered possibilities if a rescue was needed in the structures

4. **Cribbing:**

- CERT members safely lifted and remove victim from rubble.
- CERT members provide a general assessment of victim's injuries after removal.

5. **Fire Extinguisher Training:**

- Members utilized P.A.S.S. (Pass, Aim, Squeeze Sweep) technique to extinguish fire.
- Members were able to safely extinguish fire. This station provides a "fun" experience for CERT members.

6. **Light Search and Rescue:** Heritage House

- A "scene size-up" was initiated prior to entering the building.
- Entry team leader utilized search markings after referring to FOG as a reference.
- Victims of the simulated disaster were located during a primary search.
- Triage was completed for each victim with triage tape applied according to acuity of symptoms and injuries.
- Victims were extricated from structure and brought to pre-established medical treatment area.
- Use of left wall or right wall method to ensure that the entire building is searched.
- CERT Members carried or drug victims to extricate them for the building.
- A secondary search was completed to confirm all victims were located.

7. **Medical:** Head-to-Toe assessment was demonstrated by County Fire's Paramedic.

- CERT Members applied skills while conducting head-to-toe exams on extricated victims.

Items of Note-

- All members should have PPE and additional equipment ready before going to skill station. Several members had to go back to their bags to retrieve items for needed for station. Some members were missing items or those items were not working.
- Unsafe environments were observed and noted by CERT. Make sure this communication gets to their leader.

EXERCISE IMPROVEMENTS:

Primary Areas for Improvement

Throughout the exercise, several opportunities for improvement were identified. The primary areas for improvement, including recommendations, are as follows:

1. Communications:

- It was noted that a review of a standard radio script was needed in future training.

2. Light Search and Rescue- Heritage House

- Directions given by "Entry Team Leader" need to be clear and achievable with the resources available. Small teams quickly discovered they needed more resources when they transitioned to rescue or extrication mode.

3. Items of Note-

- All members should have PPE and additional equipment ready before going to skill station. Several members had to go back to their bags to retrieve items for needed for station. Some members were missing items or those items were not working.
- Unsafe environments were observed and noted by CERT. Make sure this communication gets to their leader.

EXERCISE OVERVIEW

Exercise Details

Exercise Name

LAHCFD Annual Drill

Type of Exercise

Full Scale Exercise

Exercise Start Date

October 7, 2017

Duration

Four hours

Locations

LAH Town Hall

26379 Fremont Road, Los Altos Hills

Sponsor

LAHCFD

Capabilities

Hands-on training of current skill-sets for all LAHCFD members.

Exercise Planning Team Leadership

Carol Starbuck, Barry Stallard.

Participating Organizations

Santa Clara County Fire Department

Number of Participants

- Players: 36
- Evaluators: 2
- Victim Role Players: 7

CONCLUSION

Members in a command or leader role need to assess the situation, establish priorities, make decisions, develop action plans, take action, evaluate progress and communicate assignments to their "team" to complete the objective in all phases of any operation.

IMPROVEMENT PLAN

In summary, the exercise was a success. Despite inaccuracies, staff leaders used these errors as teachable moments.

Strengths were recognized in the following sectors; check-in, communications, damage assessment, cribbing, fire extinguisher training, and medical head to toe assessment. However, the leaders found that more work and focus needs to be spotlighted in the following areas; Light Search & Rescue along with Radio Protocol



FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org



1

November 8, 2017

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for October 2017

To Whom It May Concern:

The October 2017 fire reports for the Los Altos Hills County Fire District are enclosed:

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 50%
Metro/Urban: 100%
Suburban: 76.92%
Rural: 90%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Monetary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years.

The fire loss for this month was \$0.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

Tony Bowden

Assistant Fire Chief

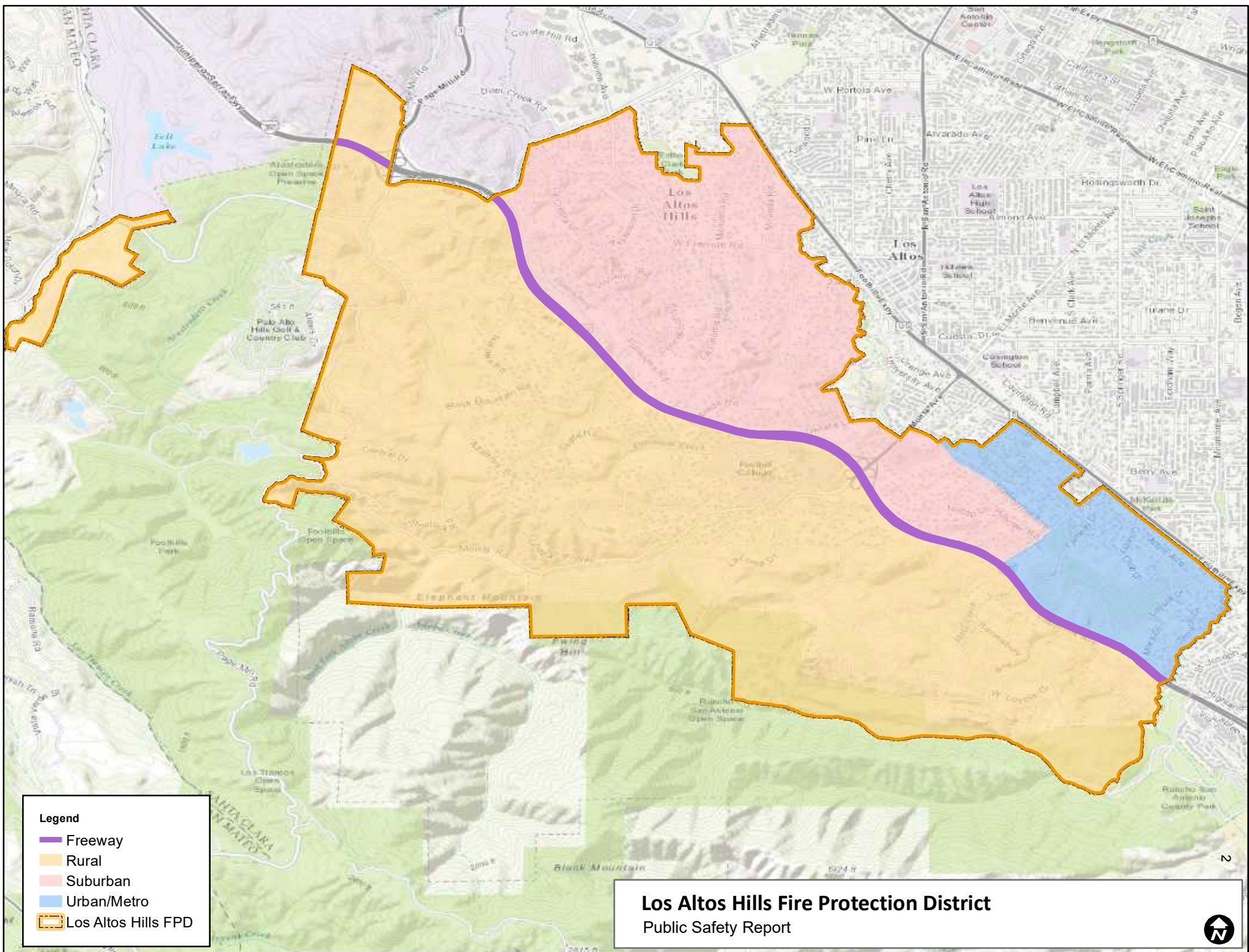
Enclosures

c: Steve Prziborowski, Deputy Chief

TB:kr

Organized as the Santa Clara County Central Fire Protection District

Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga



Legend

Freeway

Rural

Suburban

Urban/Metro

Los Altos Hills FPD

Los Altos Hills Fire Protection District

Public Safety Report



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

October 2017

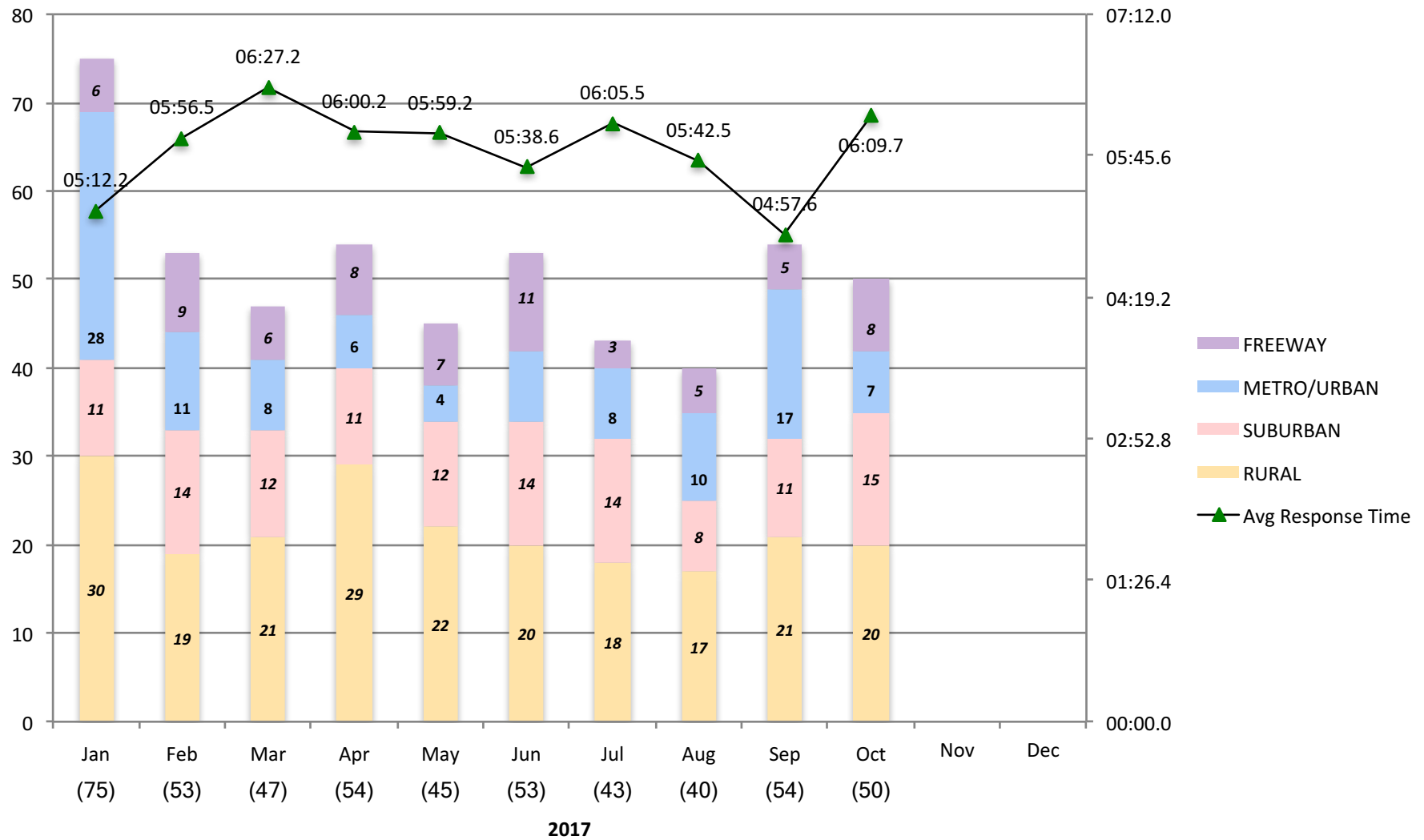
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	7	03:47.6	13	06:34.6	20	06:02.6	3	05:42.7	43	05:48.9
E75			7	06:53.6					7	06:53.6
E76	6	03:27.3			2	07:04.0			8	04:21.5
R74	1	05:49.0	6	06:12.5	17	06:03.5	2	05:49.5	26	06:04.0
B74							1	05:29.0	1	05:29.0
E374					1	03:44.0			1	03:44.0
RELIABILITY			2	11:11.5			5	07:07.8	7	08:17.4
E75			1	12:32.0			2	09:18.0	3	10:22.7
R74			1	09:51.0					1	09:51.0
E77							2	04:31.5	2	04:31.5
E71							1	08:00.0	1	08:00.0
Grand Total	7	03:47.6	15	07:11.5	20	06:02.6	8	06:35.9	50	06:09.7

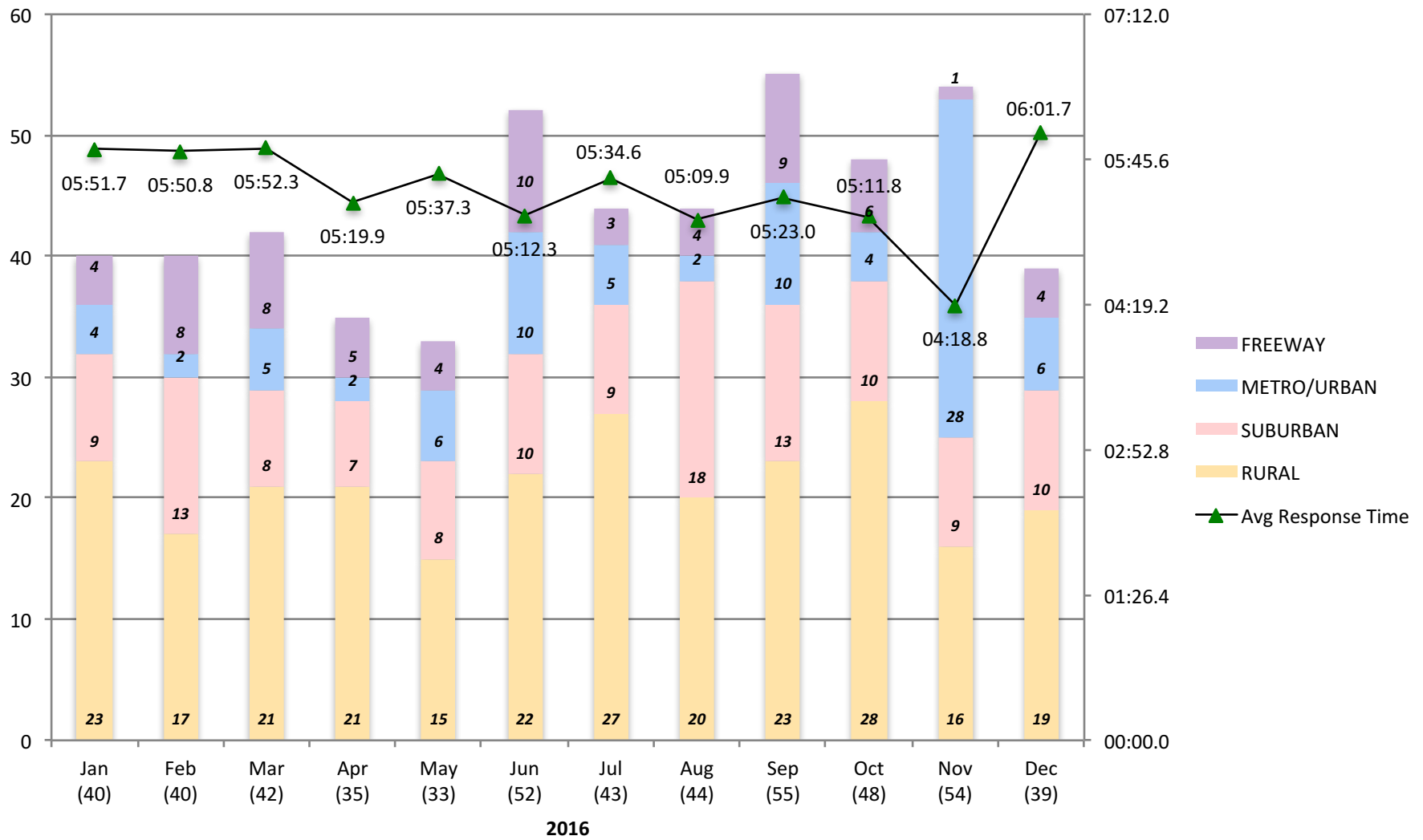
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE							1	05:29.0	1	05:29.0
Structure										
Vehicle										
Vegetation							1	05:29.0	1	05:29.0
Outside rubbish										
Special outside										
Other										
OVERPRESSURE			1	07:21.0					1	07:21.0
EMS	7	03:47.6	12	07:11.0	11	05:33.6	4	06:28.0	34	05:52.6
HAZ CONDITIONS					2	06:49.0			2	06:49.0
SERVICE					3	05:05.7			3	05:05.7
GOOD INTENT			2	07:10.0	3	06:15.3	3	07:08.7	8	06:49.0
FALSE ALARM					1	12:01.0			1	12:01.0
SEVERE WEATHER										
TOTAL	7	03:47.6	15	07:11.5	20	06:02.6	8	06:35.9	50	06:09.7

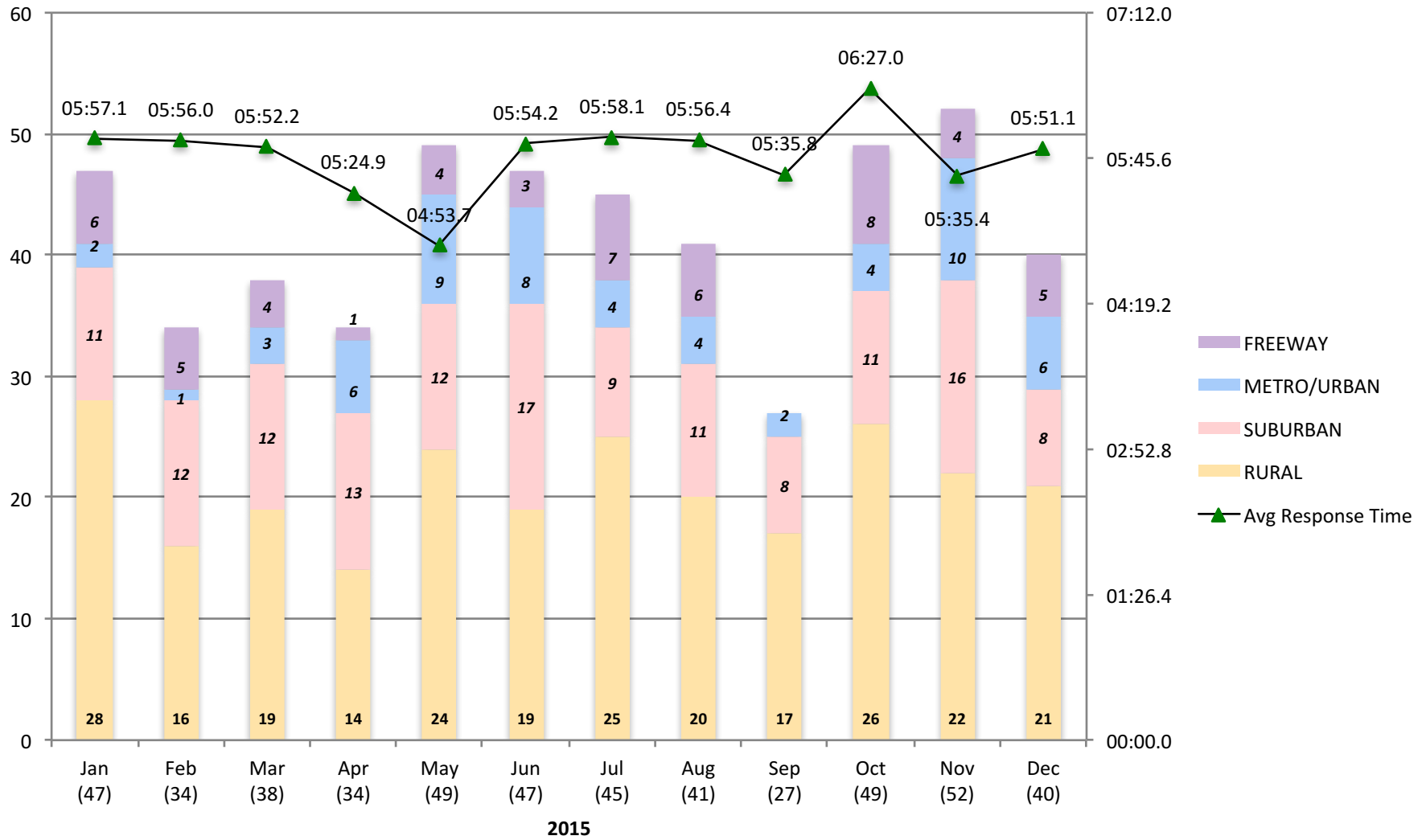
Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

Code 3 Calls Only

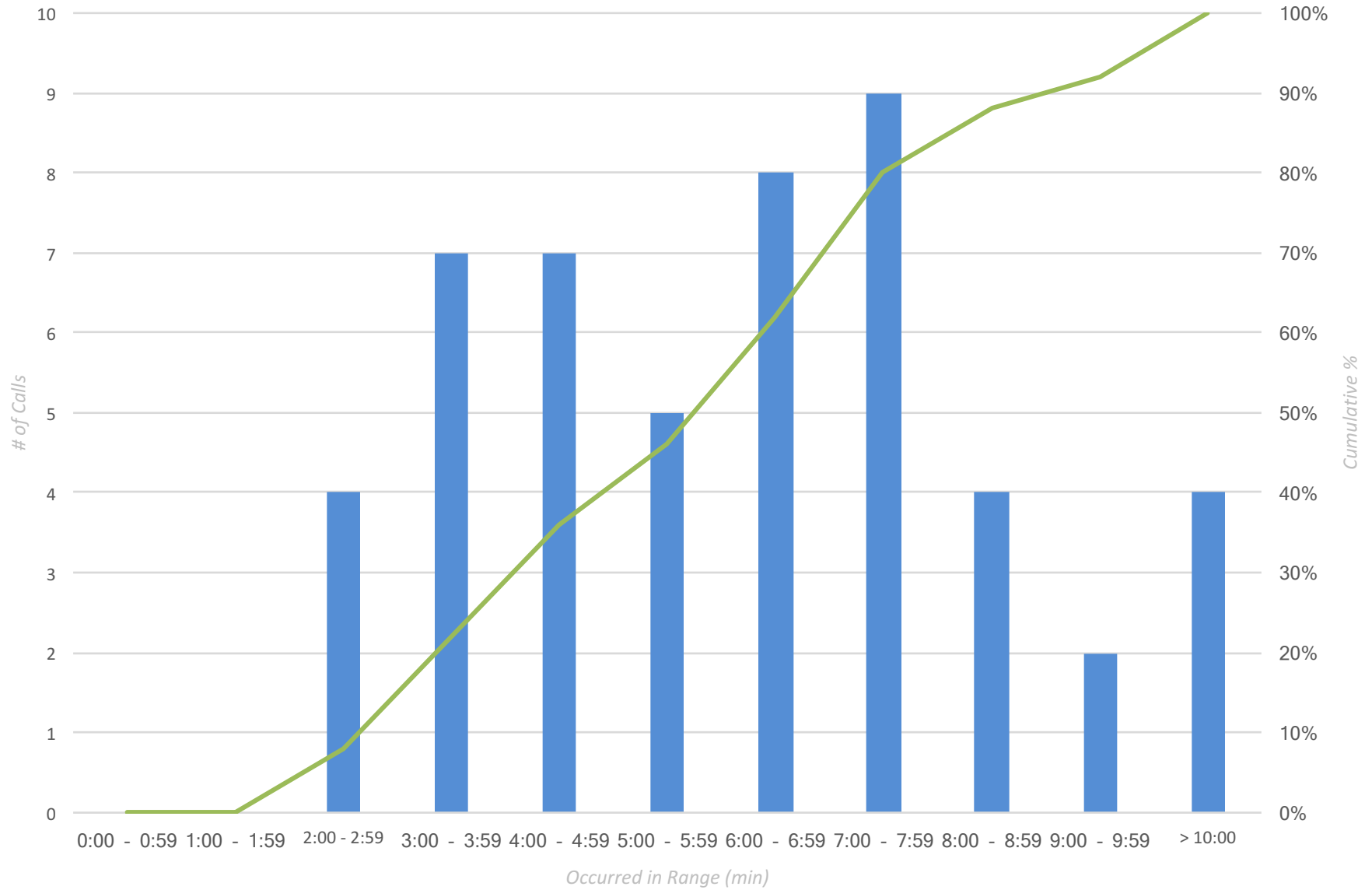
October 2017

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (43)	9.3% (4)	23.26% (10)	39.53% (17)	51.16% (22)	67.44% (29)	88.37% (38)	93.02% (40)	95.35% (41)		
URBAN/METRO (7)	42.86% (3)	57.14% (4)	71.43% (5)	100% (7)	100% (7)	100% (7)	100% (7)	100% (7)		
E76 (6)		50% (3)	66.67% (4)	83.33% (5)	100% (6)	100% (6)	100% (6)	100% (6)	100% (6)	
R74 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	
SUBURBAN (13)	7.69% (1)	23.08% (3)	23.08% (3)	53.85% (7)	76.92% (10)	92.31% (12)	100% (13)			
E75 (7)			14.29% (1)	14.29% (1)	42.86% (3)	71.43% (5)	100% (7)	100% (7)		
R74 (6)		16.67% (1)	33.33% (2)	33.33% (2)	66.67% (4)	83.33% (5)	83.33% (5)	100% (6)		
RURAL (20)	5% (1)	25% (5)	40% (8)	50% (10)	65% (13)	90% (18)	90% (18)	90% (18)		
E76 (2)						100% (2)	100% (2)	100% (2)		
R74 (17)		5.88% (1)	23.53% (4)	41.18% (7)	52.94% (9)	70.59% (12)	88.24% (15)	88.24% (15)	88.24% (15)	
E374 (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	
FREEWAY (3)	33.33% (1)	66.67% (2)	66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)		
R74 (2)			50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)		
B74 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)		
RELIABILITY (7)	14.29% (1)	14.29% (1)	14.29% (1)	28.57% (2)	28.57% (2)	57.14% (4)	71.43% (5)			
FREEWAY (5)	20% (1)	20% (1)	20% (1)	40% (2)	40% (2)	80% (4)	80% (4)			
E75 (2)						0% (0)	50% (1)	50% (1)		
E77 (2)		50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)		
E71 (1)						0% (0)	100% (1)	100% (1)		
SUBURBAN (2)	0% (0)	0% (0)	50% (1)							
E75 (1)						0% (0)	0% (0)	0% (0)		
R74 (1)						0% (0)	0% (0)	100% (1)		
Grand Total (50)	8% (4)	22% (11)	36% (18)	46% (23)	62% (31)	80% (40)	88% (44)	92% (46)		

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	0	0.00%
1:00 - 1:59	0	0.00%
2:00 - 2:59	4	8.00%
3:00 - 3:59	7	22.00%
4:00 - 4:59	7	36.00%
5:00 - 5:59	5	46.00%
6:00 - 6:59	8	62.00%
7:00 - 7:59	9	80.00%
8:00 - 8:59	4	88.00%
9:00 - 9:59	2	92.00%
> 10:00	4	100.00%

Los Altos Hills County Fire District Response Time Centiles

Code 3 Only



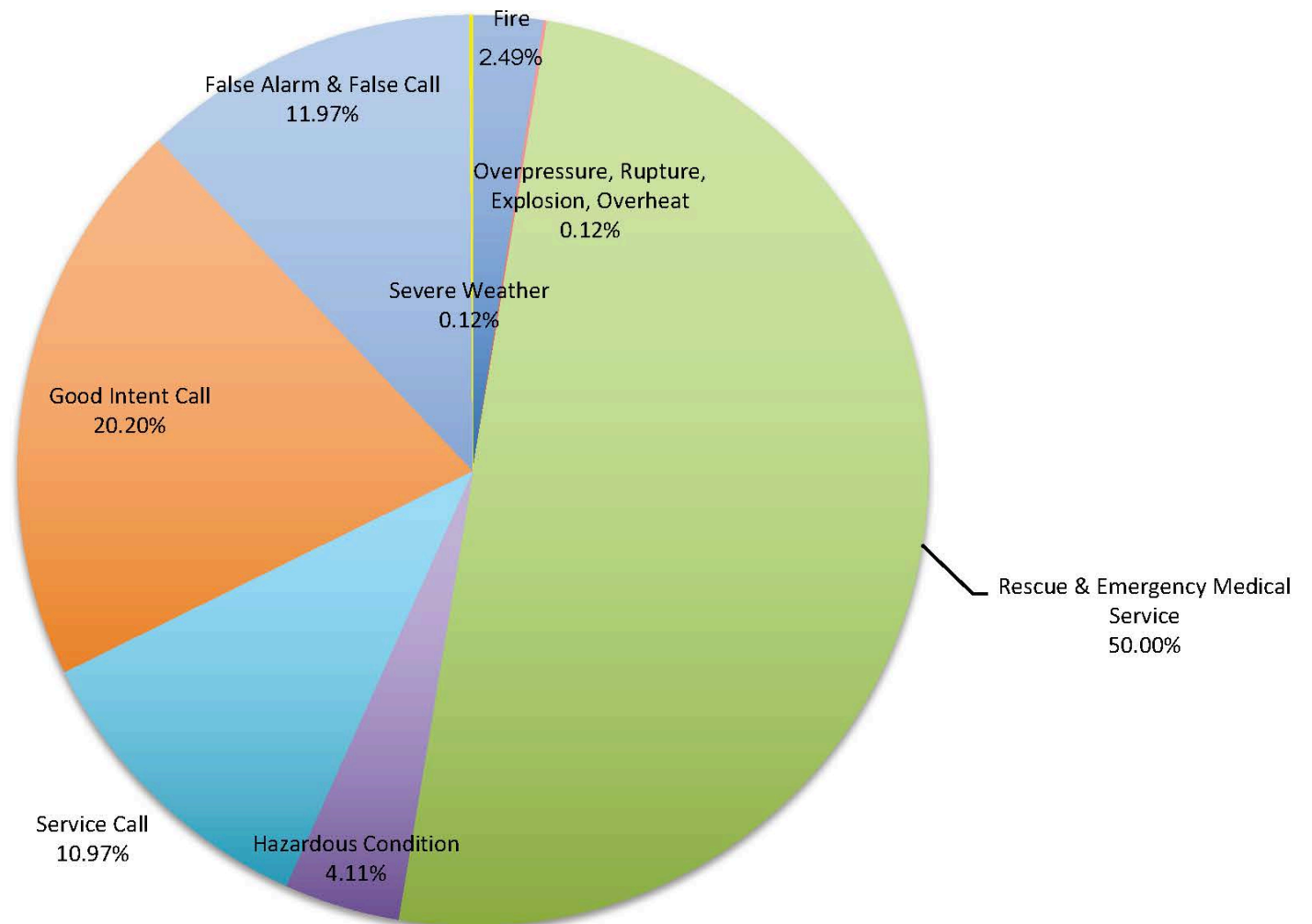
Los Altos Hills County Fire District Incidents by Month

All Code Calls

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2017	1	1	1	2	0	4	4	2	3	2			20
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
Overpressure, Rupture, Explosion, Overheat (No Fire)	2017	0	0	0	0	0	0	0	0	0	1			1
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
Rescue & Emergency Medical Service	2017	67	38	42	38	34	32	36	31	45	38			401
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
Hazardous Condition	2017	6	3	1	9	0	3	1	3	4	3			33
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
Service Call	2017	9	9	1	12	6	10	10	10	11	10			88
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
Good Intent Call	2017	8	15	18	24	8	17	20	18	16	18			162
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
False Alarm & False Call	2017	4	8	9	8	13	8	10	13	14	9			96
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
Special Incident	2017	0	0	0	0	0	1	0	0	0	0			1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2017	95	74	72	93	61	75	81	77	93	81	0	0	802
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846

Los Altos Hills County Fire District Incident Type Breakdown
All Code Calls
2017



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000	\$0	\$0	\$0			\$114,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
Vehicle Fire	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$53,000	\$0	\$0			\$56,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
Natural Vegetation Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0			\$50
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
Outside Rubbish / Dumpster	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Special Outside Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$53,000	\$50	\$0	\$0	\$0	\$170,550
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500



FIRE DEPARTMENT SANTA CLARA COUNTY



4.6.

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 341-4499 (fax) • www.sccfd.org

November 9, 2017

Honorable Mayor Gary Waldeck
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022

Re: Adoption of Chapter 7A and Section R337

Honorable Mayor Waldeck,


We would like to thank you for taking the time to review this letter regarding Chapter 7A of the California Building Code and Section R337 of the California Residential Code. The Santa Clara County Fire Department, along with the Los Altos Hills County Fire District, recommends the Town of Los Altos Hills adopt Chapter 7A of the California Building Code and Section R337 (Materials and Construction Methods for Exterior Wildfire Exposure) of the California Residential Code in an effort to reduce the wildfire vulnerability to the Town of Los Altos Hills.

We are currently seeing that architects of new homes in Los Altos Hills are already including significant requirements of Chapter 7A and Section R337 into their designs due to the architectural characteristics of the Town of Los Altos Hills. By adopting Chapter 7A and Section R337 we are able to ensure these proactive building standards continue, which are designed to keep the community safe through fire prevention mechanisms.

As we have seen recently, Northern California has endured severe wildland fire seasons with significant loss of life and property. Free burning structures become tremendous ember generators which threaten structures and the community at large. We know that most structures are ignited by windblown embers which are capable of traveling over a mile. Overall, these code adoptions will reduce the vulnerability of new structures from ember intrusion, thus creating a more fire-resistant community.

At this time, we have a unique opportunity through Chapter 7A and Section 337 to provide a proactive approach to the standard for building requirements which will have a direct impact on fire prevention. As advocates for the safety of the community members of the Town of Los Altos Hills, we are asking for your assistance by adopting Chapter 7A of the California Building Code and Section R337 of the California Residential Code.

I would be happy to discuss any issues with you: Please feel free to contact me if you have any question or concerns.


Ken Kehmna
Fire Chief
Santa Clara County Fire Department

LTR County Fire Recommendation to Los Altos Hills/er/11.09.17

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga*

A handwritten signature in blue ink, appearing to read 'G. Tyson', with a long horizontal line extending to the right.

George Tyson
President
Los Altos Hills County Fire District

KRK:er

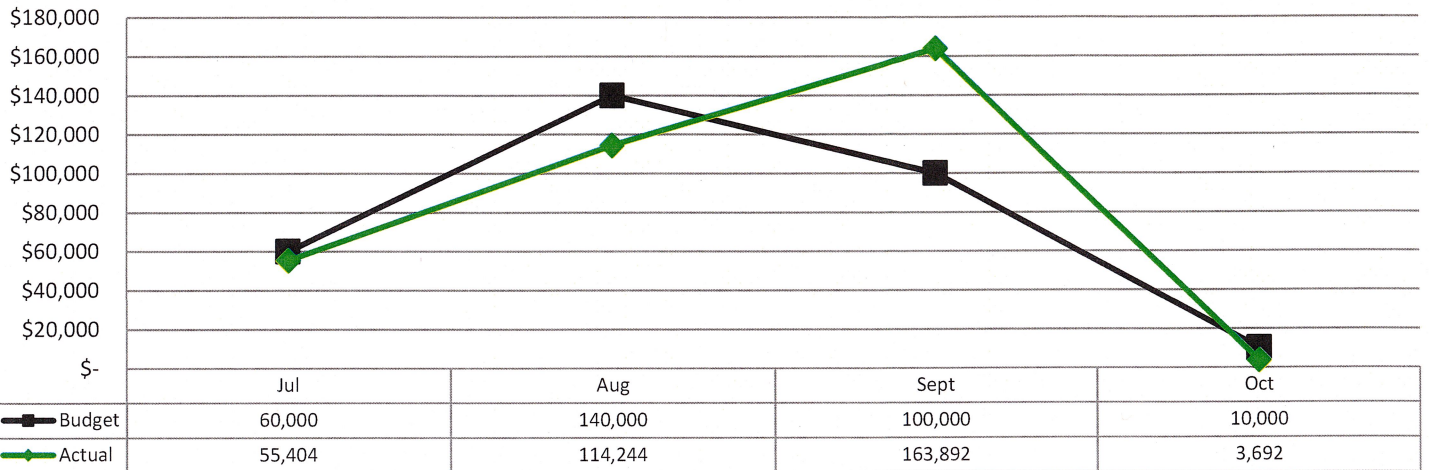
Projects
November 1, 2017

Project Area <input type="checkbox"/>	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 2	July 2017	Dec. 31, 2017	Chip residents brush, tree and garden prunings.	\$225K	17/18	McClenahan Tree Service	Chipping completed in Area 3. One-half of all areas to be chipped are done.
(2) Entire Fire District	Tree Program	Oct. 2017	May 2018	Remove dead, dying, and eucalyptus trees. Prune eucalyptus trees Areas 5 and 6	\$699K	17/18	McClenahan Tree Service	As of 10/31/17, 77 dead trees removed. 30 eucalyptus trees removed.

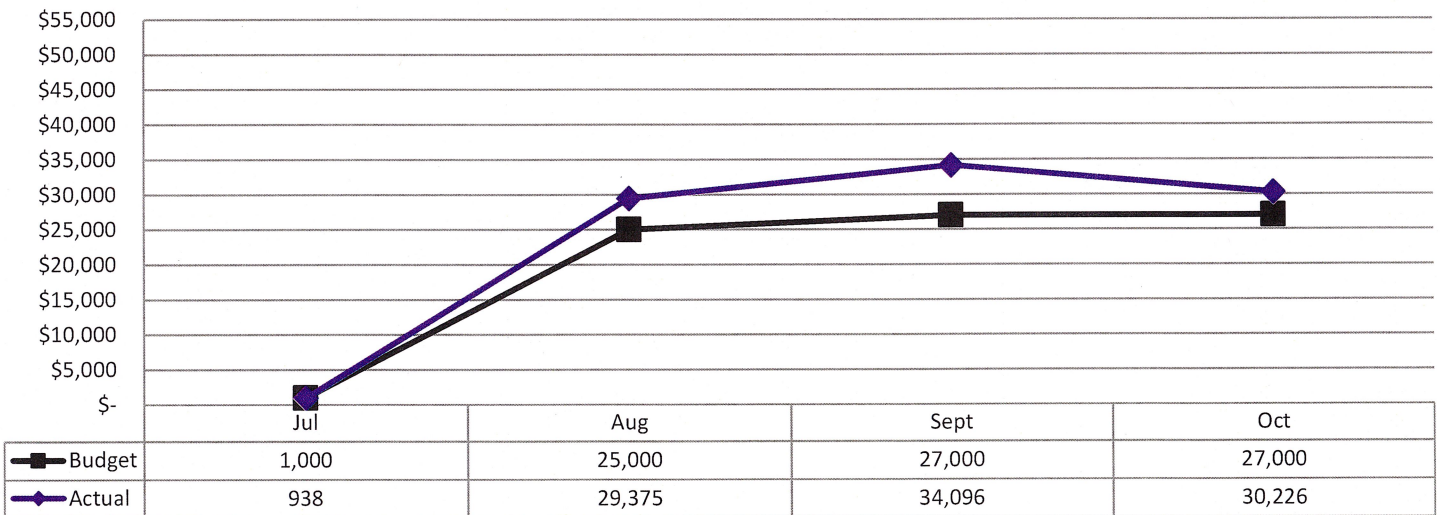
Projects and Programs - Budget vs. Actual Line Charts

July - Oct 2017 Actual vs. Budget

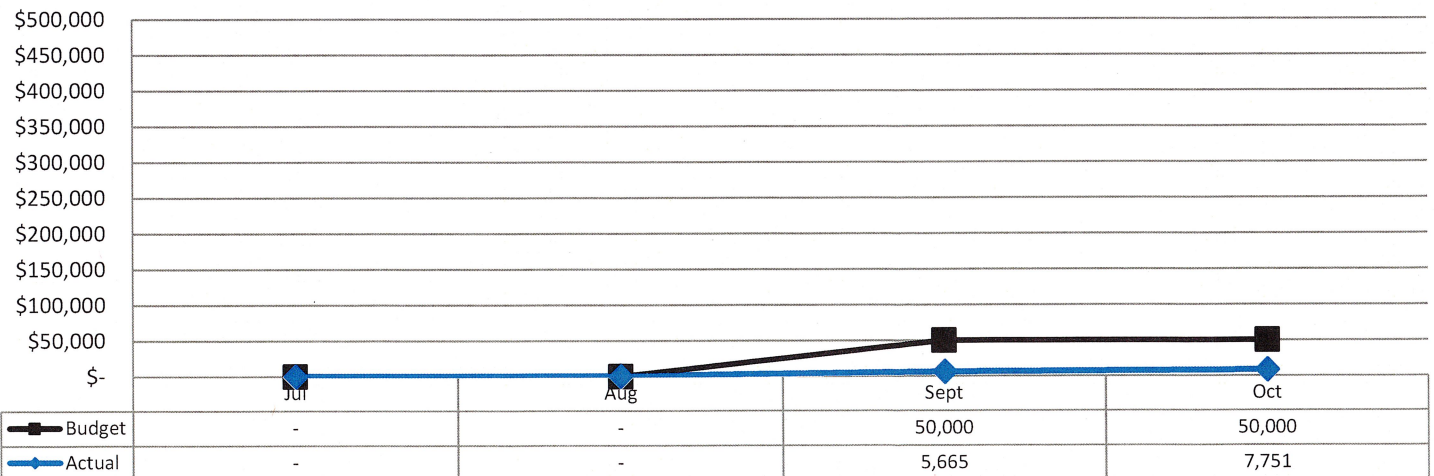
Tree Removal and Pruning Program



Brush Chipping Program



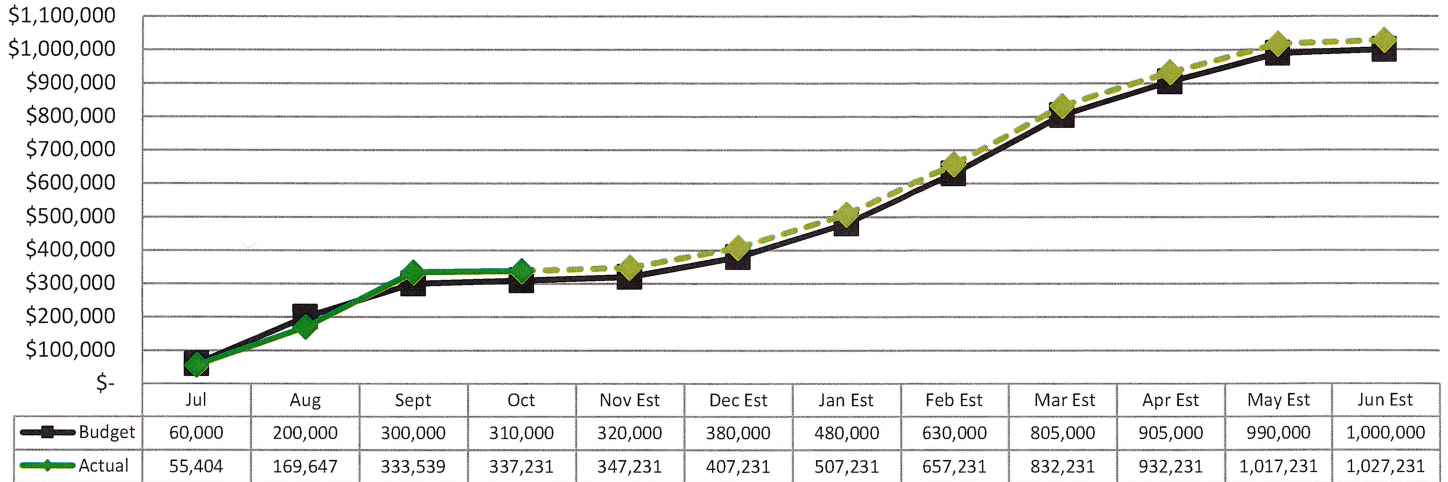
Water Flow Improvement Project



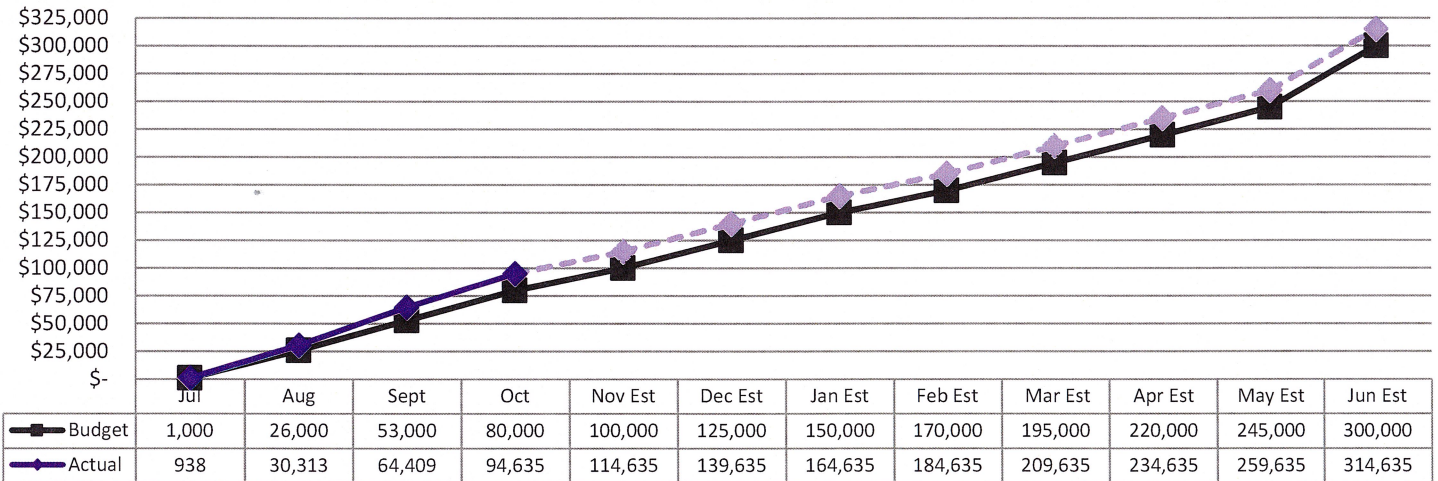
Projects and Programs - Budget vs. Actual Line Charts

Cumulative Actual vs. Budget

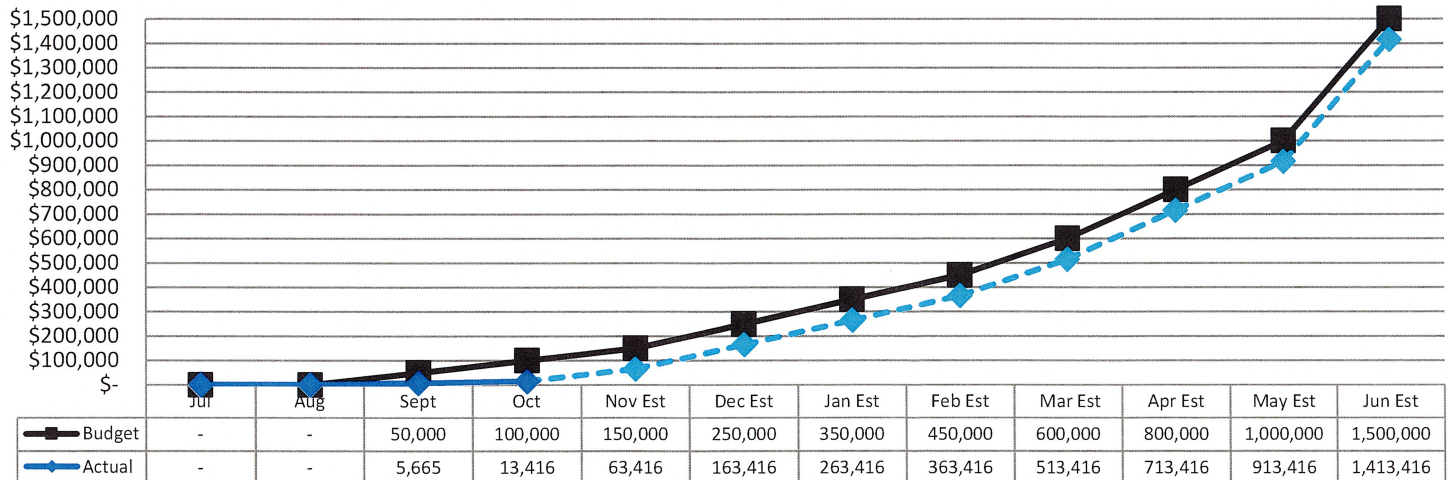
Tree Removal and Pruning Program



Brush Chipping Program



Water Flow Improvement Project



*Note - Dashed lines represent estimates

6,

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE
DISTRICT FOR FISCAL YEAR 2017-18 IN ACCORDANCE WITH
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION
AND GOVERNMENT CODE SECTION 7910 AND
ESTABLISHING PERIOD FOR CONTESTING SUCH LIMITS**

WHEREAS, Article XIII B of the California Constitution and Government Code Sections 7901-7913 provide that the State and each local agency shall be subject to an annual appropriation limit as defined therein; and

WHEREAS, the Controller-Treasurer Department of the County of Santa Clara has computed the appropriation limits for the Fiscal Year 2017-18; and

WHEREAS, Article XIII B Section 8(e) (2) requires each local government entity to select its methodology annually by a recorded vote of the governing body; and

WHEREAS, the Controller-Treasurer Department of County of Santa Clara has determined the total adjustment factor by multiplying the population factor by the inflation factor. The population factor is based on the increase in population of the County of Santa Clara. The inflation factor is based on the increase in per capita personal income for the State of California. These factors were derived from data provided by the State of California's Department of Finance; and

WHEREAS, the Controller-Treasurer Department of the County of Santa Clara has prepared the applicable documentation as intended by Article XIII B of the California Constitution, and such documents are available for public review during reasonable hours at least 15 days prior to the Board meeting at which this Resolution was adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Altos Hills County Fire District ("District") as follows:

1. That the appropriations limit for the District funds for Fiscal Year 2017-18 is hereby established as \$21,540,420, as shown on Exhibit A, attached hereto, but that such appropriations limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII B of the California Constitution;
2. Such appropriations limit may be adjusted at a later date in the event that revenues which are unanticipated, and classified as proceeds of taxes in accordance with Section 9 (c) of Article XIII of the California Constitution, are received and appropriated;
3. That any judicial action or proceeding to attack, review, set aside, void, or annul the 2017-18 appropriations limit established by this Resolution shall be

commenced within 45 days from the date of this resolution in accordance with Government Code Section 7910.

PASSED AND ADOPTED by the Board of Directors of the Los Altos Hills County Fire District on November 21, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

George Tyson, Board President
Board of Directors

ATTEST:

Jeanne Evilsizer, District Clerk

APPROVED AS TO FORM AND LEGALITY:

Dan Siegel, District Counsel

Exhibit A

WP1.0.0
COUNTY OF SANTA CLARA
APPROPRIATION LIMITS AND ANALYSIS OF COUNTYWIDE FUNDS
AND BOARD OF SUPERVISORS GOVERNED SPECIAL DISTRICT FUNDS
GANN LIMIT 2017-2018

FUND NUMBER	DESCRIPTION	R					E=C-D AMOUNT UNDER (OVER) LIMIT FORMULA
		A FY2016-2017 APPROPRIATION LIMIT	B FY2016-2017 ACTUAL PROCEEDS OF TAXES	C FY2017-2018 APPROPRIATION LIMIT	D FY2017-2018 BUDGETED PROCEEDS OF TAXES		
1524	CENTRAL FIRE DISTRICT	217,045,622	75,536,604	226,877,275	79,952,879		146,924,396
1574	SOUTH COUNTY FIRE DISTRICT	21,465,777	4,802,492	22,438,126	4,965,664		17,472,462
1606	LOS ALTOS FIRE DISTRICT	20,606,973	10,584,990	21,540,420	10,894,729		10,645,691
	COUNTYWIDE FUNDS	4,498,473,754	1,222,067,940	4,708,320,731	1,221,727,535		3,486,593,196
		@A					

@A REVISED APPROPRIATION LIMIT USING LATEST REVISED GROWTH FACTOR. PLEASE REFER TO 100R.WK4.

LINK LINE		R	fm 2.0.0/1.0.0R	3.0.0/3.0.2	2.0.0/1.0.0R	3.0.0/3.0.3										
			GENERAL FUND 0001	LIBRARY FUND 0025	CAPITAL IMPROVEMENT FUND 0050	PARK CHARTER Fund 0039	PARK FUND 0056	PARK CHARTER FUND 0064	PARK CHARTER FUND 0066	PARK FUND 0068	PARK FUND 0067	TOTAL COUNTYWIDE FUND	CENTRAL FIRE 1524	SO COUNTY FIRE 1574	LOS ALTOS FIRE 1606	
FY17-18	BUDGETED PROCEEDS OF TAXES		1,262,268,973	37,448,645	0	48,479,195	0	5,955,837	5,984,412	0	0	1,360,137,062	81,039,019	4,965,664	10,894,729	
FY16-17	ACTUAL PROCEEDS OF TAXES		1,269,116,249	37,804,060	0	42,519,247	0	3,065,554	7,972,359	0	0	1,360,477,469	76,622,744	4,802,492	10,584,990	
					CENTRAL FIRE ACTUAL PROCEEDS 3.0.2	CENTRAL FIRE BUDGETED PROCEEDS 3.0.3										
NOTES: (Central Fire)																
A PER REPORT 05			81,039,019		76,622,744	81,039,019										
LESS: QUALIFIED OUTLAYS			1,086,140	EXCL	(1,086,140)	(1,086,140)	@C									
			79,952,879		75,536,604	79,952,879										
			=====													
B PER REPORT 05 (Los Altos)			10,894,729													
LESS: QUALIFIED OUTLAYS			????????????????													
			10,894,729													
			=====													

@C OBA stopped providing us with exclusions after 94-95. Therefore in subsequent years this amount has been carried forward. No growth has been included in this amount.

RESOLUTION NO. 17-23**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.**

WHEREAS, the Los Altos Hills County Fire District ("District") desires to scan and digitalize District records;

WHEREAS, in preparation for scanning and digitalizing its records, in June 2017, the District Board authorized the District to enter into a Contract with Gladwell Governmental Services, Inc. ("Gladwell") to work with the District in updating its Record Retention Policy to include a policy for documents maintained electronically, and work with the District to implement the District's retention policies;

WHEREAS, in August 2017, the District's Clerk met with Gladwell to review District records and determine which items should be digitized;

WHEREAS, the District received a proposal from BMI Imaging Systems, Inc. ("BMI"), a document management solutions company that often works with public agencies in digitalizing documents; and

WHEREAS, the District now desires to enter into an agreement with BMI to process and digitize the District's documents; and

WHEREAS, the District Board has read and considered that Certain Master Services Agreement with BMI ("Agreement") which is attached hereto as **Exhibit A**.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. Public interest and convenience require the District to enter into the Agreement attached hereto as **Exhibit A**.
2. The District hereby approves the Agreement and the District Board President is hereby authorized on behalf of the District to execute the Agreement attached hereto.

PASSED AND ADOPTED this 21st day of November, 2017.

By: _____
George Tyson, Board President

ATTEST:

District Clerk

BMI IMAGING SYSTEMS, INC.
MASTER SERVICES AGREEMENT

This Master Services Agreement (“Agreement”) is made as of _____ (the “Effective Date”) by and between BMI Imaging Systems, Inc. (“BMI”) and the Los Altos Hills County Fire District (“Customer”) (each a “Party” and together, the “Parties”).

In consideration of the mutual covenants and conditions contained in this Agreement, the Parties hereby agree as follows:

1. **Definitions.** The following underlined terms shall have the meaning as set forth herein, as follows:

“Affiliate” means any entity that directly or indirectly controls, is controlled by, or is under common control with the Customer. “Control” for purposes of this definition means, direct or indirect ownership of a majority ownership interest of the subject entity.

“Agreement” shall mean the general and specific terms and conditions of this Agreement and any attachment(s) pertinent to the ordered BMI Services, including but not limited to any Schedule of Work and any amendments and supplements thereto.

“BMI Services” shall mean the BMI imaging services, BMI product installation services, and BMI Hosting Services, as described and provided by BMI and ordered by Customer under this Agreement and relevant Schedule of Work.

“BMI Documentation” means BMI end-user documentation, help and training materials, as made available to Customer from time to time.

“Customer” shall mean the entity identified on the signature page of this Agreement excluding any Affiliate unless expressly stated in this Agreement.

“Customer Documents” shall mean the tangible records, books, manuscripts, photographs, newspapers, periodicals, files, disks, tapes, slides, film, and other physical materials, provided by Customer to BMI in accordance with this Agreement.

“End User” shall mean any person who is authorized by Customer to access and use Imaged Product in connection with Customer’s business.

“Imaged Product” shall mean the end results of digital or photographic reproduction processes of BMI Services that can be viewed by Customer on a display device.

“Schedule of Work” shall mean any ordering document and attachments approved by the Parties setting forth BMI Services to be performed for Customer in accordance with this Agreement.

2. **Term.** This Agreement shall commence on the Effective Date and unless terminated earlier as set forth herein, shall continue for one (1) year after the expiration or termination of all BMI Services under all applicable Schedules of Work.

3. **BMI Services.**

- a. **Imaging of Customer Documents.** Imaging of Customer Documents shall be subject to a mutually acceptable Schedule of Work and Customer’s full compliance with the terms and conditions of this Agreement. BMI does not represent, warrant or guarantee that all Customer Documents will be capable of reproduction or that each reproduced image will be legible. Subject to timely Customer notice as set forth herein, BMI agrees to reprocess any missed or illegible Customer Documents (provided the original is legible) and when determined by BMI to be technically possible, to insert the missing or corrected images into the Imaged Product.

- b. **Confidentiality.** BMI acknowledges and agrees that all Customer Documents or any other information and materials furnished by Customer to BMI that Customer identifies as confidential information of Customer shall be and remain the confidential information of Customer (the “Confidential Information”), including all Imaged Product containing Confidential Information, unless one or more exclusions set forth below applies. BMI agrees that it shall not use or disclose the Confidential Information for any reason other than as set forth in this Agreement or any related Schedule of Work. Customer acknowledges and agrees that BMI may disclose Confidential Information to BMI subcontractors for the purposes of this Agreement who are obligated in writing to maintain the confidentiality of the Confidential Information. **Exclusions.** For purposes of this Agreement, Confidential Information shall not include information or materials that: (a) has previously become or is generally known to the public or trade through no breach of this Agreement or a similar confidentiality or non-disclosure agreement; (b) was already rightfully known to BMI or a third party prior to it being disclosed by or obtained from the Customer under this Agreement; (c) has been or is hereafter rightfully received by BMI from a third party under no restriction on use or disclosure; or (d) has been independently developed by BMI without access to the Confidential Information of Customer. Customer agrees that BMI may disclosure Customer Confidential Information in response to a lawful order of a court of competent jurisdiction or legal authority, provided Customer is given reasonable notice for Customer to take steps to protect the Confidential Information prior to disclosure, at Customer’s sole expense.
- c. **Suspension or Early Termination for Good Cause/Customer Release/Waiver.** BMI reserves the right in its sole discretion to suspend, refuse to perform, and/or terminate BMI Services, in whole or in part, for good cause in the event of: (i) Customer’s failure to make payment of any amounts due for BMI Services when due, (ii) a third party claim of violation or infringement of any right arising from or related to the Customer Documents and/or Imaged Product, (iii) the receipt of an order of a court or legal authority of competent jurisdiction to cease and desist from the performance of BMI Services related to Customer Documents and/or Imaged Product, and (iv) Customer becomes insolvent or declares bankruptcy. **Waiver.** *No such suspension, refusal to perform or termination of services for good cause shall be deemed a violation or breach of this Agreement and Customer hereby releases BMI and waives any and all claims for damages or losses of any kind under any legal theory against BMI arising from or related to any such suspension, refusal to perform or termination of services.*
- d. **Return or Destruction of Customer Documents for Good Cause/Customer Release/Waiver.** Should any claim, invoice or charge of BMI remain unpaid by Customer for ninety (90) days or more, Customer shall be deemed to have abandoned the Customer Documents and Imaged Products. BMI’s liability (if any) for any loss of or damage to Documents or Imaged Product incurred during such period shall be that of a gratuitous Bailee only and BMI shall have good cause and the right in its sole discretion to return and/or destroy (in whole or in part) the Customer Documents and Imaged Product without authorization from or notice to Customer and to charge Customer for the return and/or destruction.

4. **Customer Responsibilities.**

- a. **Customer Cooperation.** Customer acknowledges and agrees that in order for BMI to perform BMI Services, Customer must make available to BMI, in a timely manner, certain Customer Documents and as applicable, Customer personnel, equipment, and facilities. Customer agrees that it will use best efforts to cooperate with BMI in all respects of this Agreement and Customer acknowledges that its failure to do so may prevent BMI from performing BMI Services in a timely manner, including but not limited to meeting milestones as may be designated in a Schedule of Work.
- b. **Payment:** Customer shall be responsible for full and timely payment of all amounts due and owing for BMI Services provided under this Agreement, subject to and in accordance with its terms and conditions. Except as otherwise set forth in a Schedule of Work: (1) all charges for BMI Services, together with any sales or other applicable tax, are due and payable no later than thirty (30) days after the invoice date; (2) Invoices will typically be provided monthly by U.S. Mail for completed services; and (3) unpaid amounts are subject to late payment charges or the lesser of one and one-half percent (1.5%) of the overdue amount or the maximum rated permitted by law.
- c. **Legal Compliance:** Customer represents and warrants that it is the owner of Customer Documents and/or has or shall acquire all rights, title, interest, licenses and permissions necessary for BMI, its employees, agents and/or contractors to perform BMI Services contemplated under this Agreement

without violation or infringement of any third party right or agreement. Customer shall be solely responsible for legal compliance with regard to the reproduction of Customer Documents and the access and use of Imaged Product in accordance with applicable law, regulations, treaties, and conventions, including but not limited to those pertaining to patents, copyrights, rights of privacy, publicity, and moral rights. Customer shall use commercially reasonable efforts to prevent unauthorized or unlawful access and/or use of Imaged Product in Customer's possession and/or control.

- d. Transportation of Customer Documents and Imaged Product. Customer shall be solely responsible for declaring the true and accurate value of the Customer Documents and media. BMI shall facilitate the shipping, handling and/or transportation of Customer Documents and Imaged Product as prescribed in the Schedule of Work in Attachment 1. BMI shall only be liable for damage and/or destruction of the Customer Documents to the extent that the damage or destruction is covered under BMI's Insurance as required by Insurance Paragraph 4(i) set forth herein.
 - e. Quality of Customer Documents for Imaging: Customer shall be responsible for the accuracy and quality of all Customer Documents provided to BMI in connection with this Agreement.
 - f. Quality Review of Imaged Product. Within sixty (60) days of the Imaged Product being made available to Customer, Customer agrees to thoroughly review the Imaged Product and notify BMI of any actual or suspected missing Customer Documents or illegible images. After such 60-day period, Customer agrees to pay for any retakes or corrections requested by Customer at BMI's then effective rates.
 - g. Backup of Customer Documents and Data/Assumption of Risk. Customer shall be responsible to make prior and ongoing backup copies of all Customer Documents, data and programs connected to any networked device onto which BMI will be loading software, data or Imaged Products in connection with the performance of requested BMI Services. Customer acknowledges and agrees that BMI makes no claim as to the compatibility or serviceability of any software or Imaged Product in connection with Customer's software or equipment and Customer accepts all risk for any damage or loss of property or data that might arise from or relate to the use or installation of such software by BMI or its agents.
 - h. Indemnification. In the event of any actual or threatened violation or infringement of third party rights arising from or related to the Customer Documents, Imaged Product or BMI Services pertaining thereto, Customer shall be solely responsible and liable for all damages, costs and expenses (including reasonable attorneys' fees and expenses) arising from or related thereto. Customer agrees to indemnify, defend and hold harmless BMI, its officers, directors, employees and agents, from and against any and all actions, claims, liability, damages, costs and expenses (including reasonable attorneys' fees and expenses) arising from or related to any such actual or threatened violation or infringement of third party rights or Customer's breach of warranty set forth herein.
 - i. Insurance. Customer shall maintain adequate and sufficient insurance coverage or shall self-insure with respect to any damage and/or loss of any or all Customer Documents at all times that the Customer Documents are in the Customer's physical possession or control. BMI shall maintain valuable papers insurance coverage in the amount of Two-Hundred Fifty Thousand Dollars (\$250,000.00) to cover any damage or loss of any or all Customer Documents while in the possession and/or control of BMI.
 - j. Non-Solicitation. Customer shall not recruit, solicit, induce or otherwise contract for the employment of BMI employees or BMI Services contractors during the effective term of this Agreement.
5. **Disclaimer of Warranties.** Except as expressly stated in this Agreement, BMI makes no warranties with regard to BMI Services or Imaged Product, express or implied, including without limitation the warranty of merchantability, title, fitness for a particular purpose, and non-infringement, which are hereby expressly disclaimed.
6. **Limitation of Liability.**
- a. Except as otherwise prescribed in this Agreement, to the maximum extent permitted by law, BMI shall have no liability to Customer for damages or losses sustained by reason of missing, illegible or damaged Customer Documents or Imaged Products arising from or related to BMI's Services. BMI

does not represent or warrant that its buildings are fireproof or the contents of the buildings (including the Documents and the Imaged Products) cannot be destroyed by fire, flood, or other causes.

- b. EXCEPT AS OTHERWISE PRESCRIBED IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL BMI BE LIABLE FOR CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR OTHER EXEMPLARY DAMAGES OF ANY KIND (INCLUDING BUT NOT LIMITED TO DAMAGE OR LOSS OF PROPERTY, DOCUMENTS, IMAGED PRODUCT, PROFIT OR REVENUE) ARISING FROM OR RELATED TO THIS AGREEMENT, THE SUSPENSION OR TERMINATION OF SERVICES UNDER THIS AGREEMENT, OR THE SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT, EVEN IF BMI OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES.
 - c. BMI'S MAXIMUM LIABILITY UNDER THIS AGREEMENT IS TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000). NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED TO PREVENT CUSTOMER FROM PROCURING AND MAINTAINING ITS OWN INSURANCE FOR CUSTOMER DOCUMENTS AND IMAGED PRODUCT.
 - d. In any action to enforce a claim for damage or loss to Customer Documents or Imaged Product based on the alleged negligence of BMI or its officers, directors, employees, agents or contractors, the burden of proving any such negligence shall be with Customer and Customer hereby waives the benefit of any presumption in law or otherwise that any damage to or loss of Customer Documents or Imaged Product was caused by BMI or its officers, directors, employees, agents or contractors.
 - e. The Parties acknowledge that BMI has set its prices and entered into this Agreement in reliance upon the limitations, exclusions, and disclaimers of liability and the disclaimers of warranties and damages set forth in this Agreement, and that such limitations, exclusions, and disclaimers are fundamental elements and form an essential basis of the bargain between Customer and BMI. BMI would not be able to have provided the Services to Customer without such limitations. The limitations and exclusions of liability and disclaimers specified in this Agreement shall survive and apply even if the remedies provided herein are found to have failed of their essential purpose.
7. **Termination for Breach.** Either party may terminate this Agreement or Schedule of Work, in whole or in part, if the other party materially breaches this Agreement and fails to cure the breach within thirty (30) days following notice from the other party specifying the breach.
8. **Termination for Convenience.** This Agreement or BMI Services under a Schedule of Work may be terminated by either Party without cause upon thirty (30) days' notice to the other Party; *provided* BMI has not commenced performance of BMI Services under any Schedule of Work.
9. **Rights and Obligations upon Termination.** Upon termination or expiration of this Agreement or BMI Services under a Schedule of Work, Customer shall pay BMI all amounts due and payable for services rendered and upon payment Customer may request the return, transfer and/or disposal of all or some of Customer Documents, Imaged Product and Customer Confidential Information in BMI's possession and/or control. Any and all expenses for the return, transfer or disposal of Customer Documents, Imaged Product and Confidential Information shall be borne by Customer, including but not limited to any sales or transfer taxes.
- a. Retention of Backup/Archival Copies of Imaged Product. In the absence of express instructions from Customer or separate written agreement as set forth in this Section 9, Customer agrees that BMI may, in its sole discretion, retain one or more copies of Imaged Product for backup, warranty, archival or dispute resolution purposes for up to Ninety (90) days following the delivery of the Imaged Product to Customer; *provided*, nothing in this Agreement shall obligate BMI to retain any such copy(ies) for any period of time for any purpose. Customer acknowledges and agrees that BMI shall have no obligation or legal duty to Customer arising from this Agreement to retain one or more copies of Imaged Product for any purpose or to provide additional services to Customer, even if BMI has retained any such copy(ies) for backup, warranty and/or archival purposes. Any obligation on BMI to retain one or more copies of Imaged Product for any purpose or to provide additional services to Customer shall require a separate and mutually agreeable retention and services agreement signed by both parties.
 - b. Compliance with Copyright Holder Demands. In the event a copyright holder or legal representative of a copyright holder presents a credible claim of having a copyright interest in an Imaged Product and

on that basis demands or requests the destruction, modification, transfer, reproduction, distribution, display, transmission, and/or preparation of derivative works of, a copy of the Imaged Product in BMI's possession and/or control, BMI may accommodate and comply with any such demand or request, as BMI may decide in its sole and absolute discretion, to avoid and/or settle a claim against BMI by the copyright holder, all without cost, benefit, payment, contribution, obligation, notice, consent, or liability of any kind under any legal theory, to Customer.

10. Miscellaneous.

- a. Force Majeure. Neither party shall be liable under this Agreement by reason of any failure or delay in the performance of its obligations under this Agreement (except for the payment of money) on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, acts of terror, war, governmental action, labor conditions, earthquakes, material shortages, or any other cause beyond the reasonable control of such party.
- b. Entire Agreement. This Agreement and all attachments hereto constitute the entire understanding of the parties and supersede any prior agreements and understandings between the Parties relating to the subject matter of this Agreement. No supplement, amendment or modification of this Agreement shall be binding unless executed in writing by all of the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver of this Agreement shall be binding unless executed by the party making the waiver. Headings are used for convenience only and shall not be used to construe or interpret this Agreement.
- c. Assignment. This Agreement is personal to the Parties and may not be assigned, in whole or in part, without the prior written consent of the Parties; *provided*, however, each Party may transfer this Agreement to a successor in interest of all or substantially all of the assets or voting stock of the Party and in which case such consent shall not be required. This agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, legal representatives, successors, and permitted assigns.
- d. Relationship. The relationship of the parties is that of independent contractors. Accordingly, nothing contained in this Agreement shall be construed as establishing an employer/employee, partnership, agency, brokerage, or joint venture.
- e. Notices. Any notice required or permitted to be given under this Agreement shall be in writing and shall be delivered via certified mail or express courier to the party's representative and address identified herein, which may be changed in accordance with the provisions of this section. Any such notice shall be deemed to have been given upon receipt.
- f. Governing Law/Severability. This Agreement shall be governed by and constructed in accordance with the laws of the State of California applicable to contracts made and to be performed in California, and without application of conflict of law provisions or California Civil Code Section 1654. If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such provision shall be deemed to be severed from the Agreement and without effect on the remainder which shall be valid and enforceable in accordance with the original intent of the parties.
- g. Resolution of Disputes/Time Limitation of Claims. Customer agrees to notify BMI within one (1) year of the date that Customer receives the Imaged Product from BMI of any claim or dispute arising from or related to BMI's Services under this Agreement, or any such claim shall be deemed forever waived. All claims or disputes not resolved between the Parties within one hundred and twenty (120) days of notice shall be finally settled by binding arbitration conducted under the Commercial Arbitration Rules of the American Arbitration Association, as then in effect. Any such Arbitration shall be conducted in Santa Clara County, California before one arbitrator who shall be a lawyer or retired judge with experience in arbitrating commercial disputes. The prevailing party as determined by the arbitrator in any such arbitration shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in the arbitration. The award of the arbitrator, which may include equitable relief, shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

- h. Counterparts. This Agreement may be executed in duplicate counterparts with facsimile (electronic) signatures, each of which shall constitute an original for all purposes and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, Customer and BMI have caused this Agreement to be executed by a duly authorized officer with the intent to be bound as of the Effect Date set forth herein.

Los Altos Hills County Fire District
Customer (Company Name)

By: George Tyson, Board President

Signature

12355 El Monte Road, Los Altos Hills, CA 94022
Address

Attachments:

- 1) Schedule of Work
- 2) Schedule of Fees

BMI IMAGING SYSTEMS, INC.

William Whitney
By: Bill Whitney, President

1115 E. Arques Avenue
Sunnyvale, CA 94085-3904

Attachment 1

Schedule of Work

BMI Imaging is proposing a work plan and document processing methodology that will ensure Los Altos Hills County Fire District (hereinafter “LAHCFD”), receives a data deliverable that will meet its stated requirements. This methodology incorporates best practices that have been tailored to:

- Maintain the integrity and security of the documents until they are returned to LAHCFD;
- Accommodate the size, condition and quality of the various page types;
- Create and verify index data (metadata) that will be associated with each imaged document;
- Ensure LAHCFD receives images of acceptable quality/completeness in the specified format, and in accordance with mutually agreed upon delivery schedules.

The high-level document processing tasks are as follows:

- | | |
|--|---------------------------------|
| 1) Pre-production activities | 6) Image indexing |
| 2) Document pick-up | 7) PDF file creation and naming |
| 3) Shipment receipt and reconciliation | 8) Output media creation |
| 4) Document preparation | 9) Data and document delivery |
| 5) Document scanning | |

Each of the processing tasks is described briefly below:

1) Pre-Production Activities

During this initial phase of the project, the criteria for the subsequent production effort will be established and agreed upon, and procedures will be implemented to ensure compliance with LAHCFD’s processing and delivery requirements. BMI will work closely with LAHCFD on the following pre-production tasks:

- a) Examine representative sample documents to assess the document preparation requirements and determine the configuration settings and process flows that will be used during the record conversion processes;
- b) Define the file pick-up and delivery schedule. BMI will work with LAHCFD to implement a schedule that will allow the records to be accurately, efficiently and cost effectively processed within a reasonable turn-around time and without significant disruption to the LAHCFD staff’s daily work processes;
- c) Define the shipment/transmittal documentation requirements;
- d) Complete a “Milestone 1” record processing phase, during which a small portion the submitted records will be fully processed and delivered for LAHCFD’s review and acceptance.

2) Document Pick-Up

BMI provides a high level of care for client documents and takes responsibility for maintaining the condition of the documents while they are in our possession. BMI will utilize its own vehicles and drivers to pick up the boxed files from LAHCFD at the El Monte Fire Station, 12355 El Monte Road in Los Altos Hills.

Please note that, by facilitating the shipping, handling and/or transportation of LAHCFD's hard-copy records, BMI shall not be deemed a contract or commercial carrier. LAHCFD agrees not to provide BMI with any documents, either individually or in groups, whose total replacement value exceeds \$250,000.

3) Shipment Receipt, Reconciliation and Tracking

The received documents will be reconciled with the LAHCFD-furnished chain of custody documentation and then logged into Unity, a sophisticated, BMI-developed production control system that utilizes barcode technology to closely track each unit through the various production process flows.

4) Document Preparation

BMI and LAHCFD will share responsibility for preparing the records for the scanning and indexing processes. The preparation will include the following tasks:

ID	Description	Owner
1	Creation of an Excel-based listing of all documents submitted for scanning. At a minimum, the spreadsheet should contain the following 4 columns: Box #, Record Type, Document # and Document Name.	LAHCFD
2	Printing and insertion of barcode separator sheets as the first page of each document. The barcode sheets will be generated from LAHCFD's Excel-based document listing.	BMI
3	Removal of any staples, clips, bindings or other page fasteners that would prevent the pages from being scanned using an automatic document feeder.	BMI
4	Repair of torn pages in instances where the tear would affect either the feeding process or the completeness of the image produced from the page.	BMI
5	Ensure post-it notes affixed to an area of the page that covers content are relocated to an acceptable position. If relocation within the same page is not possible, the post-it note will be affixed to a carrier page that will be inserted after the page it was removed from.	BMI

5) Document Scanning

BMI will utilize workstations configured with best-in-class Opex Falcon production scanners for the 300 DPI duplex capture of all District records. Black/white pages will be scanned bitonal and pages with color content will be scanned in color. Any blank back-sides of pages captured during the scanning process will be deleted using an automated (software-based) blank page deletion process.

BMI will utilize workstations configured with Context large-format scanners for the 300 DPI black/white capture of all pages larger than 11" x 17". Black/white sheets will be scanned bitonal and sheets with color content will be scanned in color. The images created during the large-format scanning process will be inserted into the proper location / sequence within the each file's image group.

Please note that LAHCFD shall be responsible for the accuracy and quality of all documents submitted to BMI in connection with this scanning project. BMI does not represent, warrant or guarantee that all LAHCFD records will be capable of reproduction or that each reproduced image will be legible.

During the scanning process, 100% of the images will be presented to the operator and reviewed for quality and completeness. In general, the image acceptance criteria are readability (legibility of lettering and graphics), contrast and position. If it is determined that an image does not meet the established acceptance criteria, the document will be rescanned using manual controls. If any of the following issues are encountered during the scanning process, they will be documented within the production log and LAHCFD will be notified via email:

- a) A page is damaged beyond simple tape-up repair when it's received for scanning
- b) Content is found underneath a taped portion of a page
- c) An acceptable image cannot be produced using the standard/rework scanning processes

Following scanning process, the replacement of pages removed from binders back within the binders is required; however, fastener replacement is not required.

6) Image File Indexing

The TIFF image files created for each record file during the scanning process will be indexed using the barcode sheets inserted by LAHCFD staff during the pre-pickup document preparation process.

7) PDF File Creation and Naming

The image files generated by the scanning process will be converted to a searchable PDF file format, foldered by record type (Subject Files, Minutes, Resolutions etc.) and named using the information obtained during the image file indexing process (e.g., "Map of Fire Hazard Zones dated 4-08.pdf").

8) Output Media Creation

A final quality assurance check will be made to verify the PDF files are in a searchable format and named as requested, and then the data will be recorded to custom-labeled DVD-R media for delivery.

9) Data and Document Delivery

The data and documents will be delivered to LAHCFD at the El Monte Fire Station, 12355 El Monte Road in Los Altos Hills via BMI delivery vehicles and personnel. Shipping documentation will accompany all deliveries. BMI will work with the LAHCFD to establish a delivery schedule that minimizes any impact on their normal business activities.

Attachment 2

Schedule of Fees

The unit pricing provided in the Schedule of Fees below is based upon the following bulleted key assumptions regarding the project work requirement. Please see the Schedule of Work section of this proposal for additional details regarding the various processing activities.

- **Project Volume:** Estimated at 10 standard-size (15”) record storage boxes
- **Page Size(s):** Predominantly 8.5” x 11”, some folded large-format sheets (estimated at no more than 100)
- **Scan Resolution/Format:** 300 DPI black/white & color (using auto color detect)
- **Data Deliverable:** Searchable PDF files delivered on DVD-R
- **Milestone 1 Processing:** Prior to proceeding with the project in full-production mode, BMI will complete a pre-production “Milestone 1” processing phase, during which a small portion the submitted documents will be fully processed and delivered. Once the Milestone 1 deliverable has been reviewed and approved by LAHCFD, BMI will resume the processing of the documents in full-production mode.

Description	Est. Volume	Unit Price	Ext. Price
Project Setup/Engineering Fee:	1 fee	\$500.00	\$500.00
Document Preparation, Scanning and Indexing:	10 boxes	\$335.00	\$3,350.00
Create Delivery Media (DVD or USB Thumb Drive):	1 disk	\$25.00	\$25.00
Document Pick-up/Delivery Via BMI Truck:	2 trips	\$50.00	\$100.00
Minimum Charge Per Submission (if applicable):		\$3,000.00	
Estimated Total Project Cost:			\$3,975.00

Applicable sales tax will be added to all invoices.

Payment terms: Net 30.

8,

RESOLUTION NO. 17-24

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.

WHEREAS, weeds and brush are growing in the Los Altos Hills County Fire District ("District") upon certain streets, sidewalks, highways, roads and private property; and

WHEREAS, said weeds, brush and rubbish constitute a public nuisance;

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does RESOLVE as follows:

1. Weeds, brush and/or rubbish that create a fire hazard and or health hazard constitute a public nuisance.
2. Said nuisance exists or recurs upon all the streets, sidewalks, highways, roads and private property, more particularly described by common name or by reference to the tract, block, lot, code area, or parcel number on the report by the Santa Clara County Agricultural Commissioner.
3. Said nuisance must be abated throughout the year by removal of said weeds, brush and rubbish; otherwise they will be removed by the District and such cost will constitute a lien upon the responsible property until paid.
4. It is ordered that Tuesday, the 16th of January, 2018, at the hour of 7:00 p.m. at the Administrative Offices of the District, 12355 El Monte Road, Los Altos Hills, CA, 94022 is hereby fixed as the time and place when objections to the proposed destruction or removal of weeds, brush and/or rubbish shall be heard and given due consideration.
5. The County Agricultural Commissioner is hereby designated as the person to cause notice of the adoption of this resolution to be given in the manner and form provided in the Health and Safety Code Section 14890 et seq., and the Uniform Fire Code Appendix II. A., and as the person to hereafter cause abatement of such seasonal and recurring nuisance.

REGULARLY PASSED AND ADOPTED BY THE District Board on this 21st day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

George K. Tyson, President

ATTEST: _____
Jeanne Evilsizer, Clerk
Los Altos Hills County Fire District

Strategic Plan Ad Hoc Committee Meeting Report

Friday, November 10, 2017

9 AM

El Monte Station

Commissioner Attendees: Janice Carr, Roger Spreen, Duffy Price

LOS ALTOS HILLS COUNTY FIRE DISTRICT

PROPOSED

NEW COMMISSIONER ORIENTATION PLAN

1. Outline for New Commissioner's Orientation Program:

- Provide a program of information containing: 1) Part A: District general overview pertaining to the history & functional responsibilities of the District in addition to the County handouts. 2) Part B: New Fire Commissioner Orientation – See attached draft plan proposed by SCCFD.

2. General Overview (Parts A & B): Organization of information containing background information & PDF Outline 60 pages which was developed & compiled based on handouts received from the Board of Supervisors distributed to new members of Commissions.

- **Part A:** Important content for new commissioners include historical background on the basis of forming a Special District in 1939, resolutions granting independence and limitations from the Board of Supervisors; revenue mechanism based on taxpayer funding; provide anatomy of how meetings are conducted and outline of types of core programs that commissioner will deal with, seasonal issues such as Dead Tree Program; Hydrants; water flow issues. The Outline includes materials relevant to LAHCFD from Board of Supervisors, including Brown Act, appointment methods; Advisory Handbook; County Parking restrictions; Discrimination & Sexual Harassment.
- **Part B: New Fire Commissioner Orientation:** Purpose of orientation is to provide new commissioners with sufficient background to assume their role on the LAHCFD and be able to "hit the ground running."
- Review the LAHCFD Draft Orientation developed by Asst. Chief Tony Bowden (reviewed by Chief Kehmna) for new Commissioners – what is needed and most

beneficial; after appointed as a Commissioner to serve on the LAHCFD. (See attached draft)

- **Complete a check list for each topic covered:** Orientation plan for Santa Clara County Fire Department developed by Asst. Chief Tony Bowden; including Dept. Strategic Plan; Contract with SCCFD; Accreditation; tour of SCCFD Administration; departments, i.e., Training, Fire Prevention; Hazmat, etc. Main contacts working on/for the Commission – i.e., SCCFD Chiefs, CERT Program leaders; roles of consultants, i.e., District Clerk, Fire Consultant, Finance Consultant, Legal Consultant; Include the Ride Along Program
- Dinner with Firefighters at El Monte Station.
- Issuance of Brush Jacket with completion of the checklist/training/orientation.

Submitted by:

Commissioners Janice Carr; Roger Spreen; Duffy Price
11/10/17



FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 341-4499 (fax) • www.sccfd.org

Draft 11-10-17

Prepared by Asst. Chief Tony Bowden; Reviewed by Chief Ken Kehmna

New Fire Commissioner Orientation

This orientation guide is to be used when a new fire commissioner is appointed to the Los Altos Hills County Fire District (LAHCFD) to aid in orienting them with the Santa Clara County Fire Department and all of the services they provide.

1. Provide the new commissioner with a copy of the Department's Strategic plan, Business plan, and current organization chart. Also, provide the commissioner with an administrative staff contact list and a copy of the duty chief schedule for the year.
2. Meeting with the administrative staff.
 - a. The Administrative staff meets twice a month on Tuesdays from 0800-1100. If possible, a 30-60 minute time slot will be made available for the new commissioner to meet with the entire administrative staff.
3. Department Tour
 - a. Starting at El Monte station, Battalion 74 will provide a 4-hour ride-a-long for the commissioner to give them an overview of the Department's service area. This will include multiple station visits, a tour of headquarters, and possible response to calls if the opportunity presents itself.
4. Focused one-on-one meeting with the administrative staff liaison to the LAHCFD (currently Assistant Chief Bowden). This meeting will include:
 - a. A Department overview
 - i. Operations Division
 1. Unit types
 2. ALS/EMS capabilities
 3. Special Operations
 4. Hazardous Materials
 - ii. Prevention Division
 1. Fire Marshal's Office
 2. Plan Review, Inspections, Hazardous Materials
 3. Fire Investigation

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga*

4. Community Risk Reduction

iii. Support Services Division

1. Fleet
2. Facilities

iv. Training Division

1. Volunteers
2. Academies
3. Mandated Training

v. OES

1. Emergency Management
2. CERT
3. County EOC (site visit)

- b. The Department's role as the Operational Area Coordinator
- c. The Santa Clara County mutual aid system
- d. The California master mutual aid system
- e. Risks specific to the community of Los Altos Hills
- f. Core station concept

5. Accreditation

- a. Standards of Cover
- b. Strategic Plan
- c. Reaccreditation process

Tree Subcommittee Report

For Nov 21, 2017 LAHFCB Board Meeting

Prepared by George Tyson (chair) and Duffy Price (with support from Stu Farwell and Dan Siegel)

Statuses of ongoing work per previously-awarded contracts will be presented as part of the Consultant's Report

The Future of Tree Trimming and Removal

The following proposal for management of the District's tree removal program has been presented to the Board beginning at the July 25 meeting, and repeated on Sept 19 and Oct 17. During those meetings, the Subcommittee took comments and suggestions from Commissioners and the public. The Tree Subcommittee subsequently met again on Oct 27, and now formally requests the Board for approval to proceed with the following:

The Tree Subcommittee has reached the following conclusions, now that the third and final stage of our rotating RFP process' end is in sight:

- Note that the purpose of this program is to support LAHCFD's core mission of Fire Prevention and Fuel Management
- The tree removal and trimming program continues to be a popular and useful service for residents of the District, with ~1600 trees having been trimmed or removed, thus reducing flammable risk.
- The methodical process of soliciting tree requests from residents, arborist evaluation, and competitive bidding has led to significant savings for the District, while ensuring that an open and fair process has been used.
- Given the high death rate of trees after our recent drought (Monterey Pines in particular) and the continued significant presence of hazardous eucalyptus trees, removal and trimming of trees is expected to continue to be a significant and valuable service to our residents.
- The process used during this phase has been cumbersome, with considerable effort gone into preparation of each bid package, selection, and contracting. This has also led to dead trees being removed well over a year after being identified by residents.

Additional observations and conclusions

- A key argument in support of continuing the recent competitive bidding process has been the cost savings that have resulted. A counter-argument is that these savings have been driven by a different mix of trees being removed now compared to the early stages of the process. Note that a given tree's removal can range from ~\$300 to ~\$8,000.
- A further feature of the current bid process is that the bidders have not had access to properties to evaluate trees first hand (this restriction was established to allay resident's concerns about multiple strangers walking through their properties). This can lead to errors in assessing and costing out tree removal.
- Given that the purpose of this program is to encourage the removal of combustible materials, a possible exclusion has been suggested to restrict this program to trees over a given size (e.g. 8" diameter at 48" height), as those trees are within the capabilities of homeowners/landscapers, they could be chipped and removed as part of the existing brush program, and they present limited fire risk.

- A further program improvement suggestion is to eliminate eucalyptus tree trimming. This program is temporary in nature (e.g. trees have been repeatedly trimmed), and this program may serve as a disincentive to a bigger goal – eucalyptus tree removal.

The Tree Subcommittee has developed the following recommendations, based in part on the greater pricing experience from the past three phases of RFPs:

- A new phase should be implemented, that solicits tree removal/trimming responses by residents across the District. Form of solicitation can include traditional cards, website alerts, and other means.
- Tree eligibility will be the same as in past programs, with two exceptions:
 - Eucalyptus tree trimming will be eliminated – only eucalyptus removal is included.
 - Only trees >8" diameter at 48" height are eligible.
- Each tree so identified will be assessed by an Arborist to ensure that it qualifies according to LAHCFD standards.
- Based on existing experience with tree removal/trimming pricing, the Arborist will establish a price for a suitable number of trees. As a starting point, a monthly "bundling" of trees will be proposed. We estimate that this is about 100 trees per month.
- This bundle of trees will be offered to a Preferred Tree Company (PTC), which will have been previously identified and a contract established (note: this process and ability to designate a PTC is still being confirmed with the County). The PTC will have access for tree inspection and will either accept the Arborist-determined price, or will make a counter-proposal. Any counter-proposal requires Fire Consultant and Board President (or designee) approval to proceed.
- Since trees will have been individually priced, the actual payment to the PTC will be adjusted for any trees not actually removed.
- The initial term of this process will be one year, during which time the progress will be monitored and reported monthly. After that time, the process may be extended or amended as per Board approval.

Next Steps

We request authorization from the Board to proceed with negotiations for a contract at the above terms, with flexibility to make minor adjustments.



Los Altos Hills County Fire District

P.O. Box 1766 Los Altos, CA 94023-1766

November 6, 2017

VIA E-MAIL: robert.salisbury@pln.sccgov.org

joanna.wilk@pln.sccgov.org

AND U.S. MAIL

Santa Clara County
Dept. of Planning and Dev., Planning Office
Attn: Robert Salisbury and Joanna Wilk
70 West Heading Street
San Jose, California 95110

Re: Tree Preservation and Removal Ordinance Revisions

Dear Mr. Salisbury and Ms. Wilk:

The Los Altos Hills County Fire District ("District") proposes a minor modification to the County of Santa Clara Tree Preservation and Removal Ordinance Revisions ("Tree Ordinance Revision"). Specifically, the District proposes to add the following language as subsection (l) to Sec. C16-4-Exceptions: "(l) The Tree is a eucalyptus tree located within the Los Altos Hills County Fire District's jurisdiction and is determined by the Los Altos Hills County Fire District to pose a fire hazard or other danger."

The District consists of land located in both incorporated and unincorporated Los Altos Hills. Thus, certain portions of the District are subject to County Ordinances. As part of its fire prevention services, the District offers an on-going tree program to residents of the District ("Tree Program"). Under the Tree Program, the District sends an arborist to inspect trees on private and public land and permits constituents within the District to request an arborist inspect a particular tree or multiple trees on their property. After inspecting a tree, the arborist drafts a report with a determination on whether the tree poses a fire risk or other danger and, when necessary, proposes a solution of either removal or trimming. The District then contracts with tree removal and trimming companies to complete the required work. While implementing its Tree Program, the District has removed a substantial number of eucalyptus trees, which posed a fire risk or other danger. Thus, the Tree Ordinance Revision as proposed would require the District to obtain permits for the removal of eucalyptus trees, would substantially increase the time and costs associated with the District's implementation of its Tree Program in unincorporated areas of the District and would delay the removal of trees which pose a fire or other risk.

Serving Los Altos Hills and unincorporated areas.

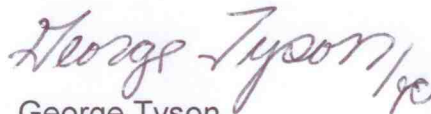
Santa Clara County Dept. of Planning & Development
Attn: Robert Salisbury and Joanna Wilk - Page 2

Research suggests that eucalyptus trees not only deposit significant fuel on the ground as they shed bark, leaves, and twigs, but also in intense fires, volatile compounds in the foliage cause explosive burning. As bark catches fire, it is blown ahead of the flame front and drops burning embers by the tens of thousands per acre. Therefore, the District often determines that removal of eucalyptus trees is necessary for fire protection.

The District, therefore proposes adding the language prescribed in the first paragraph of this letter as subsection (l) to Sec. C16-4-Exceptions. Adding this exception to the Tree Ordinance Revision will alleviate any hardship on the District's ability to implement its Tree Program. As drafted, the exception is limited to a small portion of County because it only applies to areas within the District's jurisdiction that are located in unincorporated areas of Los Altos Hills and only applies to eucalyptus trees, while leaving all other provisions in place.

Please feel free to contact me with any questions. Thank you for your time and attention to this matter.

Sincerely,



George Tyson
Board President
Los Altos Hills County Fire District
gktyson@gmail.com

cc: Fire Chief Kenneth Kehmna
Santa Clara County Fire Department
Administrative Headquarters
14700 Winchester Boulevard
Los Gatos, CA 95032
Email: info@sccfd.org

Santa Clara County District Five
Supervisor Joe Simitian
70 West Hedding Street, 10th Floor
San Jose, CA 95110
Email: supervisor.simitian@bos.sccgov.org



Vargas Company

November 10, 2017

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

RE: Financial Statement Package – October 2017

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of October 2017, as follows:

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	4
4. Profit and Loss – Budget vs. Actual Year-to-Date	6
5. Profit and Loss – Prior Year Comparison	8
6. Revenues – Transaction Detail By Account	10
7. Expenses – Transaction Detail By Account	11
8. Expenses by Vendor Summary	13

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Balance Sheet

As of October 31, 2017

	Oct 31, 17	Sep 30, 17
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,703,814.54)	(2,703,814.54)
1100000 · Cash-Clearing Account	13,415,499.33	13,461,874.94
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	10,712,184.79	10,758,560.40
Total Current Assets	10,712,184.79	10,758,560.40
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,253,637.13	2,253,637.13
TOTAL ASSETS	12,965,821.92	13,012,197.53
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	8,855,299.58
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,000,000.00	4,000,000.00
Net Income	(2,143,114.79)	(2,096,739.18)
Total Equity	12,965,821.92	13,012,197.53
TOTAL LIABILITIES & EQUITY	12,965,821.92	13,012,197.53

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

October 2017

	Oct 17	Jul - Oct 17
Income		
4002100 · Prop Taxes-Curr Unsecured	628,942.92	645,222.03
4006100 · Property Taxes-SB 813	11,531.34	41,271.47
4301100 · Interest-Dep & Investments		
4301101 · County	0.00	22,612.95
Total 4301100 · Interest-Dep & Investments	0.00	22,612.95
4302100 · Property Rental	0.00	3,000.00
4813000 · Misc. Income		
4813900 · Misc Reimbursements	0.00	160.04
Total 4813000 · Misc. Income	0.00	160.04
Total Income	640,474.26	712,266.49
Gross Profit	640,474.26	712,266.49
Expense		
5220100 · Insurance	0.00	2,160.00
5225500 · Commissioners Fee	2,400.00	2,400.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	12,132.88	14,036.01
Total 5235400 · Outside Repair & Maintenance	12,132.88	14,036.01
5250100 · Office Expense	0.00	2,041.74
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	5,000.00
5255102 · Accounting Services	3,000.00	9,000.00
5255103 · Outside Legal Services	10,453.00	28,445.00
5255104 · Outside Consulting Services	0.00	197.00
Total 5255100 · Professional & Specialized Serv	13,453.00	42,642.00
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	367,872.47	1,471,489.88
5255502 · Battalion 74 Services	88,850.45	355,401.80
5255503 · Emergency Service Coordinator	6,143.76	24,575.04
5255504 · Emergency Prep/Fire Prevention	467.91	8,667.87
5255505 · Extra Fire Season Patrol	59,051.80	238,332.82
5255506 · Type 3 Fire Engine Rental	18,972.00	89,492.00
Total 5255500 · Contract Services	541,358.39	2,187,959.41
5257130 · Consultants - General and Admin		
5257131 · Clerk	5,158.33	15,474.99
5257132 · Fire Consultant	4,685.00	14,055.00
Total 5257130 · Consultants - General and Admin	9,843.33	29,529.99
5260100 · Publications and Legal Notices.	1,183.00	1,502.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**Profit & Loss**

October 2017

	Oct 17	Jul - Oct 17
5282200 · Projects and Programs		
5282201 · Chipping Program	30,226.43	94,635.65
5282202 · Yard Waste Program	0.00	5,009.42
5282204 · Buildings and Grounds	0.00	590.00
5282206 · Tree Removal & Pruning	3,692.06	337,231.22
5282208 · Hydrant/Main Improv.-Purissima	64,809.53	121,572.92
5282210 · Fire Service Water Flow Impr.	7,751.25	13,415.92
Total 5282200 · Projects and Programs	106,479.27	572,455.13
5350100 · Misc Expense-Others	0.00	655.00
Total Expense	686,849.87	2,855,381.28
Net Income	(46,375.61)	(2,143,114.79)

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
October 2017

	Oct 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4002100 · Prop Taxes-Curr Unsecured	628,942.92	580,000.00	48,942.92	8.44%
4006100 · Property Taxes-SB 813	11,531.34	8,964.00	2,567.34	28.64%
4301100 · Interest-Dep & Investments				
4301101 · County	0.00	21,250.00	(21,250.00)	(100.0%)
Total 4301100 · Interest-Dep & Investments	0.00	21,250.00	(21,250.00)	(100.0%)
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	(100.0%)
4813900 · Misc Reimbursements	0.00	200.00	(200.00)	(100.0%)
Total 4813000 · Misc. Income	0.00	400.00	(400.00)	(100.0%)
Total Income	640,474.26	610,614.00	29,860.26	4.89%
Gross Profit	640,474.26	610,614.00	29,860.26	4.89%
Expense				
5225500 · Commissioners Fee	2,400.00	4,200.00	(1,800.00)	42.86%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	12,132.88	1,500.00	10,632.88	(708.86%)
Total 5235400 · Outside Repair & Maintenance	12,132.88	1,500.00	10,632.88	(708.86%)
5255100 · Professional & Specialized Serv				
5255101 · Annual Audit-Charter	0.00	15,000.00	(15,000.00)	100.0%
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	10,453.00	5,000.00	5,453.00	(109.06%)
Total 5255100 · Professional & Specialized Serv	13,453.00	23,000.00	(9,547.00)	41.51%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	367,872.00	0.47	(0.0%)
5255502 · Battalion 74 Services	88,850.45	88,850.00	0.45	(0.0%)
5255503 · Emergency Service Coordinator	6,143.76	6,143.00	0.76	(0.01%)
5255504 · Emergency Prep/Fire Prevention	467.91	5,750.00	(5,282.09)	91.86%
5255505 · Extra Fire Season Patrol	59,051.80	55,000.00	4,051.80	(7.37%)
5255506 · Type 3 Fire Engine Rental	18,972.00	19,440.00	(468.00)	2.41%
5255507 · City of Los Altos Workers Comp.	0.00	750.00	(750.00)	100.0%
Total 5255500 · Contract Services	541,358.39	543,805.00	(2,446.61)	0.45%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
October 2017

	Oct 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	5,158.00	0.33	(0.01%)
5257132 · Fire Consultant	4,685.00	4,863.00	(178.00)	3.66%
Total 5257130 · Consultants - General and Admin	9,843.33	10,021.00	(177.67)	1.77%
5260100 · Publications and Legal Notices.	1,183.00	1,500.00	(317.00)	21.13%
5282200 · Projects and Programs				
5282201 · Chipping Program	30,226.43	27,000.00	3,226.43	(11.95%)
5282204 · Buildings and Grounds	0.00	895.00	(895.00)	100.0%
5282206 · Tree Removal & Pruning	3,692.06	10,000.00	(6,307.94)	63.08%
5282208 · Hydrant/Main Improv.-Purissima	64,809.53	5,000.00	59,809.53	(1,196.19%)
5282209 · Hydrant/Main Improv.-Cal Water	0.00	2,000.00	(2,000.00)	100.0%
5282210 · Fire Service Water Flow Impr.	7,751.25	50,000.00	(42,248.75)	84.5%
Total 5282200 · Projects and Programs	106,479.27	94,895.00	11,584.27	(12.21%)
5350100 · Misc Expense-Others	0.00	250.00	(250.00)	100.0%
Total Expense	686,849.87	679,171.00	7,678.87	(1.13%)
Net Income	(46,375.61)	(68,557.00)	22,181.39	32.35%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
July through October 2017

	Jul - Oct 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	0.00	0.00	0.00	0.0%	9,792,000.00	0.00%
4001200 · Prop Taxes-Unitary	0.00	0.00	0.00	0.0%	43,000.00	0.00%
4001210 · Prop Taxes - Unitary Railroad	0.00	0.00	0.00	0.0%	960.00	0.00%
4002100 · Prop Taxes-Curr Unsecured	645,222.03	580,000.00	65,222.03	11.25%	630,000.00	102.42%
4006100 · Property Taxes-SB 813	41,271.47	32,868.00	8,403.47	25.57%	298,800.00	13.81%
4301100 · Interest-Dep & Investments						
4301101 · County	22,612.95	21,250.00	1,362.95	6.41%	85,000.00	26.60%
Total 4301100 · Interest-Dep & Investments	22,612.95	21,250.00	1,362.95	6.41%	85,000.00	26.60%
4302100 · Property Rental	3,000.00	3,000.00	0.00	0.0%	3,000.00	100.00%
4419100 · Homeowner's Property Tax Relief	0.00	0.00	0.00	0.0%	45,000.00	0.00%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	(100.0%)	600.00	0.00%
4813900 · Misc Reimbursements	160.04	200.00	(39.96)	(19.98%)	400.00	40.01%
Total 4813000 · Misc. Income	160.04	400.00	(239.96)	(59.99%)	1,000.00	16.00%
4980220 · Property Taxes - Excess ERAF	0.00	0.00	0.00	0.0%	7,000.00	0.00%
Total Income	712,266.49	637,518.00	74,748.49	11.72%	10,905,760.00	6.53%
Gross Profit	712,266.49	637,518.00	74,748.49	11.72%	10,905,760.00	6.53%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	2,400.00	4,200.00	(1,800.00)	42.86%	16,800.00	14.29%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	14,036.01	1,500.00	12,536.01	(835.73%)	15,000.00	93.57%
Total 5235400 · Outside Repair & Maintenance	14,036.01	1,500.00	12,536.01	(835.73%)	15,000.00	93.57%
5250100 · Office Expense	2,041.74	500.00	1,541.74	(308.35%)	5,000.00	40.83%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	5,000.00	15,000.00	(10,000.00)	66.67%	21,100.00	23.70%
5255102 · Accounting Services	9,000.00	9,000.00	0.00	0.0%	36,000.00	25.00%
5255103 · Outside Legal Services	28,445.00	15,000.00	13,445.00	(89.63%)	60,000.00	47.41%
5255104 · Outside Consulting Services	197.00	0.00	197.00	(100.0%)	4,500.00	4.38%
Total 5255100 · Professional & Specialized Serv	42,642.00	39,000.00	3,642.00	(9.34%)	121,600.00	35.07%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
July through October 2017

	Jul - Oct 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	1,471,489.88	1,471,488.00	1.88	(0.0%)	4,507,775.00	32.64%
5255502 · Battalion 74 Services	355,401.80	355,400.00	1.80	(0.0%)	1,087,530.00	32.68%
5255503 · Emergency Service Coordinator	24,575.04	24,572.00	3.04	(0.01%)	75,191.00	32.68%
5255504 · Emergency Prep/Fire Prevention	8,667.87	17,390.00	(8,722.13)	50.16%	40,000.00	21.67%
5255505 · Extra Fire Season Patrol	238,332.82	230,000.00	8,332.82	(3.62%)	325,000.00	73.33%
5255506 · Type 3 Fire Engine Rental	89,492.00	79,760.00	9,732.00	(12.2%)	115,200.00	77.68%
5255507 · City of Los Altos Workers Comp.	0.00	750.00	(750.00)	100.0%	3,000.00	0.00%
Total 5255500 · Contract Services	2,187,959.41	2,179,360.00	8,599.41	(0.39%)	6,153,696.00	35.56%
5257130 · Consultants - General and Admin						
5257131 · Clerk	15,474.99	15,474.00	0.99	(0.01%)	61,900.00	25.00%
5257132 · Fire Consultant	14,055.00	14,589.00	(534.00)	3.66%	59,200.00	23.74%
Total 5257130 · Consultants - General and Admin	29,529.99	30,063.00	(533.01)	1.77%	121,100.00	24.38%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	108,100.00	0.00%
5260100 · Publications and Legal Notices.	1,502.00	1,621.00	(119.00)	7.34%	6,000.00	25.03%
5282200 · Projects and Programs						
5282201 · Chipping Program	94,635.65	80,000.00	14,635.65	(18.29%)	300,000.00	31.55%
5282202 · Yard Waste Program	5,009.42	9,750.00	(4,740.58)	48.62%	39,000.00	12.84%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	590.00	1,985.00	(1,395.00)	70.28%	6,000.00	9.83%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%	5,000.00	0.00%
5282206 · Tree Removal & Pruning	337,231.22	310,000.00	27,231.22	(8.78%)	1,000,000.00	33.72%
5282208 · Hydrant/Main Improv.-Purissima	121,572.92	455,000.00	(333,427.08)	73.28%	470,000.00	25.87%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	4,000.00	(4,000.00)	100.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	13,415.92	100,000.00	(86,584.08)	86.58%	1,500,000.00	0.89%
5282215 · Project & Programs Contingency	0.00	30,000.00	(30,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	572,455.13	991,235.00	(418,779.87)	42.25%	3,448,000.00	16.60%
5350100 · Misc Expense-Others	655.00	500.00	155.00	(31.0%)	2,000.00	32.75%
Total Expense	2,855,381.28	3,252,979.00	(397,597.72)	12.22%	10,002,527.00	28.55%
Net Income	(2,143,114.79)	(2,615,461.00)	472,346.21	18.06%	903,233.00	-237.27%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
October 2017

	Oct 17	Oct 16	\$ Change	% Change
Income				
4002100 · Prop Taxes-Curr Unsecured	628,942.92	579,348.01	49,594.91	8.6%
4006100 · Property Taxes-SB 813	11,531.34	8,596.38	2,934.96	34.1%
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	250.00	-250.00	-100.0%
4813900 · Misc Reimbursements	0.00	184.59	-184.59	-100.0%
Total 4813000 · Misc. Income	0.00	434.59	-434.59	-100.0%
Total Income	640,474.26	588,378.98	52,095.28	8.9%
Gross Profit	640,474.26	588,378.98	52,095.28	8.9%
Expense				
5225500 · Commissioners Fee	2,400.00	2,500.00	-100.00	-4.0%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	12,132.88	190.31	11,942.57	6,275.3%
Total 5235400 · Outside Repair & Maintenance	12,132.88	190.31	11,942.57	6,275.3%
5255100 · Professional & Specialized Serv				
5255101 · Annual Audit-Charter	0.00	15,000.00	-15,000.00	-100.0%
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	10,453.00	0.00	10,453.00	100.0%
Total 5255100 · Professional & Specialized Serv	13,453.00	18,000.00	-4,547.00	-25.3%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	354,234.44	13,638.03	3.9%
5255502 · Battalion 74 Services	88,850.45	91,946.26	-3,095.81	-3.4%
5255503 · Emergency Service Coordinator	6,143.76	7,020.34	-876.58	-12.5%
5255504 · Emergency Prep/Fire Prevention	467.91	349.31	118.60	34.0%
5255505 · Extra Fire Season Patrol	59,051.80	53,093.53	5,958.27	11.2%
5255506 · Type 3 Fire Engine Rental	18,972.00	0.00	18,972.00	100.0%
5255507 · City of Los Altos Workers Comp.	0.00	493.13	-493.13	-100.0%
Total 5255500 · Contract Services	541,358.39	507,137.01	34,221.38	6.8%
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	4,896.00	262.33	5.4%
5257132 · Fire Consultant	4,685.00	4,685.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	9,843.33	9,581.00	262.33	2.7%
5260100 · Publications and Legal Notices.	1,183.00	1,274.00	-91.00	-7.1%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
October 2017

	Oct 17	Oct 16	\$ Change	% Change
5282200 · Projects and Programs				
5282201 · Chipping Program	30,226.43	25,489.01	4,737.42	18.6%
5282202 · Yard Waste Program	0.00	9,368.54	-9,368.54	-100.0%
5282204 · Buildings and Grounds	0.00	1,698.66	-1,698.66	-100.0%
5282206 · Tree Removal & Pruning	3,692.06	197,628.31	-193,936.25	-98.1%
5282208 · Hydrant/Main Improv.-Purissima	64,809.53	12,848.06	51,961.47	404.4%
5282210 · Fire Service Water Flow Impr.	7,751.25	0.00	7,751.25	100.0%
Total 5282200 · Projects and Programs	106,479.27	247,032.58	-140,553.31	-56.9%
Total Expense	686,849.87	785,714.90	-98,865.03	-12.6%
Net Income	-46,375.61	-197,335.92	150,960.31	76.5%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
October 2017

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
4002100 · Prop Taxes-Curr Unsecured				
Deposit	10/02/2017	County of Santa Clara - ...	8/17 Unsec 1%	628,942.92
Total 4002100 · Prop Taxes-Curr Unsecured				628,942.92
4006100 · Property Taxes-SB 813				
Deposit	10/24/2017	County of Santa Clara - ...	9/17 1% Suppl	11,531.34
Total 4006100 · Property Taxes-SB 813				11,531.34
TOTAL				640,474.26

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
October 2017

Date	Name	Memo	Amount
5225500 · Commissioners Fee			
10/16/2017	Carr, Janice	Commissioners Fee July-Sept 2017	300.00
10/16/2017	Price, Duffy	Commissioners Fee July-Sept 2017	500.00
10/16/2017	Spreen, Roger	Commissioners Fee July-Sept 2017	400.00
10/16/2017	Tyson, George	Commissioners Fee July-Sept 2017	500.00
10/16/2017	Vaughn, Melvin	Commissioners Fee July-Sept 2017	100.00
10/16/2017	Waldeck, Gary	Commissioners Fee July-Sept 2017	200.00
10/16/2017	Warren, Mark	Commissioners Fee July-Sept 2017	400.00
Total 5225500 · Commissioners Fee			2,400.00
5235400 · Outside Repair & Maintenance			
5235401 · Hydrant Repair & Maintenance			
10/16/2017	Pakpour Consulting Group, Inc.	Town Repavement Rehabilitation	4,732.88
10/19/2017	O'Grady Paving	Town Repavement Rehabilitation	7,400.00
Total 5235401 · Hydrant Repair & Maintenance			12,132.88
Total 5235400 · Outside Repair & Maintenance			12,132.88
5255100 · Professional & Specialized Serv			
5255102 · Accounting Services			
10/02/2017	Vargas Company	Financial Services Sept 2017	3,000.00
Total 5255102 · Accounting Services			3,000.00
5255103 · Outside Legal Services			
10/19/2017	Jorgenson, Siegel, McClure &...	Legal Fees Sept. 2017	10,453.00
Total 5255103 · Outside Legal Services			10,453.00
Total 5255100 · Professional & Specialized Serv			13,453.00
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
10/31/2017	Santa Clara County Central Fi...	Fire Protection Services Oct. 2017	367,872.47
Total 5255501 · Santa Clara Co. Fire Dept.			367,872.47
5255502 · Battalion 74 Services			
10/31/2017	Santa Clara County Central Fi...	Fire Protection Services Oct. 2017	95,486.20
10/31/2017	Santa Clara County Central Fi...	Battalion Chief Credit	(6,635.75)
Total 5255502 · Battalion 74 Services			88,850.45
5255503 · Emergency Service Coordinator			
10/31/2017	Santa Clara County Central Fi...	Fire Protection Services Oct. 2017	6,143.76
Total 5255503 · Emergency Service Coordinator			6,143.76
5255504 · Emergency Prep/Fire Prevention			
10/31/2017	Santa Clara County Central Fi...	Comcast	132.92
10/31/2017	Santa Clara County Central Fi...	CERT Supplies	334.99
Total 5255504 · Emergency Prep/Fire Prevention			467.91

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
October 2017

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5255505 · Extra Fire Season Patrol			
10/31/2017	Santa Clara County Central Fi...	Fire Protection Services Oct. 2017	59,051.80
Total 5255505 · Extra Fire Season Patrol			59,051.80
5255506 · Type 3 Fire Engine Rental			
10/31/2017	Santa Clara County Central Fi...	Fire Protection Services Oct. 2017	18,972.00
Total 5255506 · Type 3 Fire Engine Rental			18,972.00
Total 5255500 · Contract Services			541,358.39
5257130 · Consultants - General and Admin			
5257131 · Clerk			
10/02/2017	Evilsizer, Jeanne	Clerk's Fee Sept 2017	5,158.33
Total 5257131 · Clerk			5,158.33
5257132 · Fire Consultant			
10/02/2017	Farwell, Stu	Consulting Fee Sept 2017	4,685.00
Total 5257132 · Fire Consultant			4,685.00
Total 5257130 · Consultants - General and Admin			9,843.33
5260100 · Publications and Legal Notices.			
10/02/2017	Town of Los Altos Hills	Our Town Newsletter Reimbursement	1,183.00
Total 5260100 · Publications and Legal Notices.			1,183.00
5282200 · Projects and Programs			
5282201 · Chipping Program			
10/02/2017	AID Mailing & Fulfillment	Area 5 Brush Chipping Notice	846.43
10/16/2017	S.P. McClenahan Co., Inc.	Brush Chipping Area 3	29,380.00
Total 5282201 · Chipping Program			30,226.43
5282206 · Tree Removal & Pruning			
10/16/2017	Pakpour Consulting Group, Inc.	Tree Program	3,692.06
Total 5282206 · Tree Removal & Pruning			3,692.06
5282208 · Hydrant/Main Improv.-Purissima			
10/16/2017	Stoloski & Gonzalez, Inc.	FHRP Phase VIII - Retention	55,695.53
10/16/2017	Pakpour Consulting Group, Inc.	FH Replacement Project VII & VIII	9,114.00
Total 5282208 · Hydrant/Main Improv.-Purissima			64,809.53
5282210 · Fire Service Water Flow Impr.			
10/19/2017	EKI Environment and Water	Water Flow Improvement Project	7,751.25
Total 5282210 · Fire Service Water Flow Impr.			7,751.25
Total 5282200 · Projects and Programs			106,479.27
TOTAL			686,849.87

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Expenses by Vendor Summary

October 2017

	Oct 17	Jul - Oct 17
AID Mailing & Fulfillment	846.43	3,345.65
Alexander Atkins Design		2,000.00
Carr, Janice	300.00	300.00
Craftsmen Printing		5,612.87
Crystal Springs Landscaping Co.		590.00
EKI Environment and Water	7,751.25	13,415.92
Evilsizer, Jeanne	5,158.33	15,474.99
FAIRA Insurance		2,160.00
Farwell, Stu	4,685.00	14,055.00
Gladwell Governmental Services Inc.		1,543.75
Jorgenson, Siegel, McClure & Flegel	10,453.00	28,445.00
Los Altos Chamber of Commerce		655.00
Los Altos Town Crier		319.00
O'Grady Paving	7,400.00	7,400.00
Pakpour Consulting Group, Inc.	17,538.94	62,006.78
Petty Cash Custodian - Jeanne Evilsizer		497.99
Price, Duffy	500.00	500.00
S.P. McClenahan Co., Inc.	29,380.00	416,017.32
Santa Clara County Central Fire Protectio	541,358.39	2,180,310.58
Snow Technoligies, Inc.		197.00
Spreen, Roger	400.00	400.00
Starbuck, Carol		35.96
Stoloski & Gonzalez, Inc.	55,695.53	78,706.05
Town of Los Altos Hills	1,183.00	6,192.42
Tyson, George	500.00	500.00
Vargas Company	3,000.00	9,000.00
Vaughn, Melvin	100.00	100.00
Vavrinek, Trine, Day & Co.		5,000.00
Waldeck, Gary	200.00	200.00
Warren, Mark	400.00	400.00
TOTAL	<u>686,849.87</u>	<u>2,855,381.28</u>

**Los Altos Hills County Fire District
November 2017 Disbursements**

Stu Farwell	4,685.00	Fire Consultant Fee Oct. 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee Oct. 2017
Vargas Company	3,000.00	Financial Consulting Oct. 2017
AID Mailing and Fulfillment	595.35	Brush Chipping Notice Area 6
Crystal Springs Landscaping	295.00	Fire Station Landscaping Sept. 2017
Crystal Springs Landscaping	295.00	Fire Station Landscaping Oct. 2017
Crystal Springs Landscaping	295.00	Fire Station Landscaping Nov. 2017
Crystal Springs Landscaping	880.00	Arastradero Lot Weeding
Vavrinek, Trine, Day & Co	12,894.00	FY17 Auditing Services
S.P. McClenahan	24,680.00	Brush Chipping Area 4
S.P. McClenahan	104,834.00	Tree Program Areas 5-6 Billing #1
Pakpour Consulting Group	1,651.13	FH Replacement Project Phase VIII
Pakpour Consulting Group	1,967.44	Town Pavement Rehabilitation

TOTAL DISBURSEMENTS

161,230.25