

Roger Spreen, President
Joan Sherlock, Vice President
Jim Basiji, Commissioner
Toby McDonell, Commissioner
Kavita Tankha, Commissioner
George Tyson, Commissioner
Mark Warren, Commissioner



**Los Altos Hills County Fire District
Board of Commissioners
Regular Meeting
Agenda**

Tuesday, November 21, 2023, 7:00 p.m.

26379 Fremont Road, Los Altos Hills (Town Hall Council Chambers)

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT COMMISSION WILL BE HELD ON TUESDAY, NOVEMBER 21, 2023, AT 7:00 P.M.

This meeting will be held in person at Town Hall, 26379 Fremont Road, Los Altos Hills, California. Currently, staff and members of the public may also attend by virtual teleconference via Zoom Video Conference.

To attend the meeting by virtual teleconference, please join via PC, Mac, Linux, iOS, or Android using link and password below:

Link: <https://lahcfd-org.zoom.us/j/83918343246>

Meeting ID: 839 1834 3246 **Passcode:** 623342

Or to join the meeting by phone:

Call: (408) 961-3927 or (855) 758-1310 (US Toll Free)

Meeting ID: 839 1834 3246 **Passcode:** 623342

Do not join the call as the host. You should join the call as a “call-in participant” by pressing the pound (#) sign.

If you have technical issues joining the call, please immediately email LAHCFD Clerk at clerk@lahcfd.org and leave a call back number. Please observe video/teleconference etiquette (mute your phone or computer, public comment only during appropriate times).

Please note that the videoconference will be recorded. Your voice and image may be captured in the video-recording, will become part of the public record and will be posted on the District’s website within each Commission Meeting page and on the District’s YouTube channel (https://www.youtube.com/channel/UCvDMiBSeIBfyjKyZp_koZtg).

NOTICE TO THE PUBLIC

MEETING PROCEDURES.

- The Board of Commissioners may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.
- All reports and supporting materials are available for review on the internet at <https://www.lahcfd.org/governance/commission-meetings/>.
- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to all or a majority of the Board of Commissioners less than 72 hours prior to that meeting are available for public inspection upon request.
- The Board of Commissioners shall provide at least twice the allotted time to members of the public who utilize interpreters or translators, unless simultaneous translation equipment is used.

ASSISTANCE FOR PERSONS WITH DISABILITIES.

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodation for this meeting should notify the District Clerk at (650) 949-1044. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility (28 CFR 35.102-35.104 ADA Title II)

PUBLIC COMMENT INSTRUCTIONS.

- Written public comments may be submitted by email to clerk@lahcfd.org. Written comments will be distributed to the Board as quickly as possible, however, please note that documents may take up to 24 hours to be posted to the agenda outline.
- Spoken public comments will be accepted in person or through the teleconference meeting. To address the Board via teleconference, click on the Zoom link listed above to access the meeting, or dial into the meeting following the instructions on the first page of the agenda.

OPENING

1. Roll Call.
2. Commission President Remarks.

PUBLIC COMMENT

3. Public Comment. Persons wishing to address the Commission on any subject not on the agenda may do so now. Please note, however, the Commission 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. District policy is to limit public testimony to three minutes per speaker, unless the number of speakers requires the Commission President to impose shorter time limits.

CONSENT AGENDA AND CHANGES TO ORDER OF AGENDA

4. Agenda Amendments and Changes.
5. Consent Calendar.
 - A. Approve Draft Minutes of October 17, 2023, Regular Meeting
 - B. Receive Financial Statement Package - Period 4, October 2023
 - C. Receive Disbursements for November 2023
 - D. Adopt Resolution No 23-11 of the Los Altos Hills County Fire District Board of Commissioners Declaring Weeds or Brush Growing and/or Rubbish Contained on Certain Described Properties to be a Public Nuisance and Potential Fire Hazard and Setting Public Hearing for Objections
 - E. Approve First Amendment to the Professional Services Agreement for human resources consulting with It's Personnel, dated July 18, 2023, to extend the term to July 1, 2024, that has been reviewed and approved by County Counsel as to form and legality
 - F. Approve Seventh Amendment to the Professional Services Agreement for On-Call Engineering Consultant Services with Freyer & Laureta, Inc., dated June 16, 2020, to extend the term to December 31, 2024, and adjust compensation to the 2024 Charge Rate Schedule effective January 1, 2024, with all other terms and conditions to remain the same, that has been reviewed and approved by County Counsel as to form and legality

- G. Approve Third Amendment to the Professional Services Agreement for Program Services with Santa Clara County FireSafe Council, dated January 19, 2021, to extend the term to June 30, 2024, to adjust compensation for an amount not to exceed \$999,497.50 for January 1, 2024, through June 30, 2024, as allocated in the 2024 Exhibit E budget, effective January 1, 2024, to update contact information, and to update program procedures in the scope of work, that has been reviewed and approved by County Counsel as to form and legality
 - i. Receive Memorandum Report
- H. Approve the Los Altos Hills County Fire District Community Wildfire Protection Plan (CWPP) Annex 4
 - i. Receive Memorandum Report
- I. Receive Santa Clara County Fire Chief Report
 - i. Monthly report for October 2023
 - ii. Palo Alto Fire Station 8 monthly report for October 2023
- J. Receive General Manager Report
 - i. Updates, events and activities
- K. Receive Emergency Services Manager Report
 - i. Community Emergency Response Team (CERT) November 4 Triage Exercise at Foothill College
 - ii. Be Ready Be Prepared for the Holidays
- L. Receive Community Education & Risk Reduction Report
 - i. Firewise USA update
 - ii. Home Ignition Zone (HIZ) Rebate Program update
- M. Receive Programs, Planning and Grants Manager Reports
 - i. Future Evacuation Routes planning
 - ii. I-280 Hazardous Fuel Reduction Project update
 - iii. Cal OES/FEMA Hazardous Mitigation Grant (HMG) applications update
- N. Receive Integrated Hazardous Fuel Reduction (IHFR) Field Operations Reports
 - i. Magdalena-Summerhill Evacuation Route Project update
 - ii. Robleda-Burke Evacuation Route Project update
 - iii. Receive final report on Page Mill Evacuation Route Project
- O. Receive Memorandum Report titled, 2023 Pavement Rehabilitation & Drainage Improvement Project Review pertaining to payment for the replacement of three hydrant valve boxes as approved in an Agreement between the Los Altos Hills County Fire District and O'Grady Paving

FY2024-2025 BUDGET

- 6. FY2024-2025 Budget.
 - A. Receive the Draft FY2024-2025 Budget for discussion and direction to staff
 - i. Receive Memorandum Report
 - ii. Receive Presentation Slides

PERSONNEL

- 7. Approve Fifth Amendment to General Manager Employment Agreement to extend the term to December 31, 2024, to revise the position description, and to adjust compensation, that has been reviewed and approved by County Counsel as to form and legality.
 - A. Receive Memorandum Report

COMMISSIONER REPORTS AND FUTURE AGENDA ITEMS

8. Commission Member Reports.
 - A. Future agenda items
 - B. Approve cancellation of December 19, 2023 Regular Commission Meeting
 - C. Next Regular Commission Meeting, January 16, 2024, in person and hybrid, to be held at 26379 Fremont Road, Los Altos Hills, in Los Altos Hills Town Hall Council Chambers

ADJOURNMENT

9. Adjournment.