

Los Altos Hills County Fire District

**Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, October 18, 2016, Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California**

President Tyson called the meeting to order at 7:01 p.m.

1) **Roll Call:** PRESENT: Commissioners Dexter, Tyson, Vaughn, Price, Spreen & Waldeck

ABSENT: Commissioner Johnson

ALSO PRESENT: Chief Ken Kehmna, Deputy Chief John Justice, Weed Abatement Coordinator Moe Kumre, Patrick Walter Manager Purissima Hills Water District, Ron Richardson District Manager California Water Service Co., Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas & Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) **Public Comment:** There was no public comment.

**3) Water Supply Discussion With California Water Service , Purissima Hills Water District, County Fire:** Waldeck introduced Deputy Chief Justice of County Fire, Ron Richardson of California Water Service Company and Patrick Walter of Purissima Hills Water District. Waldeck explained they had been studying the fire flows and pressure necessary in the various locations throughout the District. What hydrants did not have adequate flow? Deputy Chief Justice commented on the gallons per minute fire flow throughout the community and what pressure is adequate for the Fire Department to do their job. Patrick Walter, Purissima Hills Water District, passed out a low flow hydrant spread sheet and map showing Zone 2, 3 & 4 and explaining the water flow available and the current size of the water mains. He felt starting in Zone 4, Page Mill Road/Altamont Road area would help many hydrants throughout that area. Devi Prasanna and Ting He, California Water Service Company, did a power point presentation analysis of the low pressure areas in the District. Cal Water surveyed over 160 lots, collected data from the field and performed fire flow tests. The desirable fire flow target of 1,250 gallons per minute and 20 psi was determined by Deputy Chief Justice in February 2016. Currently there are three areas showing low pressure; however, low pressure does not always mean low flow. Cal Water falls under the CPUC (California Public Utilities Commission) regulations. Overall Cal Water has adequate fire flow. Ron Richardson discussed areas with the lowest fire flows. He explained that the CPUC approved 30,000' main to be replaced between 2016-2018 and 26% of the replacement (8,000') lies within LAHCFD area. Lastly, Richardson explained other capital improvements regarding tanks, boosters and panelboard to occur within the District throughout 2016-2018. Also, there are 23 different pressure zones in our District area Richardson stated. Waldeck set a four month time frame for he, Commissioner Vaughn, Deputy Chief Justice, Consultant Farwell to get together to review the information presented. They will

meet to determine a process where each weigh in and decide what is the most advantageous priority for the cost.

**4.) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Approving and Authorizing Execution of the Seventh Amendment to the Agreement with the County of Santa Clara for Abatement of Weeds. Resolution 16-14**

Moe Kumre, Weed Abatement Coordinator, explained that the fees charged annually for the weed abatement program are falling below the minimum cost of operation. When there is a shortfall they are asking each jurisdiction to contribute so they can keep the program in the black. **Action:** Waldeck made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District approving and authorizing execution of the seventh amendment to the agreement with the County of Santa Clara for abatement of weeds; Dexter seconded the motion. **All in Favor:** Tyson, Vaughn, Spreen, Price, Dexter and Waldeck. **Opposed:** None.

**5.) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District for Award of Contract Regarding Fire Hydrant Replacement Project-Phase VIII. Resolution 16-15**

The memo in the packet dated October 6, 2016 from Pakpour Consulting Group gave a status summary for design and advertisement phase for the Phase VIII project. Siegel explained there had been three bids received and the low bidder for the project was Stoloski & Gonzalez, Inc. **Action:** Price made a motion to approve a resolution of the Board of Commissioners of the Los Altos Hills County Fire District for award of contract regarding fire hydrant replacement project Phase VIII; Spreen seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Waldeck, Spreen and Price. **Opposed:** None.

**6.) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Approving and Authorizing Execution of a License Agreement with Stoloski & Gonzalez, Inc. Resolution 16-16**

It was explained that the lease agreement was to use the District property on Arastradero Road for a staging area for the Phase VIII project. **Action:** Vaughn made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District approving and authorizing execution of a lease agreement with Stoloski and Gonzalez, Inc.; Price seconded the motion. **All in Favor:** Dexter, Spreen, Waldeck, Tyson, Price and Vaughn. **Opposed:** None.

**7.) Resolution of the Board of Directors of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for Fiscal Year 2016-17 in Accordance With Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits. Resolution 16-17**

Siegel explained after the passage of Proposition 13 State and local agencies were subject to an annual appropriation limit; the limit for fiscal year 2016-17 was established and shown on Exhibit A. **Action:** Dexter made a motion to approve the resolution of the Board of Directors of the Los Altos Hills County Fire District establishing the appropriations limit for the District for fiscal year 2016-17 in accordance with Article XIII B of the California Constitution and Government Code Section 7910 and establishing period for contesting such limits; Vaughn seconded the motion. **All in Favor:** Tyson, Price, Spreen, Waldeck, Vaughn and Dexter. **Opposed:** None.

**8) Consideration of Recommendation and Update from Tree Committee Regarding Award of Contract for Phase 1 & 2 of the Tree Trimming Contract and Consideration of Whether**

**to Award a Contract for Phase 1 & 2 and to Authorize the President to Negotiate and**

**Execute Such Contract:** Tyson explained the sequence of events leading up to the bid process. A Tree Subcommittee Report was distributed dated October 18, 2016 and it outlined the RFP process, card and arborist process for areas 3&4, budget update and next steps. The back of the handout listed the five tree companies that bid on area 1 & 2 and the particulars associated with each contractor (location, company staffing, documents provided, cost per tree, tree committee assessment, etc. Tyson expressed that all companies who bid were qualified and all had attended the mandatory pre-meeting. Public member Allan Epstein comments included: compliments to the arborist, congratulations on the process and the District could do a better job advertising the project giving the size and scope. He also compared the tree program report with the tree committee report and the costs noted on each. **Action:** Spreen made a motion to select S.P. McClenahan Tree Company for area 1 & 2, proceed with a contract and authorize President Tyson to approve and execute a contract; Price seconded the motion. **All in Favor:** Dexter, Vaughn, Tyson, Waldeck, Price and Spreen. **Opposed:** None.

**9) Chief's Report:** a.) Monthly Report for September, 2016 Tyson stated the Commission reviewed the standardized report and is pleased with the contents. At this time there was no Emergency Preparedness Coordinator report. b. Engine 374 Summary for September: The Commissioners were pleased with the summary of significant events report for Engine 374.

**10) Consultant Report:** a.) Projects Update October 1, 2016 Farwell mentioned an additional 31 dead trees had been removed as well as 18 eucalyptus trees removed. Cori Vargas referred to the updated 10a tree program report as of 9/29/16. The costs for Tree Program mailings and RFP expenses are currently apportioned 50/50 to the Eucalyptus Program and the Dead Tree Program. The Board concluded that apportionment should instead be based on the relative percentage of total tree budget (20% Eucalyptus and 80% Dead Tree) to be retroactively applied to the beginning of the fiscal year.

**11) Sub-Committee, Contract and Non-Board Committee Reports:** a.) Fire Contract: Tyson explained they had been reviewing the County Fire contract comments. The Fire Contract Committee of Tyson, Vaughn, Price, Consultant Farwell, Dan Siegel and Jolie Houston, City Attorney of Los Altos, had all met. Areas of further discussion included extra summer staffing, Battalion Chief position and Emergency Preparedness Coordinator position. Retired Chief Don Jarvis was reviewing the contract as well; details were being worked out. An additional Special Meeting in November may be scheduled to discuss the contract exclusively. b.) Strategic Plan: At this time Price expressed there was nothing to report. c.) Unified Command Committee: Price stated the UCC had met on October 11 and they are working on transitioning over now that the EPC has been hired (Ross Pounds). CERT Supervisor Carol Starbuck has been invited to join the UCC as she has played a very active role in all aspects of CERT since it began. Carol Starbuck was in the audience and invited the Commissioners to attend a Disaster Psychology lecture by Dr. McMahon on November 7, 2016 at Bullis Elementary School. She thanked the Commissioners for subsidizing the lecture. Updates to the ARK were discussed. Getting the Commissioners off the UCC and letting the CERT Supervisors selected previously remain on the UCC is the goal. EPC Ross Pounds is establishing a training drill to keep the CERT skills refreshed. Ross Pounds will use a credit card for supplies and refreshments with a maximum monthly expenditure of \$500 on the credit card. The credit card bill will be sent to the District and receive review/approval by the President. d.) Website Update: Spreen reported the new website was up and running. He is receiving feedback and welcomes any comments. He suggested the Wiki be supported by our website; it would be easier going forward. He wants to

meet with Dave Snow and Neil Katin regarding the Wiki. Public member Jitze Couperus stated it was a huge improvement to the District website. e.) Current Contracts: Nothing to report on current contracts.

**12) Consent Calendar:** a.) Minutes of September 20, 2016 Special Meeting b.) Period 3 Financial Report September 2016 c.) Period 13 Financial Report June 30, 2016. Public member Allan Epstein suggested that in the Roll Call section of the September 20, 2016 minutes A.J. Major of Vavrinek, Trine, Day and Company be added. **Action:** Waldeck made a motion to approve the September 20, 2016 minutes as amended; and to approve the Period 3 financial report September, 2016 and period 13 financial report June 30, 2016. Price seconded the motion. **All in Favor:** Tyson, Dexter, Spreen, Vaughn, Price and Waldeck. **Opposed:** None

Discussion about how comments from public should be distributed. Tyson asked the Commissioner's feeling on this subject. Suggestions included: make additional copies of comments for distribution to all Commissioners (Waldeck); not in favor of additional copies as we get enough to go on verbally at the meetings (Price); comments can be in the packet or public can email all or send comments to District Clerk (Spreen); send comments to President and he can decide if they need to be sent to the full board (Vaughn); Tyson: our aim is for transparency and that is our intention; the President should exercise judgement. Tyson suggested all comments be sent to the District Clerk only who will in turn pass them onto the President and he/she may direct to send to all Commissioners. All Commissioners concurred.

**13) Disbursements for October, 2016:** Cori Vargas passed out an updated list of disbursements for October, 2016.

**14)** a.) Commissioner Term Expirations 12/31/16: Two in Los Altos Hills Jurisdiction, One in Unincorporated Area of District. The Clerk stated she would let the City Clerk of Los Altos Hills know of the term expirations, an advertisement would be placed in the Los Altos Town Crier and possibly placing it on the Nextdoor website that falls within the District limits. b.) Distribution of Foothill Parking Passes: The Clerk distributed the new parking passes which expire on June 30, 2017. c.) Exceeding Customer Expectations Workshop: The Clerk stated the workshop was put on by the Center for Public Safety Excellence; date of the class October 24, 2016 – Price and District Clerk would attend. d.) Special Meeting of November 22, 2016: the Clerk explained that the regular meeting of November 15, 2016 would be cancelled and the next Special Meeting would be November 22, 2016. e.) Special Meeting for Fire Contract: An additional meeting may be called for in November to discuss the contract specifically. f.) Audit Distribution: Approved June 30, 2016 Audit Report. The approved audit report was distributed to each Commissioner.

**15) Adjournment:** The meeting was adjourned by consensus at 9:25 p.m.

Prepared by,

Jeanne Evilsizer  
District Clerk

Approved November 22, 2016