

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 16, 2018 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 Carr, Wu, Price, Warren, Spreen and Tyson

ABSENT: Commissioner Vaughn

ALSO PRESENT: General Manager J. Logan, Chief Tony Bowden, Fire District Attorney Dan Siegel, Fire Consultant Stu Farwell, Financial Consultant Cori Vargas of Vargas Company, District Clerk Jeanne Evilsizer

**2) Public Comment:** Wu and Price mentioned a downed power line on Elena Road which caused a traffic detour getting to the meeting. There was no further public comment.

At this time, Tyson announced on October 12, 2018 Former Commissioner Bob Stutz had passed away. He had been a member of the LAHCFD Commission for 20 years. He was also active in the Town of Los Altos Hills and served many years on the Pathway Committee. A service is being planned by the family for mid or end of November. A moment of silence was declared in memory of Bob Stutz. Public member Jitze Couperus shared a short story about Bob. Price expressed he was known for his warm, firm handshake. Wu said she met Bob at a Town birthday party honoring him earlier in the year and had a photo taken with him.

**3) Welcome and Introduction of New General Manager of the Los Altos Hills County Fire District: J. Logan** J. was introduced by Tyson and given a round of applause. J. expressed she was delighted to be here and had already met with most members of the Commission and the majority of Staff.

**4) Consideration of Approval of Final Audit Report 2018/19.** Note to minutes: correct date of audit report 2017/18. Tyson explained the draft audit had been discussed previously, corrections were made and certain public recommendations were incorporated in the final document.

**Action:** Warren made a motion to approve the final audit report for 2017/18. **Roll Call Vote:** Those in Favor: Tyson, Price, Wu, Spreen, Carr, and Warren. **Opposed:** None. **Absent:** Vaughn.

**5) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for Fiscal Year 2018-19 in Accordance With Article XIII B of the California Constitution and Government Code**

**Section 7910 and Establishing Period for Contesting Such Limits:** Resolution #18-26

**Action:** Price made a motion to approve the appropriations limit for the District for Fiscal Year 2018-19 in accordance with article XIII B of the California Constitution and Government Code Section 7910 and establishing period for contesting such limits; Spreen seconded the motion.

**Roll Call Vote:** Those in Favor: Wu, Carr, Spreen, Tyson, Price and Warren. **Opposed:** None.

**Absent:** Vaughn.

**6) CERT Activities and Update.** CERT Member Neil Katin spoke about the upcoming County CERT annual drill on October 27 (sold out) as well as the December 5 local CERT Refresher on Communications and Documentation. Regarding the Emergency Preparedness Coordinator position, Spreen said he had been working with the Chief and OES and he asked what are the manpower needs in terms of coordination for this position? Spreen suggested coming up with a job description for this position and involving the new General Manager in the process.

**7) Chief's Report:** a.) Monthly Report for August, 2018 & September, 2018: Chief Bowden briefly reviewed the August report and then discussed the amended and distributed September Fire Report. Chief Bowden explained all 8 categories which were displayed on the incident snapshot map. Wu asked about the Fire Alarm/False Alarm calls. Price stated she depends on the 3 years that are charted for comparison for all code calls on the current report. Bowden said they would continue to work with the data in the new report; those comparisons could be made annually or semi-annually.

b.) Presentation Regarding Options for Repairs/Upgrades to Audio Visual System and Discussions for Next Steps. Chief Bowden explained the three options as shown on the Cal Coast Telecom Scope of Work submittal. The range was for basic maintenance, conference room with presentation and conference room with integrated web conferencing. Wu commented that public member Allan Epstein had comments that she shared including who uses the audio visual system? Previous presentations had occurred by Purissima Hills Water District, California Water Service, EKI and by Commissioners. Wu suggested more screens be added to the system for greater visual ability. Spreen felt it is mainly needed for presentations as it is being used now. Tyson suggested to get something functional and asked the General Manager to bring it to the November meeting. Chief Bowden stated that County Fire does not have the staff to do upgrades to the system.

**8) Consultant's Report:** a.) Projects Update Dated September 1, 2018: Note to minutes: Projects Update should be dated October 1, 2018. Farwell said the Brush Chipping activity had increased. He stated that 233 dead trees had been removed and 37 eucalyptus trees removed. Farwell said the program began with 410 sites; 108 sites are on hold due to fiscal year expenditures. He estimated the 108 sites could run about \$750,000; this is not a definitive amount as the trees had not been assessed by an arborist. Warren suggested taking down the highest risk trees first. Tyson mentioned there is no mechanism in place to assess high risk trees without site visits. Options suggested by Tyson were: start a new contract, or bring in other contractors or do a partial process only doing high risk trees until our money is spent. Price liked the idea of assessing high-risk trees. Spreen said we need the right balance of responsiveness,

evaluation and cost. Wu shared comments from public member Allan Epstein. J. Logan suggested meeting with the Fire Chief for suggestions on programs, a possible Phase II option or even a cost share possibility. For now, the consensus is to stay with the \$2,000,000 budget amount.

b.) Consultant Report Addendum: Tree Program Financial Projection . Cori Vargas stated the information provided on the number of trees was received from S.P. McClenahan Company. They are aiming to keep within the \$2,000,000 budget amount.

The Chief mentioned trees categorized by risk. Spreen asked what species of trees are on the list now? He asked if there could be a breakdown of the trees in the program and if that information could be brought back to the November meeting.

**9) General Manager Report:** J. Logan reported she started on the job on October 1. She has been working on priorities given by the General Manager Sub-committee as well as reviewing the job description and strategic plan and putting together a work plan. She attended a CERT orientation meeting where she received a lot of useful information. J. stated she will be reviewing the tree program as well as the water supply project. She has plans to meet with the Chief as well as look into the audio/video needs.

Spreen mentioned looking into the Microsoft office email cloud base for the General Manager and perhaps others.

**10) Sub-Committee, Contract and Non-Board Committee Reports:** a) Strategic Plan Update: Price discussed the Community Report draft dated 10/4/18. Price said the seven page document had been reviewed and was ready to go for design/print. The General Manager was asked to look into how and where to publish the Community Report. Price also mentioned the 2017 Report to the Community from the Santa Clara Office of Emergency Services brochure which the Chief had distributed to each Commissioner.

b.) Water Supply Sub-Committee Update: Warren stated that Purissima Hills Water District is looking to partner with us on a fire flow project. He would like to come back in November with a proposed resolution for cost sharing. PHWD wants to break ground in 2019.

c.) Tree Subcommittee Report – No further discussion.

d.) General Manager Subcommittee: Consensus is to sunset this subcommittee. The President of the Commission will provide feedback to J. Logan.

e.) CERT Subcommittee Update: No further discussion.

f.) Current Contracts: None currently.

**11.) Consent Calendar:** a.) Minutes of September 11, 2018 Regular Meeting

b.) Period Report 3, September 2018

**Action:** A motion was made by Warren to approve the Consent Calendar as submitted; Price seconded the motion. **All in Favor:** Tyson, Spreen, Wu, Price, Carr, and Warren. **Opposed:** None.

**12.) Disbursements for October, 2018:** Cori Vargas distributed an updated October, 2018 list of disbursements.

**13.) Board Member Reports:** a.) Santa Clara County Management Audit Update: Tyson reported the audit process was still in motion. Many documents had been requested by the auditors. An accommodation for the prioritization of the documents had been sought. The General Manager, Commission President and District Counsel might be the group to review a draft document.

b.) Two Commissioner Vacancies 12/31/18: Town of Los Altos Hills (1) and Unincorporated Area (1). The Clerk mentioned the Board Vacancy Policy states a notification be placed in the weekly paper, Los Altos Town Crier. The consensus was to proceed with the advertising. Commissioner George Tyson and Commissioner Melvin Vaughn's terms end on 12/31/18. Both are eligible to fill out an online application with the County of Santa Clara as well as submit a letter of interest to this Board.

Tyson mentioned the October 30, 2018 7-9 p.m. Understanding Wildfire Seminar occurring at the Los Altos Hills Town Hall Council Chambers. Several knowledgeable speakers would be there to discuss preparing, preventing and responding to fire.

**14.) Canceling Regular Meeting of November 20, 2018 and Scheduling Special Meeting of November 13, 2018:** By consensus, November 20, 2018 regular meeting is canceled. A Special Meeting will be held on November 13, 2018. Price mentioned she will be out of town for this meeting.

**15.) Adjournment.** By consensus the meeting was adjourned at 8:35 p.m.

Prepared by,

Jeanne Evilsizer  
District Clerk

Approved 11/13/18