

Mark Warren, President
Melvin Vaughn, Vice President
Terry Kearney, Commissioner
Joan Sherlock, Commissioner
Roger Spreen, Commissioner
Kavita Tankha, Commissioner
George Tyson, Commissioner



**Los Altos Hills County Fire District
Board of Commissioners
Regular Meeting
Agenda
Tuesday, October 19, 2021, 7:00 p.m.**

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT COMMISSION WILL BE HELD ON TUESDAY, OCTOBER 19, 2021 AT 7:00 P.M.

Pursuant to Government Code section 54953(e)(1)(A), this meeting will be held by teleconference only because:

(1) the Governor issued a Proclamation of State of Emergency in response to the COVID-19 pandemic and in accordance with Government Code section 8625; and

(2) the County Health Officer issued a recommendation that public bodies continue to meet remotely and available at: <https://covid19.sccgov.org/sites/g/files/exjcpb766/files/documents/health-officer-recommendation-re-public-governmental-meetings-09-21-21.pdf>.

No physical location will be available for this meeting; however, members of the public will be able to participate in the meeting as noted below. 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).

Please join the videoconference via PC, Mac, Linux, iOS, or Android, by using the link and password below:

Link: <https://lahcfd-org.zoom.us/j/85484660734>

Meeting ID: 854 8466 0734

Password: 350747

Or join the meeting by teleconference, by following the instructions below:

Call: (602) 333-2017 or (888) 204-5987 (US Toll Free)

Access code: 822528#

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

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

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 through the teleconference meeting. To address the Board, 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. Consent Calendar and Changes to the Order of the Board of Commissioners Agenda.
 - A. Approve Draft Minutes of September 21, 2021 Regular Meeting
 - B. Receive Financial Statement Package - Period 3, September 2021
 - C. Receive Financial Statement Package – Period 13, FY2020/21 Final
 - D. Receive Disbursements for October 2021
 - E. Receive Report on Santa Clara County Public Health Officer COVID-19 Related Orders
 - F. Adopt Resolution No. 21-9 of the Los Altos Hills County Fire District Board of Commissioners making required findings that: (1) Circumstances of State Emergency Continue to Exist; and (2) Recommended Measures to Promote Social Distancing Continue to Exist that Require Continued Remote Meetings in Accordance with Government Code section 54953(e)(3)
 - G. Approve Agreement with Bortolotto Construction Company for replacement of District hydrant valve covers and the affected infrastructure and painting of valve covers as part of the Town of Los Altos Hills annual pavement rehabilitation capital improvements project, for an amount not to exceed Seven Thousand Two Hundred Dollars (\$7,200) that has been approved by County Counsel as to form and legality
 - H. Approve Third Amendment to the Municipal Resource Group (MRG) Professional Services Agreement for continuation of services through April 30, 2022 for implementation of the District 2021-2022 Strategic Plan for an additional amount not to exceed Twenty Thousand Dollars (\$20,000) that has been approved by County Counsel as to form and legality

- I. Adopt Resolution No. 21-10 of the Los Altos Hills County Fire District Board of Commissioners Authorizing the General Manager to Amend Certain Agreements for Goods and Services for the Benefit of the District and Furtherance of the District Purpose that has been approved by County Counsel as to form and legality
- J. Commendation and Recognition of outgoing Town of Los Altos Hills City Manager Carl Cahill

STANDING REPORTS

- 5. Los Altos Hills County Fire District Administration Monthly Report to County Committees.
 - A. Receive the September 2021 Monthly Report and presentation slides from District Administration to the County of Santa Clara Management Audit Division and presented to the County of Santa Clara Finance and Government Operations Committee (FGOC) on October 14, 2021 at 2 pm and to the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) on October 27, 2021 at 10 am
 - B. Receive Management Audit Division cover letter and presentation slides submitted to the County of Santa Clara Board of Supervisors, the County of Santa Clara Government Operations Committee (FGOC), and the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) pertaining to the District Administration’s September 2021 Monthly Report
 - C. Receive information pertaining to Local Agency Formation Commission of Santa Clara County (LAFCO) Countywide Fire Service Review and the Santa Clara County Comprehensive Fire Study
- 6. Receive Santa Clara County Fire Chief Report.
 - A. Monthly report for September 2021
 - B. Palo Alto Fire Station 8 monthly report for September 2021
- 7. Receive General Manager Report.
 - A. Updates, events and activities
 - B. Update on coordination with County Technology Services and Solutions for development of a scope of work to seek procurement of consulting information technology services for District
 - C. Coordination with Santa Clara County Central Fire Protection District to provide education and outreach to residents pertaining to Zonehaven and mailing of materials and zone identification items
- 8. Status Review of the District 2021/2022 Strategic Plan
 - A. Review of Goals

DISTRICT OPERATIONS REPORTS

- 9. Receive Emergency Services Manager Report.
 - A. Report on Events and Activities
 - i. Saddle Mountain Firewise Community recognition update
 - ii. LAHCFD and Town of Los Altos Hills Wildfire Preparedness Fair
 - B. Report on Community Emergency Response Team (CERT) Activities
 - i. Teen CERT update
- 10. Integrated Hazardous Fuel Reduction Projects and Proposals.
 - A. Receive update on the Moody and El Monte Roads hardening and evacuation route project
 - B. Receive update from the Ad Hoc Community Wildfire Preparedness Plan/Integrated Hazardous Fuel Reduction (CWPP/IHFR) Subcommittee

11. District Hydrant and Related Infrastructure Report.

- A. Update on the Duval Way/Elena Road/Padre Court/Seton Property (DEPS Project) water main capital improvement project
- B. Update on Horseshoe Lane District parcel soil erosion repair

PERSONNEL

12. Personnel.

- A. Approve District Operations Manager position description and authorize execution of an at-will employment agreement between the District and David Barnett for the position of a full-time Operations Manager effective no later than December 31, 2021 until terminated by either Party, and with annual base compensation of One Hundred Seventy-Six Thousand Dollars (\$176,000) and subsequent annual compensation adjustment of an amount not to exceed four percent per year as determined by the General Manager and approved by the Board of Commissioners, that has been approved by County Counsel as to form and legality
- B. Authorize General Manager to hire a part-time independent contractor at an hourly rate up to Fifty Dollars (\$50) for up to twenty (20) hours per week for up to six months to provide Community Liaison services to residents for improvement of their property and home hardening efforts for wildfire protection and resiliency
 - i. Memorandum Report

FINANCIAL CONSULTANT AND DISTRICT CLERK

13. Financial Consultant Report and District Clerk Report.

- A. Receive update on FY2022/2023 Budget Development
- B. Adopt Resolution 21-11 of the Los Altos Hills County Fire District Board of Commissioners Establishing the Appropriations Limit for the District for Fiscal Year 2021-2022 in Accordance with Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits
 - i. Memorandum Report
- C. Approve final FY2020/2021 Financial Audit Report

COMMISSIONER REPORTS AND FUTURE AGENDA ITEMS

14. Commission Member Reports.

- A. One Commissioner Vacancy 12/31/21 for Incorporated Area
- B. Future agenda items

ADJOURNMENT

15. Adjournment.