



**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, SEPTEMBER 21, 2021 BEGINNING AT 7:00 P.M.**

A video recording of this meeting is available at:

<https://www.lahcfd.org/download/september-21-2021-fire-district-commission-meeting/>

Discussion of each agenda item is time-stamped with the hour, minute, and second [hh:mm:ss]

1. Roll Call [00:01:02]:

President Warren called the meeting to order at 7:01 p.m. A quorum was present via videoconference, pursuant to the provisions of Executive Order N-08-21 issued on June 11, 2021 by the Governor of the State of California.

Attendee Name	Title	Status
Mark Warren	President	Present - Remote
Melvin Vaughn	Vice President	Present - Remote
Terry Kearney	Commissioner	Not Present
Joan Sherlock	Commissioner	Present - Remote
Roger Spreen	Commissioner	Present - Remote
Kavita Tankha	Commissioner	Present - Remote
George Tyson	Commissioner	Present - Remote

ALSO PRESENT: Santa Clara County Central Fire Protection District (SCCCFPD) Acting Fire Chief Brian Glass, Municipal Resources Group (MRG) Strategic Planning Consultant Marcie Scott, Emergency Services Manager Captain Denise Gluhan (Ret.), Integrated Hazardous Fuel Reduction Consultant David Barnett, General Manager J. Logan, Lead Deputy County Counsel Christopher Cheleden, CERT Program General Analyst Victoria Bebee, Eide Bailly Consulting Financial Auditor Gharaibeh. Freyer & Laureta (F&L) Consulting Engineer Jeff Tarantino joined the meeting for Agenda Item 11.

2. Commission President Remarks [00:02:33]:

President Warren thanked Vice President Vaughn and Commissioner Spreen for filling in for him over the last few months while he was out of town. He also thanked District Staff for their work on fuel break projects and the Integrated Hazardous Fuel Reduction (IHFR) Programs.

3. Public Comment [00:03:53]:

Los Altos Hills resident Allan Epstein had questions regarding the Santa Clara County (County) Comprehensive Fire Study and budgeted expenses for fire protection hand crews.

Los Altos Hills resident Anand R. provided a statement about renewable diesel.

4. Consent Calendar and Changes to the Order of the Board of Commissioners Agenda [00:07:13]:

- A. Approve Draft Minutes of August 17, 2021 Regular Meeting**
- B. Receive Financial Statement Package - Period 2, August 2021**
- C. Receive Disbursements for September 2021**
- D. Receive Report on Santa Clara County Public Health Officer COVID-19 Related Orders**
- E. Receive report on rejection of a claim received on August 4, 2021, for damages of a car tire puncture alleged to be caused by a defective, loose fire hydrant blue dot marker**
- F. Approve change order to Agreement between the Los Altos Hills County Fire District and C2R Engineering Inc. and authorize expenditure of Nine Thousand Eight Hundred Fifty Dollars (\$9,850) for additional scope of work required for soil erosion repair at the District parcel at 27500 Arastradero Road, Los Altos Hills, California**
- G. Approve Administrative Policy for District Records Management and Retrieval Procedures**

H. Approve expenditure for scanning services of District invoices and financial records with BMI Imaging for a not to exceed amount of Ten Thousand Dollars (\$10,000) and authorize General Manager to engage BMI Imaging

Item Nos. 4.A. – 4.H. were received concurrently and are included in the agenda packet.

4. RESULT:	APPROVED [6-0, 1 ABSENT]
MOVER:	Tyson
SECONDER:	Sherlock
AYES:	Warren, Vaughn, Sherlock, Spreen, Tankha, Tyson
ABSTAIN:	None
ABSENT:	Kearney

5. Presentation and Approval of FY2020/2021 Draft Financial Audit Report [00:09:09]:

A. Presentation by Ahmad Gharaibeh of Eide Bailly LLP

Financial Consultant Vargas outlined two changes to be made to the FY2020/2021 Draft Financial Audit Report: 1) on page 3 under the first bullet point, assets exceeded liabilities by \$30,993,252; 2) on page 9 in the second paragraph, Projects and Programs had a positive variance of 85%. She noted any additional revisions will be forwarded to the financial auditors, and the final FY2020/2021 Financial Audit approved at the October 19 Regular Commission Meeting. Ahmad Gharaibeh of Eide Bailly LLC presented the audit, and said the financial auditors had a clean opinion, meaning financials are fairly stated with no adjustments or deficiencies in internal controls noted.

Public Comment: Los Altos Hills resident Allan Epstein provided comment on the FY2020/2021 Draft Financial Audit Report.

5.A. RESULT:	APPROVED [6-0, 1 ABSENT]
MOVER:	Sherlock
SECONDER:	Tankha
AYES:	Warren, Vaughn, Sherlock, Spreen, Tankha, Tyson
ABSTAIN:	None
ABSENT:	Kearney

6. Los Altos Hills County Fire District Administration Monthly Report to County Committees [00:16:58]:

- A. Receive the August 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 Housing, Land Use, Environment, and Transportation Committee (HLUET) and the Santa Clara Finance and Government Operations Committee (FGOC) on September 2, 2021, at 10 am and on September 16, 2021, at 2 pm respectively**
- 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 August 2021 Monthly Report**
- C. Receive information pertaining to Local Agency Formation Commission of Santa Clara County (LAFCO) Countywide Fire Service Review Community Workshop and online Community Fire Survey**

Item Nos. 6.A. – 6.C. were received in succession. General Manager Logan explained the August Monthly Report was presented with discussion at the September 2 HLUET Meeting, and by consent at the September 16 FGOC Meeting. The Management Audit Division Report for August states there are no concerns about the District’s implementation of the Management Audit recommendations adopted by the Board of Supervisors. She noted Agenda Items 4.G and 4.H., which were approved under Consent, help to conclude the Management Audit recommendations for records retention.

Logan noted 89 participants were in attendance at the beginning of (and 78 at the end of) the 1 hour and 20-minute LAFCO Community Meeting on August 25. Public comment items from the LAFCO meeting included: questions and comments about fire protection; support for local decision making; request for the study to include more than ratings of efficiency; concerns about dead trees; challenges for egress and ingress due to narrow winding roads; and encouragement for mapping of fire fuels.

Logan stated there were no updates regarding the County Comprehensive Fire Study, but she will reach out to the County and report any additional information at October’s meeting.

7. **Santa Clara County Fire Chief Report [00:20:57]:**

A. Monthly report for August 2021

B. Palo Alto Fire Station 8 monthly report for August 2021

SCCCFPD Acting Fire Chief Glass reviewed the monthly report for August 2021 and said there were no significant events. He explained the colored dots on the incident report map on page 3 represent the type of call the incident was dispatched as, but it is sometimes determined to be a different type of incident once firefighters have arrived at the scene. He also provided details on the one-time State allocation of \$7 million for wildfire prevention and emergency preparedness for West Valley communities in Santa Clara County. Commissioner Tankha stated she has reached out to Assembly Member Berman's office regarding fire-safety grant allocations for the Town of Los Altos Hills.

Chief Glass said Station 8 was manned by Palo Alto Fire in August, and received a total of 8 calls, 5 of which were cancelled en route.

Public Comment: Los Altos Hills resident Allan Epstein had a question about the number of Red Flag Days in August; Chief Glass stated he will research and report back outside of the meeting.

8. **Receive General Manager Report [00:37:17]:**

A. Report on updates, events and activities

B. Report on the Annual September Community Preparedness Month and Local Preparedness Initiatives

C. Report 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

Logan reviewed the report slides included in the agenda packet including meetings, events and activities. She provided a data report for the Defensible Space Brush Chipping Program and noted 99 properties had signed up for service in September. Logan provided social media links to toolkits for September National Community Preparedness Month. She discussed the development of a scope of work and the plans for procurement of a District Information Technology Service Consultant. Logan shared a flyer provided by SCCCFPD listing webinar dates for the public to learn about the Zonehaven emergency evacuation platform.

Chief Glass presented a diagram of the updated Rescue Engine 74 which is expected to be ready for service by Spring 2022.

9. **Receive Emergency Services Manager Report [00:50:22]:**

A. Report on Events and Activities

i. Saddle Mountain Firewise Community recognition update

B. Report on Community Emergency Response Team (CERT) Activities

i. Teen CERT Representative update

ii. Participation at the Los Altos Hills Hoedown Community Event update

Emergency Services Manager Captain Gluhan (Ret.) presented the report slides included in the agenda packet. She discussed meetings and activities including a Mid-Peninsula Regional Open Space (Mid-Pen) Mora Trail Meeting, and two FireWise Community meetings in the Saddle Mountain area.

CERT Program General Analyst Bebee provided an overview of CERT meetings, events and community outreach activities. She also reviewed current and upcoming projects such as finalization of a Silver Alert procedure with the Town, and the Los Altos Hills Wildfire Preparedness Fair.

Commissioner Tyson thanked Gluhan and Bebee for their hard work in organizing events and attending community meetings to spread the District's mission to the public.

Public Comment: Los Altos Hills resident and Town City Council member Lisa Schmidt thanked Gluhan and Bebee for their proactive work with the Town.

C. Authorize General Manager to hire a part-time independent contractor at an hourly rate of Forty Dollars (\$40) for up to twenty (20) hours per week to assist with upcoming special events and educational outreach projects and to expand the Teen CERT program

Logan explained the duties of Gluhan and Bebee have increased due to expansion of projects and programs and additional community events. In addition, the Moody/El Monte Roads Hardening and Evacuation Route Project has required extra staff time for meetings and resident outreach.

It is recommended a part-time independent contractor be hired to assist with special events and community education and outreach at \$40 per hour, 20 hours per week, for a six-month term not to exceed \$20,000. Legal Counsel Cheleden clarified any agreement entered into with the contractor will be authorized by President Warren.

9.C. RESULT:	APPROVED [6-0, 1 ABSENT]
MOVER:	Spreen
SECONDER:	Sherlock
AYES:	Warren, Vaughn, Sherlock, Spreen, Tankha, Tyson
ABSTAIN:	None
ABSENT:	Kearney

10. Integrated Hazardous Fuel Reduction Projects and Proposals [01:15:25]:

- A. Receive report on the Moody and El Monte Roads hardening and evacuation route project**
 - i. Update on proposal and bid process for contractors**
- B. Receive report from the Ad Hoc Community Wildfire Preparedness Plan/Integrated Hazardous Fuel Reduction (CWPP/IHFR) Subcommittee on the Los Altos Hills Strategic Fuel Break projects proposal and short- term and long-term planning and additional projects**

Logan explained District staff, Santa Clara County Firesafe Council (FSC), IHFR Consultant Barnett, and Strategic Planning Consultant Scott (Municipal Resources Group) are the District Team who have organized for outreach to the residents on the Moody/El Monte Roads Hardening and Evacuation Route Project. Two letters were sent announcing the project and requesting Right of Entry (ROE) to each of the properties along the project route. So far, only 15% of residents along the route have responded, so the District Team will reach out to each property resident/owner individually to gather responses by October 15. FSC will conduct the bidding process and hire the contractor, and the project is expected to begin in November. Gluhan added FSC is in charge of securing permits through the Town and County Roads & Airports. Barnett noted this will be an ongoing project to ensure continued maintenance of vegetation along the route.

Commissioner Spreen presented slides summarizing the CWPP/IHFR Subcommittee meeting discussions. The Subcommittee reviewed ongoing work on updating the CWPP, including GIS and Fire and Resource Assessment (FRAP) mapping, and fire weather modeling. They also discussed the District’s project proposal sent to Mid-Pen for their Wildland Fire Resiliency Plan, the Moody/El Monte Roads Hardening and Evacuation Route Project, and possible locations for future route hardening projects within the District.

Public Comment: Los Altos Hills resident Allan Epstein provided comment on the CWPP and IHFR projects.

11. District Hydrant and Related Infrastructure Report [01:40:28]:

- A. Update on the Duval Way/Elena Road/Padre Court/Seton Property water main capital improvement projects, combined to be known as the DEPS Project**
 - i. Repair of hydrant leak discovered at the intersection of Duval Way and Robleda Road during the site walk inspection**
 - ii. Issuance of a Notice to proceed with repairs to hydrant on-call contractor**
- B. Update on Horseshoe Lane District parcel soil erosion repair project**
- C. Update on the Los Altos Hills annual pavement rehabilitation capital improvement project and pending agreement with Bortolotto Construction Company for replacement of District hydrant valve covers and the affected infrastructure and painting of valve covers**

Freyer & Laureta (F&L) Consulting Engineer Tarantino stated the District participated in a site walk with Purissima Hills Water District (PHWD) to identify opportunities to relocate and add fire hydrants during PHWD’s upcoming water main improvement project. During the site walk, a small leak was observed and subsequently repaired by the District’s On-Call Hydrant Repair Contractor. He provided updates on the Horseshoe Lane soil erosion repair project, and said the District will contract with Bortolotto Construction to perform fire hydrant valve adjustment work during the Town’s pavement project. Legal Counsel Cheleden noted the work to be performed by Bartolotto costs less than \$10,000, so no public bidding process will be necessary.

Public Comment: Los Altos Hills resident Allan Epstein provided comment on the fire hydrant leak.

12. Financial Consultant and District Clerk Report [01:47:37]:

A. FY2022/23 Budget Development Memorandum Report

Vargas reviewed the report included in the agenda packet. She noted one of the objectives of Strategic Plan Goal #6 is to provide ample time for budget development and encourage Commissioner involvement. It is recommended the Commission form a Brown Act Standing Budget Subcommittee for development of the FY2022/23 Budget and consider a Special Meeting of the full Commission to devote to discussion of the budget sometime in December.

B. Appointment of Standing Budget Subcommittee for FY2022/23 subject to the Brown Act

Warren explained the focus of the Standing Budget Subcommittee will be limited to the review of the FY2022/23 budget, will be subject to the meeting rules required under the Brown Act, and will be made up of less than a quorum of the Commission. Commissioners Spreen, Tyson and Sherlock volunteered to serve on the Standing Budget Subcommittee and the Commission approved their appointment.

12.B. RESULT:	APPROVED [6-0, 1 ABSENT]
MOVER:	Tankha
SECONDER:	Vaughn
AYES:	Warren, Vaughn, Sherlock, Spreen, Tankha, Tyson
ABSTAIN:	None
ABSENT:	Kearney

13. Enactment of Assembly Bill 361 to authorize public meetings after September 30, 2021 to be held via teleconference [02:00:18]:

A. Receive report from County Counsel pertaining to Assembly Bill 361 that amends the Brown Act to allow for public meetings to be held by teleconference subject to certain legal requirements

Legal Counsel Cheleden explained the passage of Assembly Bill 361 authorizes continuation of remote meetings during a proclaimed state of emergency and amends the Brown Act for those purposes. Every 30 days during the state of emergency, the legislative body must reconsider if safe social distancing measures are impacted, and by a majority vote decide on the continuing need for virtual meetings. Cheleden stated if the state of emergency is still in place for October’s meeting, there will be an item under Consent for the Commission to adopt the continuation of remote meetings for November’s meeting.

14. Commission Member Reports [02:06:08]:

The Commissioners and Staff had no reports or suggested additions to future agenda items.

15. Adjournment [02:06:31]:

Warren adjourned the meeting at 9:08 p.m. The next regular meeting will be held via videoconference on October 19, 2021 at 7:00 p.m.

Prepared by,

Cori Vargas
District Clerk