

Mark Warren, President
Melvin Vaughn, Vice President
Janice Carr, Commissioner
Terry Kearney, Commissioner
Duffy Price, Commissioner
Roger Spreen, Commissioner
George Tyson, Commissioner



**Los Altos Hills County Fire District
Regular Meeting
Agenda
Tuesday, October 20, 2020 7:00 p.m.**

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT WILL BE HELD ON TUESDAY, OCTOBER 20, 2020 AT 7:00 P.M.

Pursuant to the provisions of California Governor's Executive Order N-29-20 issued on March 17, 2020, this meeting will be held by videoconference only. 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/95385045730>

Meeting ID: 953 8504 5730

Password: 985577

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

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

Access code: 473402#

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 to this meeting (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 ISSUES

3. Public Comment. Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District 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. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
4. Consent Calendar and Changes to the Order of the Board of Commission Agenda.
 - A. Approve Draft Minutes of September 15, 2020 Regular Meeting
 - B. Receive Period Report 3, September 2020
 - C. Receive Period Report 13, FY2019/2020 Final

STANDING REPORTS

5. Essential Governmental Functions Report.
 - A. Receive Report on Santa Clara County Public Health Orders
6. Los Altos Hills County Fire District (LAHCFD) Management Audit Report.
 - A. Receive September 17, 2020 Supplemental Letter to the Post-Audit Report Plan and update on the Santa Clara County Housing, Land Use, Environment, and Transportation Committee (HLUET)
 - B. Receive update on Regular Meeting of the Santa Clara County Board of Supervisors; October 6, 2020: LAHCFD Management Audit Report, Resolution for Dissolution of District and Rescission of the delegation of authority

7. Santa Clara County Fire Chief Report.
 - A. Receive monthly report for September 2020
 - B. Receive report from David Snow, Support Services Manager, for Capital Improvements at El Monte Fire Station
8. Receive General Manager Report.
 - A. Events and Activities
 - B. OK/Resource Signs for Residents
9. Approval of Notice to Terminate the Agreement with Liebert Cassidy Whitmore for Legal Services Pertaining to Employment Relations Matters.

EMERGENCY SERVICES MANAGER

10. Receive Emergency Services Manager Report.
 - A. Events and Activities
 - B. Community Emergency Response Team (CERT) Activities
 - C. Progress on Operational Data Collection, Integration and Mapping
11. Approve and Authorize Execution of Agreement with Lynx Technologies related to Operational Data Collection, Integration and Mapping in an amount not to exceed \$12,800, and \$75 per hour for additional work beyond scope, for a period of two years from November 1, 2020 through October 31, 2022, that has been reviewed and approved by County Counsel as to form and legality.
12. Receive Fire Hydrant Report.
 - A. Approve and authorize funds for emergency hydrant lateral repairs and authorize General Manger to execute construction agreement with contractor and return agreement for Board ratification at November 17, 2020 Commission meeting
 - B. Approve Horseshoe Lane Erosion Repair Project and Request for Proposals for Bid and direct General Manager to return with recommendations for award of Bid
 - C. Hydrant Projects Update

HAZARDOUS FUEL REDUCTION

13. Hazardous Fuel Reduction Report.
 - A. Receive Brush Chipping and Debris Removal Program Report; Pilot Program Area 2
 - B. Receive update on Home Ignition Zone (HIZ) and District lot clean-up and video project
 - C. Approve and Authorize Execution of First Amendment to Agreement with Santa Clara County FireSafe Council for Program Services, increasing the maximum contract amount by \$15,000 for additional twenty-two Home Ignition Zone (HIZ) services at \$450 per unit to total \$9,900, and \$5,100 for Hazardous Fuel Reduction (HFR) services for District Lot clean up
 - D. Receive report on Hazardous Fuel Reduction: Page Mill Road Shaded Fuel Break Phase II
 - E. Approve proposal and allocate funds for Page Mill Road Shaded Fuel Break Phase II under the terms of First Amendment to Agreement with Santa Clara County FireSafe Council relating to Brush Chipping Professional Services
 - F. Receive update on renewal of COE, HFR, and Brush Chipping Professional Services Agreements scheduled for November 17, 2020 Commission meeting

PERSONNEL

14. Personnel Update.

SUCCESSOR STRATEGIC PLAN

15. Successor Strategic Plan Report.

- A. Memorandum Report
- B. Preliminary Chart of Goals for Successor Strategic Plan

FINANCIAL CONSULTANT

16. Financial Consultant Report.

- A. Receive update on FY2021/2022 Budget Development
- B. Receive report on FY2021/2022 Appropriations Limit Summary
- C. Adopt Resolution No. 20-32 of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for Fiscal Year 2020-2021 in Accordance with Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits
- D. Approve final Financial Audit Report from Eide Bailly FY2019/2020
- E. Receive Disbursements for October 2020

COMMISSIONER REPORTS AND FUTURE AGENDA ITEMS

17. Commission Member Reports.

- A. Three Commissioner Vacancies 12/31/2020:
 - i. Two (2) Vacancies for Town of Los Altos Hills
 - ii. One (1) Vacancy for Unincorporated Area
- B. Commissioner Spreen, Town of Los Altos Hills City Council Term Expiration 11/30/2020
- C. Future agenda items

ADJOURNMENT

18. Adjournment.