

Los Altos Hills County Fire District

Minutes of a Special Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, September 20, 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, Johnson, Price, Spreen & Waldeck

ABSENT: None

ALSO PRESENT: Deputy Chief Daron Pisciotta, Assistant Fire Marshal Julie Linney, Weed Abatement Coordinator Moe Kumre, Emergency Preparedness Coordinator Ross Pounds, A.J. Major of Vavrinek, Trine, Day & Co., Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas & Company, Christie Moore –Deputy Director of Community Education, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

Tyson explained the reason the meeting was titled a Special Meeting was because of technical noticing requirements which had been resolved. Tyson asked that item 4) a. Meet New Emergency Preparedness Coordinator be moved to the beginning of the agenda; all Commissioners concurred.

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

4) a. Meet Emergency Preparedness Coordinator Ross Pounds – Ross Pounds introduced himself to the Commission and gave a summary of his background. Pounds had been a firefighter in New Zealand and also had experience working with volunteers. He mentioned he is currently in paramedic school. The Commission welcomed Ross Pounds to the District.

3) **Review and Possible Acceptance of 2015/16 Audit:** A.J. Major of Vavrinek, Trine, Day & Company gave a summary of the 2015/16 Financial Report. The audit report contained dual reporting of fund-basis and full accrual. The Management’s Discussion and Analysis did not show any adverse findings concluding with a clean audit opinion. There were a few minor format edits/narrative changes/reclassification but nothing that would change the audit numbers, AJ Major stated. There was brief Commissioner and Public discussion. **Action:** Price made a motion to accept the 2015/16 Audit Report; Dexter seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Spreen, Johnson, Waldeck, Price. **Opposed:** None.

4.) b. Monthly Report for July and August 2016: Deputy Chief Daron Pisciotta briefly reviewed the July and August monthly reports explaining it was a standardized system now. He brought up that a public member had questioned why a substantial fire that occurred in July did not show on the report. Chief Pisciotta explained the incidence was still under investigation and the process must be complete before it is closed out and shows on the report. But, they have made a change now so an unfinished event will show up on the report earlier. The Commissioner's expressed wanting to be aware of all fires and to keep them on the list until the report is complete. The Chief stated the form is being standardized so that everyone will be on the same page. c.) Feedback from Commissioners Regarding Monthly Report Data: Discussion included: response times when not originating from closest station, reason for non-normal response times, being satisfied that the report captures the things that are going on and highlights events that trigger Commissioner conversation. Price suggested each Commissioner visit Headquarters and particularly look into the ride along program that County Fire Department offers. d.) Weed/Brush/County/District Program Review: Moe Kumre reviewed the weed abatement program within the District. He explained that his department oversees the incorporated limits of Los Altos Hills weed abatement program and that the County has its own weed abatement program for the unincorporated areas of the District (overseen by the Board of Supervisors). Assistant Fire Marshal Julie Linney stated the brush program has approximately 2,800 parcels with the majority of those parcels within the Town of Los Altos Hills (2,600). The parcels are inspected for structure protection. A letter is sent by the Chief and mentions the brush chipping program offered by the District. Kumre pointed out that there is a weed hazard application for cell phones where a resident can report a hazardous property and send photographs. e.) Engine 374 Summaries for July and August: Dexter commented on how interesting and helpful the list of significant events report was. All Commissioners concurred.

5.) Consultant Report. a.) Projects Update September 1, 2016. Farwell stated there was more brush chipping activity in the Moody Canyon area last month. There had been 145 dead trees cut down and five (5) eucalyptus trees cut down in the past two months. Cori Vargas distributed an updated Tree Program Report; Farwell explained that more work was to be done to the eucalyptus trees in September. Farwell reviewed the September 8, 2016 Final Phase VIII Engineer's report. He stated that four contractors were eligible to bid on Phase VIII. Public member Allan Epstein asked why certain hydrants had to be moved. Farwell explained the hydrants must be moved because the head of the hydrants cannot be replaced without going into the ground; obstacles in the ground prevent them from being replaced in the same spot.

6.) Sub-Committee, Contract and Non-Board Committees Reports:

a. Fire Contract: Tyson explained there had been extensive delays. The District had finally heard from the County Attorney's office as had City of Los Altos. J Logan of Los Altos has concerns about certain edits made to the contract and that these edits did not add clarity. J Logan wants to bring it to the Los Altos City Council in October or November. For our District, it was thought that a Special Meeting may have to be called before the end of the year. Tyson will do a guideline on internal strategy after an agreement has been reached. b. Strategic Plan – Nothing to report; compiling items now Price said. c. Unified Command Committee – Price did an extensive report about UCC recent activities including: drills, classes, meeting on terrorism and a

disruptive CERT member at that meeting, public member who fell walking to her car after a CERT meeting and, now, possible use of Gardner Bullis School for future CERT evening meetings/special events. It was a consensus by all Commissioners present that Gardner Bullis School be rented for some CERT evening events. Also discussed was development of a Code of Conduct and this being separate from Rules of Operation. Price mentioned the UCC group transitioning to an advisory group now that Ross Pounds had been hired to be the EPC. d.) Water Supply – Waldeck said that a report from all agencies and Chief John Justice should be presented at the October 18, meeting. e. Website Update – Spreen stated there were a few more edits to do and then it would go “live” on the website. f. Tree Sub-Committee: Tyson passed out an updated tree subcommittee report dated September 20, 2016. The program is moving ahead as planned. The next steps include: receiving bids for Areas 1 & 2; partial arborist assessment for Areas 3&4; project the demand from all areas (1&2, 3&4, 5&6) and make an assessment on the adequacy of the budget for this fiscal year; confirm a schedule for distribution of cards for areas 5&6. Farwell Commented that he had received double the amount of cards back in the mail for area 3&4 as he did for area 1&2. g. Update on Current Contracts: Siegel mentioned the audit contract with VTD had two additional optional years noted on their 2014 contract. It was agreed to agendaize this item for discussion at the November meeting.

7) Consent Calendar: a.) Minutes of July 26, 2016 Special Meeting; Minutes of August 23, 2016 Special Meeting: **Action:** Vaughn made a motion to approve the minutes of July 26, 2016 Special Meeting and the August 23, 2016 minutes of the Special Meeting; Waldeck seconded the motion. **All in Favor:** Tyson, Vaughn, Spreen, Dexter, Price & Waldeck. **Opposed:** None. **Abstain:** Johnson.

b.) Period 1, July 2016 Financial Report and Period 2, August 2016 Financial Report: **Action:** Spreen made a motion to approve period 1, July 2016 financial report and period 2, August 2016 financial report; Price seconded the motion. **All in Favor:** Waldeck, Vaughn, Dexter, Tyson, Price, Johnson and Spreen.

8) Disbursements for August, 2016 and September, 2016: Cori Vargas stated there were three additional expenses for September, 2016 to: Jorgenson, Siegel, McClure and Flegel, Pakpour Consulting Group and Purissima Hills Water District. She would email this update to the Commissioners.

Tyson said he would prepare a letter to the Town of Los Altos Hills regarding the Town covering the cost of hydrant valve box raising in future paving projects.

9) Board Member Reports: a. Workshop Exceeding Customer Expectations October 24, 2016. The Commissioners were asked to contact the Clerk if they were interested in attending this seminar. Cost is \$200 each.

Upcoming CERT event speaker is November 7, 7-9 p.m. topic Disaster Psychology.

Ethic’s Training offered by the County is November 16, 2016 2-4 p.m. 70 West Hedding Street, San Jose; registration is required. Another option is an online, 2 hour training.

The Clerk mentioned she had attended the Santa Clara County Special District Association meeting on September 12. District Attorney Jeff Rosen was the guest speaker.

The Clerk mentioned the workshop on November 15 & 16 in Seaside specifically for District Clerks. She mentioned the approximate cost of \$1,200. The Commission discussed changing the regular November 15 meeting to a Special Meeting on November 22 and posting the change of date on the website.

10) Adjournment. By consensus, the meeting was adjourned at 9:08 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved as Amended
10/18/16