

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, September 11, 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 7:00 p.m.

1) **Roll Call:** **PRESENT:** Commissioners Carr, Wu, Price, Warren, Vaughn, Spreen and Tyson

ABSENT: None

ALSO PRESENT: Chief Tony Bowden, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, District Clerk Jeanne Evilsizer

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

3) **Presentation and Consideration of Approval of Draft Audit Report 2018/19:** Ahmad Gharaibeh of Vavrinek, Trine, Day & Co., LLP

a. Supplemental Financials to Audit, Vargas Company, FY 18 Audit Report Financials.

Ahmad Gharaibeh gave a brief review of the Draft audit for year ended June 30, 2018. Warren asked that EKI Consultants be added to Page 31 under Other Contracted Services. Price said Page 4 bullet point 4 should read 147% instead of 1.47. Price commented that she read the review comments from public member Allan Epstein; Tyson noted he had as well. Comments from the public: Allan Epstein asked if the suggested comments would be added to the audit. Tyson said there would be management oversight and there would be changes made to the draft audit. The final audit will be presented at the October 16 meeting.

4) **Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of General Manager Employment Agreement Between the Los**

Altos Hills County Fire District and Jo Anne Logan. Resolution #18-21. Tyson explained the process of doing public outreach and advertising for the new position of General Manager. A Closed Session was held in February to interview candidates. Jo Anne Logan was the most qualified candidate. Tyson said Logan has a high level of skill, extreme professionalism, is very familiar with the area and knows how the way things work. **Action:** Warren made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District authorizing execution of General Manager employment agreement between the Los Altos Hills County Fire District and Jo Anne Logan; motion was seconded by Vaughn. **Roll Call Vote:** Those in Favor: Tyson, Price, Wu, Spreen, Carr, Vaughn and Warren. **Opposed:** None.

5) **Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing the District President to Purchase Capital Assets and Office Supplies for the General Manager's Office:** Resolution #18-22 Tyson explained an office needed to be set up

for the new General Manager and supplies such as furniture and a computer needed to be purchased. **Action:** Vaughn made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District authorizing the District President to purchase capital assets and office supplies for the General Manager's office; Price seconded the motion. There was no public comment. **All in Favor:** Wu, Carr, Vaughn, Spreen, Tyson, Price and Warren. **Opposed:** None.

6) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Purchase of Workers' Compensation Insurance Through State Compensation Insurance Fund. Resolution #18-23 Siegel stated that it is a State Law requirement for employers to have Workers' Compensation Insurance. **Action:** Warren made a motion to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District authorizing purchase of Workers' Compensation Insurance through State Compensation Fund; Price seconded the motion. **All in Favor:** Tyson, Vaughn, Wu, Carr, Spreen, Price and Warren. **Opposed:** None.

7) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Confirming License Agreement With Stoloski & Gonzalez, Inc. For Use of District Lot: Resolution #18-24 Siegel mentioned the date for use of the District lot had been extended to November 10, 2018. The First Amendment extended the term to November 10, 2018, from October 10, 2018. The President was provided with authority to extend the lease until December 31, 2018 without further authorization from the Board. **Action:** Motion made by Spreen to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District Confirming License Agreement with Stoloski and Gonzalez, Inc. for use of the District Lot; Carr seconded the motion. There was no public or Commissioner comment. **All in Favor:** Carr, Price, Wu, Vaughn, Spreen, Tyson and Warren. **Opposed:** None.

8) Resolution of the Board of the Los Altos Hills County Fire District Adopting Conflict of Interest Code: Resolution #18-25 Siegel stated the Conflict of Interest Code is reviewed every even-numbered year. There had been a change in Exhibit A with the addition of the General Manager position. **Action:** Warren made a motion to approve the resolution of the Board of the Los Altos Hills County Fire District adopting conflict of interest code; Price seconded the motion. There was no further Commission nor public comment. **All in Favor:** Wu, Carr, Vaughn, Spreen, Tyson, Warren and Price.

9.) Tree Program Suggestions: Commissioner Wu. Tyson asked to move this item after item 12.

10) CERT Activities Update: There was no update.

11) Chief's Report. a.) Monthly Report for July, 2018 Chief Bowden discussed the \$22,000 vehicle fire loss in July. He passed around the August, 2018 Incident Snapshot and asked for comments on Version 2. The Chief also mentioned the cell phone throttling incident that occurred during the large fires in Northern California and how communication with Verizon are ongoing.

12) Consultant's Report: Projects Update Dated September 1, 2018 Farwell mentioned the Brush Chipping activity had increased as it usually does when fall approaches. Current dead trees removed – 131. High risk trees are being prioritized. Farwell passed around a photo of a giant sequoia tree that was cut down. He stated there are approximately 450-500 trees in the program now which need to be removed.

13) Informational Item: Claim of Richard Burt Was Rejected by Operation of Law: Siegel mentioned that our insurer had been put on notice and that we have an indemnity clause. We are unsure as to what damage occurred. A letter will be sent to Mr. Burt providing him with notice of the rejection claim.

14) Sub-Committee, Contract and Non-Board Committee Reports: Tyson asked to speak about item d. Tree Subcommittee Report at this time. He reviewed his Tree Sub-committee report dated for September 11, 2018 LAHCFD Board Meeting. He discussed the matrix pricing and how four Monterey pine trees and three eucalyptus trees were at the top of the range or larger; they were removed and billed at the lower range pricing. With this analysis, Tyson felt the District was being treated very fairly. Public member Allan Epstein said his analysis of another tree company shows they would have removed them at a 45% lower cost. Tyson replied it was a 3-2 vote and he knew we would pay more but he knew it would be done right and work would get started before fire season.

a) Price discussed the Draft Community Report FY 2017/18 which she, Carr and Spreen had worked on. Copies were distributed to the Commissioners. This document outlines all the work the Commission does. A very complete document showing administrative background, fiscal performance, emergency response services, water mains and hydrant operations, fuel management, disaster preparedness, strategic planning and community outreach. Tyson thanked Price and her team for the thoroughness of the draft document; Price asked that she receive any feedback on the Draft Community Report before September 25.

b.) General Manager Sub-Committee Update: discussed previously under item 4.

c.) Water Supply Subcommittee Update – Warren said the subcommittee had met with Purissima Hills Water District on August 29. They are moving ahead with the idea to improve fire flow. PHWD will be asking for a rate increase from its customers. Currently, they are looking at an October/November time frame for a proposal to work with PHWD; a master agreement to attach statements of work with a 3-5 year program of projects. There could be joint funding with aligning interests between the Fire District and PHWD. They are currently looking at the Page Mill Road and Altamont upstream area. Public member Allan Epstein asked about working with Cal Water. The new General Manager would be asked to pursue talks with California Water Service Company.

e.) CERT Subcommittee Update: There was no update.

f.) Current Contracts: None currently.

Commissioner Wu (**Agenda Item 9**) did a fire prevention presentation focusing on what we already know, input from residents, why we should do better and how we can do better along with our constraints and limitations. The current process is too lengthy Wu said. She suggested expanding our paper mailing card program to an online form and phone apps with the possibility of texting. And, collaborating with the Town of Los Altos Hills, working together for the benefit of all. Also, having photos submitted so the tree condition can be seen therefore allowing a more

accurate way to assess the trees. Furthermore, suggesting that there be incentives for seniors and long-time residents with a free on-site consultation, visitation and recommendations. Tyson pointed out the backside of the tree subcommittee report addressed many of Wu's suggestions. Warren stated he shares her concerns with neighbor's dead/dying trees stating that overall vegetation in general is a concern. Warren agrees with working together with Town of Los Altos Hills. Price felt the suggestions made fits nicely with the District's Strategic Plan. Spreen asked are we spending our funds wisely for preventing a disaster? Spreen suggested getting input from County Fire for prioritization. Public Member Jitze Couperus said what the District used to do was prioritize dead tree reports by danger; we do it for fire protection. Also when a resident develops their property there are certain stipulations that the Town has in place for requiring eucalyptus trees to be removed. Public member Kjell Karlsson asked what can we do about pine trees that have branches hanging over a house? How can we manage this?

- 15.) Consent Calendar:** a.) Minutes of July 31, 2018 Regular Meeting
b.) Minutes of August 27, 2018 Special Meeting
c.) Period Report 1 & 2, July and August 2018

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

16.) Disbursements for August & September 2018: Cori Vargas distributed an updated September, 2018 list of disbursements.

17.) Board Member Reports: Santa Clara County Management Audit Tyson explained that the County selected the Fire District for the management audit. The County contracts with Harvey Rose Associates, LLC for conducting the audits. The purpose is to look at all of our systems and understand how our process works. This can take from 2-4 months. They are in the process now of conducting interviews of each Commissioner and Staff and gathering information.

18.) Adjournment: By consensus, the meeting was adjourned at 8:50 p.m. The next meeting is October 16, 2018.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 10/16/18