



**Los Altos Hills County Fire District
Regular Meeting
Agenda
Tuesday, September 17, 2019 7:00 p.m.
12355 El Monte Road, Los Altos Hills (Foothill College Campus)**

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT WILL BE HELD ON TUESDAY, SEPTEMBER 17, 2019 AT 7:00 P.M.

1. Roll Call.
2. 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.
3. Commission President Remarks.
4. Santa Clara County Management Audit Process.
 - A. Memorandum Report
 - B. Create and Appoint a Commission Ad-Hoc Management Audit Subcommittee, effective September 17, 2019, to participate in the Santa Clara County Management Audit Report Process
5. Adopt Resolution 19-30 Resolution of the Los Altos Hills County Fire District Approving Assignment of Professional Services Agreement for Financial Audit Services dated March 19, 2019, between the Los Altos Hills County Fire District and Vavrinek, Trine, Day & Company to Eide Bailly LLP.
6. Presentation and Consideration of Approval of Draft Audit Report FY2018/2019.
 - A. Presentation by Ahmad Gharaibeh of Eide Bailly LLP formerly Vavrinek, Trine, Day & Co., LLP
7. Santa Clara County Fire Chief Report.
 - A. Monthly Report for July 2019
 - B. Monthly Report for August 2019
 - C. Replacement of Rescue Engine 74
 - D. Replacement of wooden deck at El Monte Fire Station
 - i. Approval of District reimbursement to Santa Clara County Fire for \$3,272.54 for cost of materials to replace deck

8. General Manager Report.
 - A. Events and Activities
9. Community Emergency Response Team (CERT) Activities and Update.
 - A. Los Altos Hills CERT update
 - B. Emergency Services Manager Report
 - i. Fuel Reduction Services from FireSafe Council
10. Fire Commission Subcommittee Reports and Consultant Reports.
 - A. Fuel Reduction Subcommittee Report
 - i. Tree Removal Program Phase 1 and Phase 2 update
 - ii. Brush Chipping Program Invitation to Bid for FY2019/20 update
 - iii. FY2019/20 Fuel Reduction Residential Program and Oversight Services
 - iv. Adopt Resolution No. 19-31 of the Los Altos Hills County Fire District providing recommendation to the Town of Los Altos Hills to adopt 2019 California Residential Code Section R337: materials and construction methods for exterior wildfire exposure, as its building code standard to improve public safety
 - B. Residential Program Update
11. Adopt Resolution 19-32 Resolution of the Los Altos Hills County Fire District Authorizing District President to Execute Services Agreement with _____ for Tree Removal Services in Areas 4, 5, and 6 of the District.
 - A. Evaluation Panel Summary Report
 - B. Resolution 19-32 Authorizing District President to Execute Services Agreement with _____ for Tree Removal Services in Areas 4, 5, and 6 of the District.
12. Adopt Resolution 19-33 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 2 to the Professional Services Agreement with CSG Consultants for Fuel Reduction Program Oversight Services.
 - A. Memorandum Report
 - B. Resolution 19-33 Resolution Authorizing Execution of Amendment No. 2 to the Professional Services Agreement between the Los Altos Hills County Fire District and CSG Consultants for Fuel Reduction Program Oversight Services
13. Hydrant Flow and Pipeline Resiliency Subcommittee Report.
 - A. Two Year Hydrant Phase VIII Warranty Review Report
 - B. License Agreement with PHWD to include Antennas, Wildfire Detection Cameras; Audible Early Warning System Update
 - C. Hydrant Flow and Pipeline Resiliency Project update
 - D. Placement of Fire Hydrants along Taaffe and Elena Water Main Project
14. Adopt Resolution 19-34 of the Los Altos Hills County Fire District Confirming Interest in Cost Sharing with the Purissima Hills Water District for Construction of the Hydrant Flow and Pipeline Resiliency Improvement Project Taaffe/Elena Pending Final Costs After Bid and Contractor Selection and, Setting Forth Percentage Share Split Between the Parties.
15. Personnel Subcommittee Report.

16. Adopt Resolution 19-35 of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Employment between the Los Altos Hills County Fire District and Corinne Vargas for Services as District Clerk.
 - A. Memorandum Report
 - B. Resolution 19-35 Resolution Authorizing Execution of Agreement for Employment between the Los Altos Hills County Fire District and Corinne Vargas for Services as District Clerk

17. Adopt Resolution 19-36 of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Independent Contractor Consultant Services between the Los Altos Hills County Fire District and Julie Smiley for Services as General Analyst.
 - A. Memorandum Report
 - B. Resolution 19-36 Resolution Authorizing Execution of Agreement for Independent Contractor Consultant Services between the Los Altos Hills County Fire District and Julie Smiley for Services as General Analyst

18. Financial Consultant Reports.
 - A. Agenda Report Summary
 - B. FY2020/21 Budget Development update; request for subcommittees to prepare budgets
 - C. Appointment of Ad Hoc Budget Committee for FY2020/2021
 - D. Adopt Resolution 19-37 of the Los Altos Hills County Fire District Authorizing Issuance of District Credit Card to General Manager J. Logan and Emergency Services Manager Capt. Denise Gluhan (Ret.) With Credit Limit of Five Thousand Dollars (\$5,000) on Each Credit Card.

19. District Clerk Report.
 - A. Records Retention and Organization of Records update

20. Consent Calendar.
 - A. Approval of Draft Minutes of July 30, 2019 Regular Meeting
 - B. Receive Period Reports 1 & 2, July and August 2019

21. Receive Disbursements.
 - A. August 2019
 - B. September 2019

22. Commission Member Reports.

23. Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (408) 298-1700. 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)