

**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, JULY 30, 2019, BEGINNING AT 7:00 P.M.
AT THE EL MONTE FIRE STATION BOARD CONFERENCE ROOM
12355 EL MONTE ROAD, LOS ALTOS HILLS, CALIFORNIA**

President Warren called the meeting to order at 7:00 p.m.

1. Roll Call:

PRESENT: Commissioners Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney

ABSENT: None.

ALSO PRESENT: General Manager J. Logan, Fire Chief Tony Bowden, Captain Denise Gluhan (Ret.), District Counsel Dan Siegel, Fire Consultant Stu Farwell, Financial Consultant & Interim District Clerk Cori Vargas

2. Public Comment:

Los Altos Hills resident Kjell Karlsson commented on Town of Los Altos Hills new Green Waste contract eliminating second truck for extra yard-waste pick-up. He suggested the District look into financing second truck to help with fuel reduction.

3. Commission President Remarks:

Warren welcomed new Interim District Clerk Cori Vargas. He observed that the complexity of the agenda was testament to the continued growth of the District, thanks to the hard work of the Staff and Subcommittees.

4. Adopt Resolution 19-23 Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed Abatement Report and Ordering Cost of Abatement to be a Special Assessment on the Respective Properties:

Warren recommended postponement to the end of the meeting to await County Weed Abatement Division representative.

5. Santa Clara County Fire Chief Report:

Fire Chief Tony Bowden reviewed the Monthly Report for June 2019 and stated there were some small fires but none that would be considered significant events. The Chief mentioned five Wildfire Detection Cameras have been mounted on cellular structures around the County. He stated that SCCFD received \$4M line item in California State Budget for implementation of Mobile Operations Satellite Expeditionary System.

6. General Manager Report:

Logan stated the District met with Foothill/De Anza College to discuss usage of new administrative building. The District is working with Town Emergency Communication Committee to plan antenna installation to improve ham radio communications network. She commented on the Community Wildfire Protection Plan (CWPP) article for September Our Town Newsletter and revitalizing the Neighborhood Network Program for public education. Logan explained that District Counsel's law firm, Jorgenson, Siegel, McClure & Flegel, LLP represents fuel reduction RFP proposer S.P. McClenahan in legal matters unrelated to the Fire District. Logan recommended Commissioners approve execution of waiver of conflict letter to resolve the conflict issue. S.P. McClenahan executed a

waiver of conflict letter included in the agenda packet. District's Counsel Dan Siegel further addressed the conflict issue.

Action: Motion by Vaughn for approval and authorization for District President to execute letter of written consent to legal representation by Jorgenson, Siegel, McClure & Flegel, LLP; second by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

7. Community Emergency Response Team (CERT) Activities and Update:

Captain Gluhan (Ret.) stated the August 10, 2019 CERT drill has been cancelled. She is working on proposals for installation of communication and Wi-Fi antennas for discussion at a subsequent Commission meeting. Price asked if CERT is trained to respond to active shooter situations. Gluhan explained they are prohibited from responding, but there is information provided in PEP training on how individuals can protect themselves.

8. Fire Commission Subcommittee Reports and Staff Consultant Reports:

Warren spoke of CWPP subcommittee proposal to write letter of recommendation to Town of Los Altos Hills about adopting WUI Chapter 7A building codes. Gluhan gave overview of Firesafe Council. Warren suggested that a District Commissioner might consider participation on the Council's Board of Directors, and that Gluhan could participate on their Board of Advisors. Fire Consultant Stu Farwell reviewed the July 1, 2019 Projects Report.

9. Adopt Resolution 19-24 Resolution of the Los Altos Hills County Fire District Authorizing the District President to Execute Services Agreement Between the Los Altos Hills County Fire District and _____ for Tree Removal Services in Areas 1, 2 and 3 of the District:

Ed Slintak of CSG Consultants, Inc. discussed RFP process and evaluation criteria. He mentioned 3 proposals were received and reviewed by the District Evaluation Panel who gave the highest score to Bay Area Tree Specialists (BATS). Los Altos Hills resident Allan Epstein asked if BATS provided a cost per tree schedule; Slintak answered the schedule would be provided after award of the contract.

Action: Motion by Tyson to adopt the resolution authorizing the District President to execute services agreement between the Los Altos Hills County Fire District and BATS for Tree Removal Services in Areas 1, 2 and 3 of the District; second by Vaughn.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

10. Adopt Resolution 19-25 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 1 to the Professional Services Agreement with CSG Consultants for Tree Removal Request for Proposal Services:

Logan explained the first part of Amendment No. 1 is a recommendation to increase the service agreement compensation not to exceed amount by 20% (\$3,754 to total \$22,524) for both Phase 1 and Phase 2 RFP services due to unforeseen re-creation of District maps and extra meetings.

Action: Motion by Spreen to adopt the resolution authorizing execution of Amendment No. 1 to the professional services agreement with CSG Consultants to increase the not to exceed amount for Tree Removal Request for Proposal Services; second by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

Logan explained the second part of Amendment No. 1 is a recommendation to include additional services fees for the Brush Chipping Request for Proposals or Invitation to Bid.

Action: Motion by Price to adopt the resolution authorizing execution of Amendment No. 1 to the professional services agreement with CSG Consultants to include additional services for a Brush and Wood Chipping Request for Proposals or Invitation to Bid; second by Vaughn.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

Slintak provided a hand-out and asked the Commission for a recommendation on which competitive procurement process to use for Brush and Wood Chipping; RFP or Invitation to Bid. Tyson stated that the Fuel Reduction Subcommittee recommended using an Invitation to Bid.

Action: Motion by Price to adopt Invitation to Bid process for the Brush and Wood Chipping Program; second by Vaughn.

All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

District Counsel Dan Siegel explained that the motion passed earlier for the second part of Amendment No. 1 would need to be amended to reflect decision for Invitation to Bid verses RFP.

Action: Motion by Price to amend the adoption of the resolution authorizing execution of Amendment No. 1 to the professional services agreement with CSG Consultants to include additional services for a Brush and Wood Chipping by Invitation to Bid; second by Vaughn.

Logan suggested the Commissioners form evaluation panels for Phase 2 of the Tree Program RFP and the Brush Chipping Program Invitation to Bid. The Commissioners nominated Spreen and Kearney for the Tree Program, and Tyson and Carr for the Brush Chipping Program. Each evaluation group will include an independent external member to be determined.

11. Adopt Resolution 19-26 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 1 to the Agreement with S.P. McClenahan Co., Inc. for Brush and Wood Chipping Services:

Logan explained the original brush chipping agreement with McClenahan ended June 30, 2019. The Amendment is necessary to continue services for the brush chipping program during the Brush Chipping Program Invitation to Bid and selection of a vendor process.

Action: Motion by Spreen to approve the resolution authorizing execution of Amendment No. 1 to the agreement with S.P. McClenahan Co., Inc. for Brush and Wood Chipping; seconded by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

12. Hydrant Flow and Pipeline Resiliency Subcommittee Report:

Tyson explained there was a meeting with Purissima Hills Water District and the subcommittee is still awaiting design information in order to decide next steps.

13. Receive Report on Progress for Proposed License Agreement for Installation of Hydrant Caps and Antennas with Purissima Hills Water District (expected to be Resolution 19-27):

Tyson explained that in addition to upgrade of hydrant caps for leak detection, the District is in discussion with PHWD to have antennas installed on water tanks to improve ham radio communications. District Counsel Siegel stated Resolution 19-27 is still in draft form and will be returned for discussion at the September meeting. Los Altos Hills resident Allan Epstein asked if SCCFD Wildfire Detection Cameras might also be installed. Kearney asked if the District could also have access for installation of an audible early warning system. Logan stated these additional requests will be discussed with PHWD.

14. Personnel Subcommittee Report:

Warren explained that the subcommittee had met to discuss and review Resolutions 19-28 and 19-29.

15. Adopt Resolution 19-28 Resolution of the Los Altos Hills County Fire District Confirming District President's Authorization for and Vice President's Execution of Independent Contractor Agreement for Consulting Services for Emergency Services Management Between the Los Altos Hills County Fire District and Denise Gluhan Between Meetings:

Logan explained that Gluhan's services as a contract employee provided to the District by SCCFD concluded on June 30, 2019. To continue Emergency Management Services uninterrupted, it was necessary to execute agreement with Gluhan as an Independent Contractor effective July 1, 2019 pending the next Commission meeting on July 30, 2019.

Action: Price made a motion to approve the resolution confirming District President's authorization for and Vice President's execution of Independent Contractor agreement for consulting services for Emergency Services Management with Denise Gluhan between meetings; seconded by Vaughn.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

16. Adopt Resolution 19-29 of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Employment between the Los Altos Hills County Fire District and Denise Gluhan for services as Emergency Services Manager:

Warren explained this is an 18-month employment agreement for a part-time Emergency Services Manager. Agreement was reviewed by employment law counsel and the Personnel subcommittee.

Action: Price made a motion to approve the resolution authorizing execution of agreement for part-time employment with Denise Gluhan for services as Emergency Services Manager; seconded by Spreen.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

17. Consent Calendar:

Warren asked for a motion to approve “17 A. Approval of Draft Minutes of June 18, 2019 Regular Meeting” and “17 B. Receive Period Report 12, June 2019”. There was no comment from the Commission or the public.

Action: Spreen made a motion to approve the Consent Calendar as submitted; seconded by Price.

All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

18. Receive Disbursements:

There was no comment from the Commission or the public.

Return to Agenda Item Number 4. Adopt Resolution 19-23 Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed Abatement Report and Ordering Cost of Abatement to be a Special Assessment on the Respective Properties:

District Counsel Siegel stated that since there were no members of the public present to address the report, the public hearing could be opened and discussed without County Weed Abatement Division representative. Warren opened the weed abatement public hearing; there were no written or oral protests from the public.

Action: Vaughn made a motion to approve the resolution adopting weed abatement report and ordering cost of abatement to be a special assessment on the respective properties; seconded by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Price, Tyson, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED

19. Commission Member Reports:

There were no reports from the Commissioners. By unanimous consensus the August 20, 2019 Regular Commission meeting was cancelled.

20. Adjournment:

Warren adjourned the meeting at 8:59 p.m. The next Regular Commission meeting is September 17, 2019.