



## **MEMORANDUM REPORT**

**Meeting Date:** September 17, 2019

**TO:** Board of Commissioners of the Los Altos Hills County Fire District

**FROM:** J. Logan, General Manager

**SUBJECT:** Fuel Reduction Program Oversight Services

### **RECOMMENDATION:**

Adopt Resolution 19-33 Authorizing Execution of Amendment No. 2 to the Professional Services Agreement Between Los Altos Hills County Fire District and CSG Consultants for Fuel Reduction Program Oversight Services

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### **BACKGROUND**

Los Altos Hills County Fire District (District) provides fuel reduction mitigation programs as one of the methods to fulfill its mission to protect the lives, property and environment within the community it services from fires, disasters and medical emergencies. Central to fuel reduction mitigation are the Residential Dead, Dying or Eucalyptus Tree Removal (Tree Removal) Program and Brush Chipping Program. Both of these programs offer District funded resources to support the residents of the community in their efforts to make-safe their property and thereby, make safer their neighborhoods.

In June 2019, the District Board of Commissioners (Board) adopted its Los Altos Hills County Fire District Community Wildfire Protection Plan (LAHCFD-CWPP) Annex 4 and Addendum that will guide its practices and programs related to fuel mitigation measures. The Fuel Reduction subcommittee, comprised of Commissioners Tyson and Price, reviewed the current Tree Removal Program and recommended to the Board the removal of trees on the FY2018/19 Wait List. The Board approved the recommendation and authorized Request for Proposals (RFP) Phase 1 and 2 for selection of tree vendors for removal of trees on the Wait List. The RFP process is now concluding. Similarly, a Brush Chipping Invitation to Bid will commence in October 2019 for selection of a brush chipping service vendor. Concurrently, Brush chipping services for residents are in progress in the District. In addition to the revisions to fuel mitigation programs, the independent contractor Fire Consultant who coordinated the Tree Removal and Brush Chipping Programs, announce his departure from the District. Due to these various events and the desire to ensure continuity of the programs, services for Fuel Reduction Program administration and oversight are recommended.

### **DISCUSSION**

In May 2019, CSG Consultants (CSG) were retained to conduct the RFP Tree Removal Phase 1 and 2 (\$22,524) and pursuant to Amendment 1, will conduct the Brush Chipping Invitation to Bid process (\$9,420) for selection of service vendors for these programs.

It is recommended that the Board approve Amendment 2 to the CSG Consultant Service Agreement to provide services that will support the administration and oversight of the Tree Removal and Brush

Chipping Program as well as develop and implement a resident online web registration and service evaluation tools. Proposal from CSG presents the hours and costs for services at \$17,020 and a 30% contingency for a not to exceed total of \$22,126.

In Amendment 2, Phase 1, Scope of Services, September 18, 2019 – January 30, 2020, CSG will:

1. Coordinate development of online registration forms and process for residents to sign-up for tree removal qualification and brush chipping services (TR&C); coordinate resident registration database with District Clerk and Webmaster (IT services)
2. Coordinate with vendor for vendor to establish spreadsheet with names, addresses, phone and email for each resident requesting TR&C services; integrate post card requests onto spreadsheet
3. Coordinate with arborist as needed
4. TR&C vendors will call and schedule service date with each resident on list. Consultant will oversee the efficiency and service quality of these activities via survey process below
5. Process for evaluation of service delivery to residents
  - a. Develop online survey; prepare survey format and questions to be completed by residents
  - b. Prepare online survey process; coordinate upload with District Clerk and Webmaster (IT)
  - c. Send survey and collect results from residents who received tree removal or brush chipping services
  - d. Analyze survey data for GM and prepare report for Fuel Reduction subcommittee for monthly report to Board
6. Schedule two meetings per month via phone conference with Emergency Services Manager Capt. Denise Gluhan to review and evaluation TR&C service components and survey results
7. Develop flow-chart of the tree and brush chipping service and resident survey process and to include all the steps above

It is expected that at the District's January 2020 meeting, a proposal for Amendment No. 3 to the CSG Agreement to include Phase 2 Scope of Work for Administration and Oversight, as described below and attached, will be considered by the District Board.

Phase 2 Scope of Work of the Administration and Oversight (Oversight) project is outlined in the CSG Proposal for Services, Attachment 1. Phase 2 is not included in Amendment 2. Depending on the progress made and experiences with the Oversight Program, an assessment and report will be provided to the Fuel Reduction subcommittee and the Board in early 2020 with recommendations for Phase 2. Phase 2 is included in this report to present the project roadmap.

In summary, the Fuel Reduction Programs are evolving in plan design, vendors to provide services, change of Fire Consultant resources and new structure and guidelines from the adopted LAHCFD-CWPP. Electronic and online tools are also needed to more efficiently register residents in the programs, collect evaluative data about the programs, and communicate with residents. Budget for the cost of CSG services can be offset by salary savings of \$48,000 annual allocation for Fire Consultant.

As a result of the factors above, it is recommended the Board adopt Resolution 19-33 authorizing execution of Amendment No. 2 to the Professional Services Agreement Between Los Altos Hills County Fire District and CSG Consultants for Fuel Reduction Program Oversight Services.

Attachment: None