

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 19, 2017 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 Spreen, Waldeck, Carr, Warren and Tyson

ABSENT: Commissioners Price & Vaughn

ALSO PRESENT: Fire Chief Ken Kehmna, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

3) **Resolution of the Board of the Los Altos Hills County Fire District to Proceed with the Abatement of Brush. Resolution 17-19:** President Tyson stated there was no public nuisance or brush violators and therefore nothing for the County Fire Marshal to abate.

Action: Waldeck made a motion to approve the resolution of the Board of the Los Altos Hills County Fire District to proceed with the abatement of brush; Warren seconded the motion. **All in Favor:** Commissioner Warren, Tyson, Spreen, Carr and Waldeck. **Opposed:** None.

4) **Review and Possible Acceptance of the 2016/17 Audit:** Cori Vargas distributed a two page list of proposed changes to the 2016/17 audit. AJ Major of Vavrinek, Trine, Day & Co., LLP did a brief review of the audit mentioning the U.S. Standards and the Government Auditing Standards. He stated there were no findings and it was a clean report. AJ introduced Ahmad Gharaibeh of VTD who would be taking his place for the 2017/18 audit season. Tyson asked for comments from the Commissioners and comments from the public; there were no comments.

Action: Warren made a motion for conditional approval of the draft 2016/17 audit incorporating the proposed changes as recommended by Financial Consultant Cori Vargas; Waldeck seconded the motion. **All in Favor:** Carr, Tyson, Spreen, Waldeck and Warren. **Opposed:** None

5) **CERT Report:** a.) Ham Radio Proposal. The Commissioners discussed the memo written by Dana Reed, Director of Emergency Management, regarding one-time funding of \$1,700 for ham radios and on-going funding of \$700 per fiscal year. These radios would be for LAHCFD CERTS that have received their Technicians Ham Radio License. They would be required to pass the FCC Ham Radio License, enroll in the RECON Orientation Class, followed by two annual field operations training drills. **Action:** Motion made by Waldeck to approve the one-time funding of \$1,700 and on-going funding of \$700 per fiscal year for ham radios for those CERT members who qualify; Carr seconded the motion. **All in Favor:** Spreen, Warren, Tyson, Waldeck and Carr. **Opposed:** None.

b.) CERT Calendar August/September : Carol Starbuck mentioned the meeting and training that had occurred in August as well as the upcoming CERT Supervisor meeting and PEP class.

c.) Spotlight Quarterly Report: Carol spoke about the CERT Supervisor Incident Command System and emphasized that CERT leadership remains committed to the Community even with the transitory loss. She mentioned continuing to build depth through mentorship. Carol discussed the time commitment of the CERT Supervisors: graduating from a LAH CERT Supervisor Academy, attendance at 10-12 CERT Supervisor meetings a year, trained in Incident Command System (ICS) and run drills at various events and exercises.

There will be an annual October Drill for LAHCFD CERT on October 7 from 9 a.m.-12 p.m.

Those in attendance will receive dated stickers. Tyson thanked Carol Starbuck and Barry Stallard for their attendance at this meeting and summary of recent and ongoing events.

The Fire Safety flyer just produced by Price, Carr and Spreen contains a detailed list of upcoming PEP classes and CERT Academies. This flyer was mailed to every LAHCFD resident and is up on the website. Praise was given for the colorful, clear graphics and useful contents listing emergency notification phone numbers and how the LAHCFD serves the residents.

6) Chief's Report: a.) Monthly Report for July, 2017 b.) Monthly Report for August, 2017 Chief Kehmna introduced Battalion Chief Jon Black who will be at the El Monte Station. He discussed the bathroom fire that occurred on Estacada Drive in July and the vehicle fire that occurred in August.

7) Consultant Report: a.) Projects Update Dated September 1, 2017. Farwell stated that brush chipping phase one and two had been completed. Phase VIII of the hydrant replacement program was completed as of August 31, 2017 and all hydrants are in service. A fire hydrant life span is 50 years.

8) Resolution of the Board of Directors of the Los Altos Hills County Fire District Accepting as Completed the Work of the Fire Hydrant Replacement Project Phase VIII, Authorizing Final Payment Concerning Such Work, and Directing the District Clerk to File a Notice of Completion: Resolution #17- 21 **Action:** Waldeck made a motion to approve the resolution of the Board of Directors of the Los Altos Hills County Fire District accepting as completed the work of the Fire Hydrant Replacement Project Phase VIII, authorizing final payment concerning such work and directing the District Clerk to file a notice of completion. **All in Favor:** Tyson, Spreen, Carr, Warren and Waldeck. **Opposed:** None.

9) Resolution of the Board of the Los Altos Hills County Fire District Adopting a Records Retention Schedule and Authorizing Destruction of Certain District Records. Resolution #17-20 The District Clerk gave a brief summary of the update to the records retention schedule and the records retention time limit for certain records scheduled to be destroyed. **Action:** Spreen made a motion to approve Resolution #17-20 a resolution of the Board of the Los Altos Hills County Fire District adopting a records retention schedule and authorizing destruction of certain District records; Carr seconded the motion. **All in Favor:** Waldeck, Warren, Carr, Tyson and Spreen. **Opposed:** None.

- 10) Sub-Committee, Contract and Non-Board Committee Reports:** a.) Strategic Plan – Update from August 25, Ad Hoc Meeting Spreen gave a summary of the ad hoc committee meeting that occurred on August 25. He referred to the agenda and minutes from the meeting discussing the purpose of an orientation for new commissioners, importance of knowing the historical background of the District and knowledge of the Brown Act/Rosenberg Rules. He spoke of a written guide for commissioners.
- Tyson discussed the consultant compensation assessment he had composed and updated September 6, 2017. The seven page document contained methodology, compensation conclusions, descriptions of positions and a salary and benefits analysis. He used the California Special Districts Association Salary and Benefits Survey (2015/16) to assist in the analysis. He looked at three consultant positions: Fire Consultant, Accountant and Clerk and concluded with a summary of salary assessment.
- b.) Website Update: Spreen stated this item could be removed from future agendas.
- c.) Water Supply Subcommittee Update: Currently EKI is conferring with California Water Service Company and Purissima Hills Water District; Warren stated we should have an update for the October meeting.
- d.) Tree Subcommittee Report: Farwell gave the following update on Area 3 & 4: 332 trees had been removed, 105 eucalyptus trees trimmed, 37 eucalyptus trees removed. Tyson referred to the updated tree subcommittee report dated “for the September 19, 2017 LAHCFD Board Meeting”. He explained the process he used to confirm that S.P. McClenahan was paying prevailing wage and properly classifying employees. He reviewed S.P. McClenahan records and did not find anything amiss. Tyson noted a key argument in support of continuing the recent competitive bidding process has been for the cost savings that have resulted. A counter-argument is that these savings have been driven by a different mix of trees being removed now compared to the early stages of the process noting that a given tree removal can range from \$300 to \$8,000. He reviewed the Tree Subcommittee recommendations which included that each tree be assessed by an Arborist to ensure that it qualifies according to LAHCFD standards. A contract to begin work in Area 5 & 6 was completed. In October the Commission should vote on a formal proposal for the future management of tree removal. Tyson asked for comments relating to the tree program. Spreen mentioned that many trees being cut down are not addressing fire prevention; let’s do things that matter from a fire prevention point of view. Warren suggested using a card as a reminder, mailing out directly; or, possibly doing a marketing campaign or putting it on the website. Tyson felt a review every six months would be in order. Waldeck felt it would be helpful to provide zone/area maps to people. Public member Kjell Karlsson said people should use CERT zones as an identifier. Public member Allan Epstein said he is in favor of the competitive bidding process.
- e.) Community Wildfire Protection Plan Sub-Committee Update: Waldeck is going to reschedule a meeting with City Council to discuss the community wildfire protection plan.
- f.) Current Contracts: None.
- g.) General Manager Subcommittee Update: Tyson discussed the GM Subcommittee Report dated “for the September 19 Board Meeting”. The subcommittee agreed to begin with a 20 hour a week position. Since this is a new position the hours may increase. He stated he spoke with the company RGS which is an organization dedicated to providing a range of services to organizations like LAHCFD. They also looked at a potential applicant pool and had informal conversations with such candidates. Tyson summarized the Team Recommendations including: begin the process without an external recruiting agency, checking with the County for any

possible restrictions, compensation based on qualifications, propose interview process be done by sub-committee and possibly bring the candidate to the November 19 Board Meeting with a projected start date of January 1, 2018. Tyson asked for Commissioner and public input. Warren mentioned the skill set is broad and there is no mentor for this position. He questioned where the office location would be and the individual having a District-issued cell phone. Cori Vargas stated a new budget item would have to be made. **Action:** Warren made a motion that the Commission direct the GM sub-committee to move forward with the interview process with the intent of bringing a potential candidate to the November 19, meeting; Spreen seconded the motion. **All in Favor:** Carr, Waldeck, Spreen, Tyson and Warren. **Opposed:** None.

- 11) Consent Calendar:** a.) Minutes of Special Meeting July 25, 2017
 b.) Period Report 1, July 2017
 c.) Period Report 2, August, 2017

Action: A motion was made by Waldeck to approve the minutes of July 25, 2017 as submitted; Warren seconded the motion. **All in Favor:** Carr, Warren, Spreen, Waldeck and Tyson
Opposed: None.

Action: A motion was made by Warren to approve Period 1 and Period 2 Report as submitted; Waldeck seconded the motion. **All in Favor:** Carr, Spreen, Tyson, Waldeck and Warren.
Opposed: None.

12) Disbursements for August and September, 2017. Cori Vargas handed out an updated disbursement list for September, 2017. Cori Vargas stated the County had misplaced \$500,000 in the Projects and Programs area of the budget. The Commission asked that Vargas send a letter to the County asking to correct this error.

13) District Board Authorization and Approval for O’Grady Paving, Inc. to Complete Necessary Repair Work, Including but not Limited to, Access to Fire Hydrant Valves, Resulting from the Road Paving Work Performed by the Town of Los Altos Hills. The street valve boxes need to be raised and the exact cost is unknown at this time. The Fire District historically has paid for this work after a paving project in the Town is completed. It was agreed that next year the Town should issue a change order or have included in the bid that they accept for paving work the cost of this valve-raising and the District can reimburse the Town for this specific line item of the project. After discussion, a motion was made. **Action:** Waldeck made a motion to authorize and approve O’Grady Paving to do the necessary repair work for hydrant valve raising not to exceed \$24,900; Waldeck seconded the motion. **All in Favor:** Carr, Spreen, Tyson, Waldeck and Warren. **Opposed:** None.

14) Board Member Reports: 1) Discussion of Public Fire Prevention Event: Chief Kehmna said he spoke to Chief Justice about the Public Fire Prevention Event that had occurred in Los Altos and that County Fire would like to make it more broadly accessible in a shorter, more condensed version. Since the public member who attended the event was not present, Tyson asked if this item could be postponed until next meeting with an update from the Chief. 2) Discussion of Meeting Date Change in October: Tyson suggested the date of the next meeting remain as scheduled, October 17. Tyson also mentioned that there was one Commissioner

vacancy beginning January 1, 2018; also he asked the Commission to think about selecting a President in January, 2018.

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

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 10/17/17