



**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, APRIL 19, 2022 BEGINNING AT 7:00 P.M.**

A video recording of this meeting is available at:

<https://www.lahcfd.org/download/april-19-2022-fire-district-commission-meeting/>

Discussion of each agenda item is time-stamped with the hour, minute, and second [hh:mm:ss]

1. Roll Call [00:00:52]:

President Spreen called the meeting to order at 7:00 p.m. A quorum was present via videoconference, pursuant to the provisions of Government Code section 54953(e).

Attendee Name	Title	Status
Roger Spreen	President	Present - Remote
Joan Sherlock	Vice President	Present - Remote
Jim Basiji	Commissioner	Present - Remote
Kavita Tankha	Commissioner	Present - Remote
George Tyson	Commissioner	Present - Remote
Melvin Vaughn	Commissioner	Not Present
Mark Warren	Commissioner	Present - Remote

ALSO PRESENT: Santa Clara County Central Fire Protection District Assistant Fire Chief Brian Glass, Municipal Resources Group Strategic Planning Consultant Marcie Scott, Emergency Services Manager Denise Gluhan, Operations Manager David Barnett, General Manager J. Logan, Lead Deputy County Counsel Christopher Cheleden, CERT Program General Analyst Victoria Bebee, Santa Clara County FireSafe Council Hazardous Fuel Reduction Project Manager Irene Armstrong, Freyer & Laureta Engineering Consultant Jeff Tarantino, Financial Consultant and District Clerk Cori Vargas. Technical Analyst/Programs, Planning and Grants, Manager Eugenia Rendler and Santa Clara County FireSafe Council Chief Executive Officer Seth Shalet joined the meeting after roll-call.

2. Commission President Remarks [00:02:25]:

President Spreen mentioned the upcoming Preparedness Fair on April 30 at Los Altos Hills Town Hall. He announced the retirement of Santa Clara County Central Fire Protection District (SCCCFPD) Fire Chief Tony Bowden, and thanked him for his many years of service to the District.

3. Public Comment [00:04:37]:

There was no public comment on items not on the agenda.

4. Consent Calendar and Changes to the Order of the Board of Commissioners Agenda [00:05:26]:

- A. Approve Draft Minutes of March 15, 2022, Regular Meeting
- B. Receive Financial Statement Package - Period 9, March 2022
- C. Receive Disbursements for April 2022
- D. Receive Report on Santa Clara County Public Health Officer COVID-19 Related Orders
- E. Adopt Resolution No. 22-07 of the Los Altos Hills County Fire District Board of Commissioners making required findings that: (1) Circumstances of State Emergency Continue to Exist; and (2) Recommended Measures to Promote Social Distancing Continue to Exist that Require Continued Remote Meetings in Accordance with Government Code section 54953(e)(3)
- F. Receive notice that the General Manager executed an Independent Contractor Agreement with Patty Ciesla for part-time Grant Writing Consulting Services effective March 16, 2022 through July 1, 2022 with a compensation rate of Seventy-Five Dollars (\$75) per hour, pursuant to the General Manager's

delegation of authority for contracts of not more than Fifteen Thousand Dollars (\$15,000), not to exceed 20 hours per week without approval from the General Manager, that has been reviewed and approved by County Counsel as to form and legality

- G. Approve Agreement between Los Altos Hills County Fire District and Tech Electric for El Monte Fire Station WIFI Bridge/HAM radio antenna installation for performance of all services to be completed within fourteen calendar days of issuance of Notice to Proceed with a compensation amount of Nine Thousand Four Hundred and Forty-Two Dollars (\$9,442) that has been reviewed and approved by County Counsel as to form and legality
- H. Approve Fourth Amendment to the Professional Services Agreement for Strategic Planning Services with Municipal Resource Group (MRG), dated August 17, 2020, to extend the term to April 30, 2023, and to increase compensation in a total amount not to exceed Fifty Thousand Dollars (\$50,000) that has been reviewed and approved by County Counsel as to form and legality
- I. Receive Final Report from Freyer & Laureta pertaining to the Concepcion/Fremont hydrant installation project and final walkthrough completed on March 16, 2022
 - i. Receive invoice for payment to Purissima Hills Water District for hydrant project
- J. Approve Reimbursement Agreement with Purissima Hills Water District (PHWD) for final construction costs related to District owned hydrants and hydrant related infrastructure that are part of the PHWD Duval Way/Elena Road/Padre Court/Seton/Josefa Lane Water Main Improvements that are estimated in the amount of One Hundred Twenty One Thousand Four Hundred and Seventy Five Dollars (\$121,475) that includes the replacement of two (2) fire hydrants with new hydrants, the reuse and relocation of five (5) existing fire hydrants/check valves and related prorated cost of traffic control, the addition of two (2) additional fire hydrants and related prorated costs of traffic control that has been approved by County Counsel as to form and legality; final cost will be invoiced to the District and District shall pay the actual cost related to the District owned hydrants; no expenditures will be made by the District to fund PHWD's portion of the construction project
- K. Approve First Amendment to the Agreement TSS-REV-LIDAR-020 for imagery and LIDAR data acquisition cost sharing with County of Santa Clara, effective upon full execution of the amendment, to add Key Provisions, Term of Agreement, County Points of Contract, to revised Exhibit A and add COVID-19 requirements, to delete Exhibit B and replace with Exhibit B-1 Products and Services Fee Schedule Year 3, to delete Exhibit C and replace with Exhibit C-1 Scope of Work Year 3 of the 3-Year Acquisition Plan for a total amount not to exceed Nineteen Thousand One Hundred Eighty Five Dollars and seven cents (\$19,185.07) that has been reviewed and approved by County Counsel as to form and legality

Item Nos. 4.A. – 4.K. were received concurrently and are included in the agenda packet.

4. RESULT:	APPROVED [6-0, 1 ABSENT]
MOVER:	Warren
SECONDER:	Tankha
AYES:	Spreen, Sherlock, Basiji, Tankha, Tyson, Warren
ABSTAIN:	None
ABSENT:	Vaughn

5. Santa Clara County Fire Chief Report [00:06:59]:

- A. Monthly report for March 2022
- B. Update on fuels management crew
- C. Update on Fire Prevention Risk Prevention Programs delivered to Los Altos Hills County Fire District
 SCCCFPD Assistant Fire Chief Glass announced Suwana Kerdkaw was appointed as SCCCFPD Fire Chief effective April 19, 2022. He presented the monthly report for March 2022, and stated there were no significant events. Chief Glass reported County of Santa Clara Supervisor Joe Simitian recommended SCCCFPD report to the County Housing, Land Use, Environment, and Transportation Committee (HLUET) with a proposed plan for the addition of a Fire Fuels Crew to reduce hazardous wildland fuels in the western Santa Clara County foothills. After establishment of the Fire Fuels Crew, SCCCFPD will work with Santa Clara County FireSafe Council (SCCFSC) to enhance chipping programs within the Wildland Urban Interface (WUI) areas.

6. Receive General Manager Report [00:16:10]:

A. Updates, events and activities

B. Update on proposed agreement between the Los Altos Hills County Fire District and Purissima Hills Water District (PHWD) for installation of acoustic leak sensor caps on District-owned fire hydrants within PHWD

Logan reviewed the report slides included in the agenda packet. Chief Glass provided background on the new Type 3 Fire Engine at El Monte Fire Station. Logan noted District staff is following the hearings from State Insurance Commissioner Lara's office on proposed action for wildfire risk models and regulations potentially requiring insurance companies to take into account specified wildfire mitigation factors in their rating plans. Staff is also reviewing three service proposals for IT consulting services and an update will be provided at a future Commission Meeting.

Logan stated the Board of Supervisors (BOS) met on April 19 and approved a referral from Supervisor Wasserman to Administration and County Counsel to report and present options to the BOS for strategies to ensure emergency and fire services in South County remain adequate and sustainable. The BOS also approved a referral from Supervisor Simitian to the SCCCFPD to report on Pre-Fire Management and Wildfire Resilience Program as discussed by Chief Glass under Agenda Item No. 5. Both of these reports are included in the agenda packet.

Logan reported the District drafted a proposed agreement to allow for installation of acoustic leak sensors on District owned fire hydrants which was sent to PHWD for review. An update will be provided at a future Commission Meeting.

Public Comment: Los Altos Hills resident Allan Epstein asked if the BOS items will have any effect on the District. Spreen stated the items were just approved so discussion on the effect to the District and potential collaboration will be forthcoming.

7. Receive LAFCO (Local Agency Formation Commission of Santa Clara County) Report pertaining to procurement process for obtaining professional services to prepare a Countywide Fire Service Review and background on termination of previous contract [00:24:47]:

Logan reported on the LAFCO staff report from April 6 with next steps on procurement of a new consultant to generate the Countywide Fire Service Review is included in the agenda packet.

Public Comment: Los Altos Hills resident Allan Epstein asked if there is any update on the County of Santa Clara Comprehensive Fire Study. Chief Glass provided information that response data and a District point of contact were provided to the Matrix group performing the study.

8. Receive Reports and Provide Direction to Staff [00:27:47]:

A. Receive CERT Report

B. Receive Report on April 30, 2022, Los Altos Hills County Fire District and Town of Los Altos Hills Emergency Preparedness Event

C. Receive Report on presentation to Los Altos Hills Town Council on March 17, 2022

D. Receive update on Integrated Hazardous Fuel Reduction (IHFR) Goat Grazing

E. Receive update on HIZ (Home Ignition Zone) program

F. Receive update on Altamont Road Evacuation Route and Road Hardening Project

G. Receive Final Reports on the Moody and El Monte Roads Evacuation Route and Road Hardening Project

H. Receive Report on Defensible Space Brush Chipping and Debris Removal program for April through December 2021

Strategic Planning Consultant Scott introduced the Operations and Integrated Hazardous Fuel Reduction (IHFR) project reports and outlined the District's Strategic Plan goals as they relate to these items.

CERT Program Analyst Bebee reviewed upcoming CERT drills and training events. She provided an update on Teen CERT activities and details on the upcoming Emergency Preparedness Event on April 30.

Emergency Services Manager Gluhan discussed the presentation she provided to the Town of Los Altos Hills City Council on March 17. She stated the arrival of the goats for hazardous vegetation mitigation grazing is expected to be the first week of May, but will be determined based upon weather conditions. Gluhan reported the California Environmental Quality Act (CEQA) compliance document has been filed for the Altamont Road Evacuation Route and Road Hardening Project. The scope of work and project maps are completed and the project will commence in late Spring.

SCCFSC Hazardous Fuel Reduction Project Manager Armstrong reviewed the quarterly Home Ignition Zone (HIZ) assessment report included in the agenda packet.

Commissioner Warren requested staff reach out to the Town of Los Altos Hills about moving the District's Emergency Disaster Trailer, which was moved during renovations, back to a location near Town Hall. Bebee provided response that the trailer is being moved back the next day. Commissioner Sherlock asked if the HIZ program needed better promotion to residents. Armstrong stated SCCFSC has the capacity to complete 12-18 HIZs per month, so she encourages the District to promote the program.

Logan presented the final report for the Moody and El Monte Roads Evacuation Route and Road Hardening Project included in the agenda packet. The report includes a list of successes and lessons learned, as well as before and after photos, a final report on the operations of the project from SCCFSC and a final total cost summary. All reports are in the agenda packet.

Armstrong reviewed the report on the Defensible Space Brush Chipping and Debris Removal Program (DSBC). She discussed improvements made to the program over the past year and a breakdown of the program's data.

Public Comment: Los Altos Hills resident Allan Epstein provided comment on the DSBC Program. He stated his issues with the performance of the contract with SCCFSC and invoicing, commented on the past chipping program, stated the District-wide chipping program is not a good addition, and questioned SCCFSC's ability to improve chipping opportunities.

9. Receive Report on I-280 Project and Cal OES/FEMA Sub-application for Grant Funds [01:07:35]:

Operations Manager Barnett reviewed the report on the I-280 Project. The Cal OES/FEMA grant sub-application was submitted on April 7 and included a scope of work, a maintenance plan commitment letter, and photos of hazardous fuels along I-280. The application requests a grant of \$3.93M with a District match commitment of \$1.31M, for a total of \$5.24M. Cal OES will review the sub-application for six months, then submit to FEMA who will review for 12 months. Either agency might submit a Request for Information (RFI) to the District during their review. The next steps for the project include a Visual Inspection Assessment and FEMA Environmental Checklist, and if the grant is approved obtaining a vendor for Project Management. Work may begin in Spring of 2024 and is estimated to continue for 33 months.

10. Financial Consultant Report and District Clerk Report [01:23:16]:

A. Receive FY2022/2023 Draft Budget Narrative

Financial Consultant Vargas presented the first draft of the FY2022/2023 Budget Narrative. She requested the Commission review the document for questions or clarifications to include in a revised draft which will be presented at the May Commission Meeting.

11. Commission Member Reports [01:27:06]:

A. Future agenda items

The Commissioners and Staff had no reports or suggested additions to future agenda items.

12. Closed Session. EMPLOYEE PERFORMANCE EVALUATION: Title: General Manager [01:27:42]:

It is the intention of the Commission to meet in Closed Session with Marcie Scott, the District's Strategic Planning and Human Resources Consultant, to conduct a performance evaluation for the following position of public employment: General Manager. The Commissioners, Scott, and the District's Legal Counsel Chris Cheleden adjourned to Closed Session at 8:29 p.m.

13. Return to Open Session. Report any action taken in Closed Session, as required pursuant to Government Code Section 54957.1. [01:00:00]:

At 8:52 p.m. the meeting was returned to Open Session. Report from the Closed Session: Lead Deputy County Counsel Cheleden stated the Commission took no action that is legally required to be reported out of Closed Session.

14. Adjournment [01:31:06]:

President Spreen adjourned the meeting at 8:54 p.m. The next regular meeting will be held via videoconference on May 17, 2022 at 7:00 p.m.

Prepared by,
Cori Vargas
District Clerk