

# AGENDA

## WOODSIDE FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

November 28th, 2023

7:00 P.M.

808 Portola Road

Portola Valley, CA 94028

**(Note: Public May Also Attend Virtually at Address Listed Below)**

Woodside Fire is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81915778700?pwd=T2ZmSGpKaWtSVE5GaEp1ekJRckJsZz09>

Meeting ID: 819 1577 8700

Passcode: 055074

One tap mobile

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+1 301 715 8592 US (Washington DC) Meeting ID: 819 1577 8700 Find your local number:

<https://us02web.zoom.us/j/kdnUW7AmP6>

*District meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Fire Chief, at least 2 working days before the meeting at (650) 851-1594 and/or [info@woodsidefire.org](mailto:info@woodsidefire.org). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical-based products.*

*If you wish to speak to the Board, please let the Secretary of the Board know before the meeting, if possible, to assist the Board in recognizing you at the appropriate time.*

## **I. CALL TO ORDER AND ROLL CALL:**

## **II. PUBLIC COMMENT**

*This item is reserved for persons wishing to address the Board on any matters within the subject matter jurisdiction of the District that are not listed on the agenda. Speakers will be limited to three minutes, unless otherwise specified by the President. Members of the public will be given an opportunity to speak on each agenda item at the time it is called.*

*We request that members of the public who wish to address the Board should let staff know before the meeting to assist the Board in recognizing them at the appropriate time.*

## **III. ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA**

*This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action unless a request is made to transfer an item to the regular agenda for separate discussion and action. Any items on the regular agenda may be transferred to the consent agenda.*

## **IV. REGULAR AGENDA:**

1. Approval of Minutes of the October 24th, 2023, Meeting of the Board of Directors.
2. Accept Financial Reports October 2023
3. Accept Statement of Accounts October 2023
4. Accept Warrant List October 2023
5. Accept Fiscal Year Spreadsheet 23-24
6. Accept 2024 Board Meeting Dates
7. CPM- Mike Wassermann to Provide Station 7 and 8 Project Update
8. Approval of Amendment #3 Agreement Between Woodside Fire Protection District and Capital Program Management, Inc.
9. 2<sup>nd</sup> Reading: (1) Conduct a public hearing and (2) Consider taking the following action: As introduced on October 24th, 2023, adopt Ordinance No. 23-04, “AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT OF SAN MATEO COUNTY, CALIFORNIA ESTABLISHING A SCHEDULE OF FEES TO BE CHARGED BY THE FIRE DISTRICT.”

10. Adopt Resolution #23-09, Resolution of the Board of Directors of the Woodside Fire Protection District Adopting Board of Directors Rules of Procedure
11. Adopt Resolution #23-10, Resolution of the Board of Directors of the Woodside Fire Protection District Establishing a District Records Management Policy and Retention Schedule

#### **V. STAFF REPORTS:**

- Training
- EMS
- Prevention
- Operations
- Facilities and IT
- Pub Ed/EPiC
- Receive a report on a Joint Work Plan with the Town of Portola Valley Regarding Fire Safety and consider providing direction to staff.

#### **VI. FIRE CHIEF'S REPORT**

- District Updates

#### **VII. REPORT ON WRITTEN COMMUNICATIONS**

#### **VIII. CLOSED SESSION:**

#### **ADJOURNMENT:**

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of members of the Board. The Board has designated the office of the Woodside Fire Protection District, located at 808 Portola Road, Portola Valley, CA, for the purpose of making those public records available for inspection. The documents are also available on the District's Internet Web site. The website is located at [www.woodsidefire.org](http://www.woodsidefire.org).*