

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
August 29th, 2023**

The meeting of the Board of Directors was called to order at 7:00pm by Director Miller

Directors Present: Cain, Miller, Holthaus

Staff: Chief Cuschieri, Battalion Chief Dagenais, Pub Ed Officer Brown, Inspector Giuliacci, FM Bullard, Battalion Chief Nannini, Finance Manager Liu. Zoom Attendance-Battalion Chief Smith, Battalion Chief Zabala, FFPM Witsoe, DFM Hird Battalion Chief K. Hird, Capt. Lambrechts, FFPM Akiyama, FFPM O' Leary; FFPM Valdes, Capt. Lima, Capt. Werle, FFPM Hihi, Capt. Francisco

Other Attendees: WFPD General Counsel Rubin Cruse (RPLG); Mike Wassermann – Capital Program Management, Todd Mortensen – Capital Program Management, Jennifer Hammer, Brian Malone – Mid Pen Open Space, Karen

Public Comment Non-Agendized Topics:

No public comments

Regular Agenda: (Audio recording available only)

Item 1: Amendment of Minutes of the July 25, 2023, Meeting of the Board of Directors

An amended version of the minutes was distributed by staff and the amended section reads as follows; “A motion was proposed by Rubin Cruse for the Board to approve the staff's recommendation and adopt the version of Ordinance 13-2023 as presented in the amended Board packet, and with the additional amendments as stated by staff at the meeting, and find that Fire Code Ordinance 13-2023 is exempt from the California Environmental Quality Act for the reasons stated in the proposed ordinance. The proposed motion was made by Director Holthaus, seconded by Director Cain, and unanimously approved by the Board via a roll call vote”. As well the draft minutes had a reference to CEQA, which was spelled incorrectly. It is also in the amended minutes.

Consent Agenda:

Director Holthaus motioned to move items 1 to 6 from the regular agenda to the consent agenda and approve them as submitted, 2nd by Director Cain. Motion passed 3-0.

Item 7: Finalize Approval of Budget of the Woodside Fire Protection District for the Fiscal year 2023-2024.

Director Miller asked what the major differences were between the final budget and the preliminary budget.

Finance Manager Lui informed the Board that:

- There was an increase in the information technology line item due to past invoices.
- Training Education was also increased.
- Fire Prevention will also be receiving a grant from PG&E, and the budget was adjusted to reflect it.
- Professional Services were increased as well.

A motion was made by Director Cain to approve the finalized budget for the Fiscal year 2023-2024 as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 8: CPM- Todd Mortensen to Provide Station 7 and Station 8 Project Updates

Presentation highlights included –

- Total Contingencies: \$581,000
- Overall Program Budget Balance
 - Current Shortfall of (-\$311,484)

Interim Station 7- SLAC Lease Agreement

- SLAC has decided not to keep the facility, so removal is required.
- CPM is in the process of confirming the demo scope with SLAC.
- A meeting is scheduled on site this Thursday to review the required scope with SLAC.
- VBI will provide an estimate for the removal scope of work once known.
- There is \$337,000 in contingencies included in the budget that should cover these costs.

Station 7 – Project Schedule Update

- Construction is scheduled to be completed November 27th.
- Exterior Siding and waterproofing is complete.
- Windows are complete.
- Roofing is 90% complete on the south. North side in progress.
- Elevator installations are in progress.
- On-site underground utilities continue. Hopefully complete by end of month.
- Mechanical, Electrical, and Plumbing rough ins are in progress.
- Drywall is in progress.

Station 7 – Project Schedule Concerns

- T-Mobile remains an issue and may impact the schedule.
- Weekly progress meetings are on-going.
- We received T-Mobile's written approval of additional infrastructure costs. PCO is processed.
- T-Mobile is working with Town for mono-pole planning approval. They are scheduled to submit at the end of the month.
- T-Mobile working with PG&E for power solution.
- Hoping to use the existing temp power feed until a new service is agreed upon with PG&E. New service will take 12- 18 months.
- CPM working with Town to uncouple permit for T-Mobile's temporary Cellular On Wheel (COW) from Building Occupancy.
- PG&E coordination for new building services is on-going.
 - A portion of utility work for PG&E, T-Mobile and AT&T that crosses Woodside Road is complete.
 - On site gas and electrical service lines are being installed.
 - Permanent power is scheduled for early October.
- Generator lead time.
- Working to get expedited to avoid need for temporary generator. Current delivery date is in December.

Station 8 - Schedule Update

- Current construction completion is shown as September 13th, 2023, except PG&E new electrical service.
- PG&E Update
- Gas inspection is scheduled for August 23rd.
- Power electrical line inspection passed. Schedule is pending for new meter/ service.
- Painting is almost complete on interior and exterior.
- Most driveways and pavers are complete. Pending drive entrances and aprons.
- Dayroom remodel is complete.
- Furniture and equipment have been ordered and has begun arriving on site.

Item 9: CJW Architecture/Engineering Agreement Services, Approval of Demolition of Interim Station 7 at SLAC Requiring Fire Chiefs Signature.

Update was provided to the Board that a Fire Chiefs Signature is required for the above-mentioned agreement.

Item 10: Resolution #24-01 Fixing the Employer Contribution under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants.

A motion was made by Director Cain to approve Resolution #24-01 as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 11: Resolution #23-05 Resolution to Authorize Cities, Counties, Districts, and Joint Powers Authorities to access State and Local Criminal History Information for Employment, Licensing or Certification Purposes. Penal Code Section 11105(b)(11)

A motion was made by Director Cain to approve Resolution #23-05 as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 12: Resolution #23-06 Resolution Establishing Appropriation Limits for the Woodside Fire Protection District.

A motion was made by Director Cain to approve Resolution #23-06 as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 13: Resolution #23-07 Resolution Authorizing Transfer of Funds

A motion was made by Director Cain to approve Resolution #23-07 as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 14: 1st Reading: Introduce and waive the reading of Ordinance 23-01, an "AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT OF SAN MATEO COUNTY, CALIFORNIA, AMENDING THE ADMINISTRATIVE CITATION PROGRAM, ESTABLISHING ADMINISTRATIVE FINES, DETERMINING THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND REPEALING ORDINANCE 22-01."

A motion was made by Director Cain to introduce and waive the reading of Ordinance 23-01, 2nd by Director Holthaus. Motion passed 3-0.

Item 15: 1st Reading: Introduce and waive the reading of Ordinance 23-02, “AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT OF SAN MATEO COUNTY, CALIFORNIA DECLARING CERTAIN VEGETATION AND WASTE MATTER A PUBLIC NUISANCE, PROVIDING FOR THE ABATEMENT AND/OR REMOVAL THEREOF, AND DETERMINING THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.”

Public Comment has been transcribed as recorded.

Brian Malone – “Congratulations on all the progress on your stations, they are looking great. I just wanted to direct your attention to the letter I submitted earlier this afternoon. Thank you for your attention and reading through it. Really, two primary considerations. One, just, you know, consideration of whether the Open Space District or other public agencies should apply to this. And the other is really the broadness of the nuisance definition, much broader than you see in other jurisdictions, laws, and the state code. And that really does cause some problems, particularly for your CEQA determination. It could be interpreted as allowing removal of any kind of vegetated matter or brush, including sensitive communities. There’re no exclusions, which is typical, say, of like, the government code sections for fire clearance have those exclusions to make sure that there is in-depth CEQA analysis. So, we wanted to point out both those things. I’ll also mention that Green Foothills contacted me after I submitted the letter, and they indicated their support for the concerns we’ve raised as well. Thank you for your consideration.”

Director Miller thanked Brian Malone for his participation in the process and his assistance in helping educate the Board on some of the complex issues.

A motion was made by Director Cain to introduce and waive the reading of Ordinance 23-02, 2nd by Director Holthaus. Motion passed 3-0.

Item 16: Update to the 2023-2024 Ambulance Staffing Agreement between the Woodside Fire Protection District and American Medical Response

Director Miller informed the Board about the state of the agreement between Woodside Fire and American Medical Response. Director Miller provided a history of what the goals were when initially agreed upon, and how it has evolved into the current situation. He stated that the Board agrees that the staff should strongly consider what options there are moving forward. After further discussion, no action was taken at this time.

Staff Reports:

No comments from the Board

Fire Chief’s Report:

Wildland fire season is underway-

- Last month Fire Chief Cuschieri gave a report that about 22k acres burned throughout the state. That has since increased to about 223K acres burned. Most of these fires are burning in Northern Ca. and are the cause of lightning strikes.
- On August 19th SMCO was summoned to deploy a Strike Team to the Smith River Complex Fires near Gasquet which is near the California and Oregon border. We currently have one engine deployed from the District with four people committed to the fire. This fire is now at 74,00 acres and containment is about 7 percent.
- Just this afternoon along NB 280 between Farmhill and Edgewood we had a report of a grass fire which ended up being 3 small grassfires all a few hundred feet apart. Crews from Woodside, Redwood City Menlo Park and Cal fire arrived on scene relatively quickly for containment and extinguishment. Under investigation.

The District-

- The District's call volume has continued to increase over the years. Last year we finished the year at 2052 calls. Our current call volume has us at 1512 calls which is 286 calls above where we were last year at this time. I wanted to bring this up because if the Housing Element lives up to its projected numbers of an increase in 646 housing units. This is something we will need to focus and prepare for.
- The other day we had a structure fire response to Robert's Market in Woodside. This turned out to be a small fire behind the stove possibly resulting from a gas leak. The store was able to stay open once extinguished, investigated, and cleaned up. Damage was minimal to mostly the stove area.

New Fire Recruits-

- Woodside's two newest FFPM recruits Scott Lory and Zach Martin started the Fall Fire Academy Monday the 28th. This year the SMCO Fire Academy will be run through the College of San Mateo and will be made up of paid personnel and students. With this new program the college will assume the administrative duties and most of the training. Agencies will still send resources to help with training needs but overall, this will result in cost savings for all agencies.

Promotions-

- On July 27th we held our Fire Marshal interview. The panel was made up of FMs from SMC, SSSFD as well as Lori from HR and BOD Miller. The interview went very well, and we are proud to announce Kimberly Giuliacci as our new Fire Marshal. Kim will start to shadow FM Bullard in his position in October and will take over when Don Leaves in December. Congratulations Kim!
- On August 4th we promoted Vince Nannini to Battalion Chief from his interim position which he has held since January of this year.
- On August 3rd we promoted Brandon Lima to Captain from his interim position which he has held since March of this year- Congratulations to both Battalion Chief Nannini and Captain Lima!

Promotional Testing-

- In September and October, we will be moving forward with our BC and Captain promotional testing to re-establish our list. We have three people taking the BC exam and 8 people taking the Captains' exam.

Fire Chief Cuschieri closed by saying Thank You to everyone for all the hard work that has been going on. From the Suppression Level to Prevention, Fuel Mitigation and Public Education, Finance, HR and our Fire Board we have all been very busy with a multitude of things going on throughout the District and I just want to say Thanks!

WRITTEN COMMUNICATIONS:

No written communications this month.

Closed Session:

No closed session items.

Return from Closed Session: N/A

Adjournment: The meeting was adjourned at 8:14 P.M

The next scheduled meeting will be held September 26th at 7:00 P.M at the WFPD Administration Building, 808 Portola Rd. Portola Valley, CA 94028.

Respectfully Submitted,

Pat Cain – Board Secretary

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