

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
September 26th, 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, Chief Dagenais, Chief Zabala, Pub Ed Officer Brown, FM Bullard, Finance Manager Liu, FFPM Gregory, Capt. Lima. Zoom Attendance- Chief Smith, FFPM Witsoe, DFM Hird, Chief K. Hird, Capt. Lambrechts, FFPM Akiyama, Capt. Lima, Capt. Werle, FFPM Hihi, Capt. Francisco, FFPM Robbins, FFPM White, FFPM Lohmann, St. 8, Capt. Douthit

Other Attendees: WFPD General Counsel Rubin Cruse (RPLG); Mike Wassermann – Capital Program Management, Karen Vatra

Public Comment Non-Agendized Topics:

No public comments

Regular Agenda: (Audio recording available only)

Consent Agenda:

Director Cain motioned to move items 1 to 5 from the regular agenda to the consent agenda and approve them as submitted, 2nd by Director Holthaus. Motion passed 3-0.

Item 6: CPM- Mike Wassermann to Provide Station 7 and 8 Project Update

Presentation highlights included –

Budgeted Contingencies

- Interim Station 7
 - Deconstruction Contingency \$337,000
- Station 7
 - Construction Contingency \$191,000 (no changes).
- Station 8
 - Construction Contingency \$53,000 (no changes).
- Total Contingencies: \$581,000
- Investment Earnings Received: \$350,000
- Overall Estimated Program Budget Balance
 - Current Balance of \$40,000

Interim Station 7- SLAC Lease Agreement

- Scope has been reviewed and approved by SLAC.
 - Major items in question can remain (security gate and site lighting).
 - No underground infrastructure is required to be removed.

- CJW to formalize the demo plan that will be issued to VBI.
- VBI will provide an estimate for the removal per approved scope of work.
- There is \$337,000 in contingencies included in the budget that should cover these costs.

Interim Station 7 – Deconstruction

- Scope has been reviewed and approved by SLAC.
 - Major items in question can remain (security gate and site lighting).
 - No underground infrastructure is required to be removed.
 - CJW to formalize the demo plan that will be issued to VBI.
- VBI will provide an estimate for the removal per approved scope of work.
- There is \$337,000 in contingencies included in the budget that should cover these costs.

Interim Station 7 – Budget Summary

- Costs associated with Interim Station 7 Removal
 - CJW agreement to provide permitting plan sets, SLAC San Mateo County coordination - \$54k.
 - Contingency for VBI deconstruction of Interim Station 7 - \$250k.
 - Project Contingency - \$33k.
- Total Interim Station 7 Removal Budget - \$337k.

Station 7 – Project Schedule Update

- Construction scheduled to be completed November 30th.
 - Roofing is complete.
 - Exterior siding and windows are complete.
 - Underground utilities are in progress.
 - T-Mobile Underground infrastructure to began October 2nd.
 - Polished concrete in progress.
 - Drywall installation is in progress and almost complete.
 - Painting has started.
 - Some casework being installed.
 - Tile is being set.

Station 7 – Project Schedule Concerns

- T-Mobile remains an issue and may impact the schedule.
 - Weekly coordination meetings are on-going.
 - T-Mobile working with Town for new mono-pole planning approval.
 - They are currently finishing their internal reviews of their RF Studies and will submit to the Planning Department soon.
 - T-Mobile working with PG&E for power solution.
 - Need to have their temporary power revised since it is using existing pole that needs to be removed and new installed.
 - 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 are on-going.
 - Portion of utility work for PG&E, T-Mobile and AT&T that crosses Woodside Road is complete.
 - On site gas service is scheduled for mid-October.
 - Permanent power is scheduled for late-October.
 - PG&E is working on getting encroachment permit from Cal-Trans for their work switching power over from temporary power.
- Generator lead time.
 - Working to get expedited to avoid need for temporary generator. Current delivery date is in December.

- VBI working on expediting.

Station 8 - Schedule Update

- Landscaping is complete.
- Final cleaning is complete.
- Final punch-list has been issued and corrections are on-going.
- Closeout process is underway.
- New electrical service (PG&E) is still scheduled for November.
- Encroachment permit for drive entries pending final approval.
- Final inspections from the Town have been requested.

Item 7: Approval of Amendment #5 to the contract with CEL (Consolidated Engineering Laboratories) for testing services for Fire Station 7.

Mike Wasserman gave a brief statement to clarify the contract.

A motion was made by Director Holthaus to approve Amendment #5 as submitted, 2nd by Director Cain. Motion passed 3-0.

Item 8: 2nd Reading: Consider taking the following actions: (1) As introduced on August 29, 2023, adopt Ordinance 23-01, “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” and (2) find that Ordinance 23-01 is exempt from the California Environmental Quality Act for the reasons stated in the ordinance.

A motion was made by Director Cain to approve Ordinance 23-01 and is exempt from CEQA, 2nd by Director Holthaus. Motion passed 3-0.

Item 9. 2nd Reading: Consider taking the following actions: (1) As introduced on August 29, 2023, adopt 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” and (2) find that Ordinance 23-02 is exempt from the California Environmental Quality Act for the reasons stated in the ordinance.

A motion was made by Director Cain to adopt Ordinance 23-02 and agree that 23-02 is exempt from CEQA, 2nd by Director Holthaus. Motion passed 3-0.

Item 10. Receive an update to the 2023-2024 Ambulance Staffing Agreement between the Woodside Fire Protection District and American Medical Response (the “Agreement”). Consider providing direction to staff concerning the Agreement, including but not limited to, terminating the Agreement.

Chief Cuschieri opened with a statement to the Board: The Woodside Fire Protection (WFPD) and American Medical Response (AMR) have operated in partnership to provide ambulance transport services. The WFPD has decided to end the Ambulance Transport Agreement and transition the WFPD ambulance operations back to AMR. The WFPD and AMR will continue to work in partnership for the WFPD Paramedic First Responder services. This change is due in part to refocusing our financial and operational goals back to our Fire District. Our EMS transport provider

will still be American Medical Response. With this reallocation of personnel from M107, we are pleased to announce that we will be staffing our Rescue and adding more personnel to our district. This strategic decision is in line with our ongoing efforts to enhance the level of service we provide to our community. Additionally, the decision to discontinue our Woodside Fire ambulance transport services will allow our organization to further its commitment to ensuring our community is safe from the threat of wildfires. With the resources reallocated from ambulance services, we can dedicate more personnel and equipment to wildfire prevention, preparedness, and rapid response. This is essential in safeguarding our community against our region's increasing wildfire risks.

He then stated that after several negotiation meetings with AMR, it was determined that they were not able to come up with a working solution. He stated that the command staff and labor group have all been heavily involved in finding solutions to the financial impacts of ending the contract with AMR. He informed the Board that there were 3 options to consider; 1 – make no changes to staffing, 2 – work through the end of the fiscal year with no changes to staffing level based on the current year, 3 – if fiscal impacts are expected to be detrimental to our future finances, we can negotiate with the Union to amend the current contract, adjusting minimum staffing to 12, from 13.

After further discussion with the Board, it was decided that a final decision on how the District would recoup their costs was unnecessary at this time.

Public Comment:

Transcribed as recorded.

Karen Vahtra – “I was one of the people that fully supported your ordinances at the Portal Valley Town Council, and there is the meeting of the town council tomorrow night. And I would suggest that somebody, in just the very beginning, do a public comment on this, because I do agree that if the news goes out and it's not clear, it could be problematic. So, if somebody could just speak to this, and if you have a written Q&A already there, just that it's coming and they're going to have an open session, just to announce that very briefly at 7:00pm and just, you know, a couple of minutes. That's just a suggestion. So, you get in front of that and have the town council be informed of that verbally. Thank you.”

Director Miller thanked Karen for her comment.

Capt. Lima informed the Board on behalf of the labor union, that they were in support of the strategic vision and the union would work collaboratively to come up to an agreement.

A motion was made by Director Cain to terminate the current agreement with AMR, 2nd by Director Holthaus. Motion passed 3-0.

Staff Reports:

No comments from the Board

Fire Chief's Report:

Wildland Fire Season Report-

As of today's date, California has seen about 275K acres burned. Significant gains in suppression were made due to the changing weather patterns that have recently occurred.

Out of County deployments we had one person out as a single resource line paramedic for 12 days. He has since returned.

The District -

This past weekend our on-duty crews, Pub Ed Officer Brown, and our Fuel Mitigation team attended the Portola Valley Town Picnic which was attended well by the community. This same weekend we also held a live auto extrication demo at the Redwood City Elks Lodge during an event they were having. Thank you to everyone for participating.

We had a great update from the Fire Academy, and it seems our new Fire Recruits Scott and Zach are doing well.

Staff Updates/ Promotions -

Starting October 1st Inspector Giuliacci will begin shadowing FM Bullard in her new role as Fire Marshal. This will happen until FM Bullard retires in December.

On September 1st we had four of our probationary firefighters successfully complete their two-year probationary periods. I would like to congratulate Firefighters Cody Campbell, Brandon Cuschieri, Robert Griffiths, and Ben Imber to their permanent positions. Thanks to everyone for training them and getting them through probation.

Promotional Testing-

September 12th, we had our BC assessment center test. Next, they will go through an interview with the Command Staff.

Captains test is scheduled for October 11th with interviews to follow.

WRITTEN COMMUNICATIONS:

1. An email was sent to Pub Ed Officer Brown from Streva Malwasi thanking her for the notices she has been sending out and for putting on the safe sitter classes in which her daughter attended.

Closed Session:

No closed session items.

Return from Closed Session: N/A

Adjournment: The meeting was adjourned at 7:58 P.M

The next scheduled meeting will be held October 24th, at 7:00 P.M at the WFPD Administration Building, 808 Portola Rd. Portola Valley, CA 94028.

Respectfully Submitted,

Pat Cain – Board Secretary