

# 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

+14086380968,,81915778700# US (San Jose) 16699006833,,81915778700# US

+(San Jose)

Dial by your location

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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/81915778700?pwd=T2ZmSGpKaWtSVE5GaEp1ekJRckJsZz09>

*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).*

**Woodside Fire Protection District  
Board of Directors Meeting  
Administration Building  
808 Portola Rd.  
Portola Valley, CA 94028  
October 24th, 2023**

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

**Directors Present:** Miller, Holthaus

**Directors Absent:** Cain

**Staff:** Chief Cuschieri, Chief Dagenais, Pub Ed Officer Brown, FM Bullard, Finance Manager Liu, Chief Hird, Chief Giuliacci. Zoom Attendance- Chief Zabala, FFPM Zolnierrek, FFPM Witsoe

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

**Public Comment Non-Agendized Topics:**

No public comments

**Regular Agenda: (Audio recording available only)**

**Consent Agenda:**

Director Holthaus motioned to move items 1 to 5 from the regular agenda to the consent agenda and approve them as submitted, 2<sup>nd</sup> by Director Miller. Motion passed 2-0.

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

Presentation highlights included –

**Budgeted Contingencies**

- Station 7 - Construction Contingency removed.  
Contingency no longer needed per VBI.  
Balance transferred to IH7 Project contingency.
- Station 8 -Construction Contingency removed.  
Contingency no longer needed per VBI.  
Balance transferred to IH7 Project contingency.
- Interim Station 7 Removal -Updated Budget  
Received ROM construction estimate from VBI of \$337k  
Project Budget increased to \$477,000
- Overall Estimated Program Budget Balance +/--\$200ko  
Includes T-Mobile reimbursement for underground infrastructure is a pending addition to the program balance of \$178,000.

**Interim Station 7- Removal Schedule**

- Removal scope has been reviewed and approved by SLAC.



- CJW is in the process of preparing the demo permit plans.  
CJW to be completed with permit plans by end of October.  
VBI to provide an updated estimate once plans are available.
- On and Off-Site permit approval should be completed by the end of November.
- Station 7 is now scheduled to be ready to move-in on December 15<sup>th</sup>.
- District move to be completed by December 20<sup>th</sup>.
- VBI schedule anticipates completion by January 18, 2024.

#### Station 7 – Project Schedule Update

- Construction scheduled to completed December 15<sup>th</sup> (Extended 2-weeks).  
Underground utilities are in progress.  
T-Mobile Underground infrastructure complete.  
Polished concrete and retro-plating is complete.  
Drywall installation is mostly complete.  
Painting is in progress.  
Casework being installed.  
Tile is being set.  
PG&E gas and power main services to begin installation on October 30<sup>th</sup>.  
Cellular On Wheel (COW) relocation schedule for November 16<sup>th</sup>.

#### Station 7 Project Schedule & Impact Concerns

- Cal Water Service  
The existing feed to the building is undersized and needs to be increased.  
Cal Water is waiting on Caltrans permit approval. Expected anytime now.  
This has pushed final completion back 2 weeks and will further impact it if not completed soon.
- T-Mobile Impact on Station  
Power to the COW will be provided through the new station permanent power.  
The COW will be relocated to the parking spaces mid-November in front of the station until the new mono-pole is installed.  
The new mono-pole will take at least 1-year for permitting, new PG&E and AT&T services.  
T-Mobile working with Town for new mono-pole planning approval.  
Submittal to the Planning Department scheduled for this week.
- Generator Delay  
Cummins has revised their estimated delivery date from December to March 2024.  
Cummins has agreed to pay all temp generator rental costs.  
Temporary generator will be located in parking spaces by future generator location.  
BAAQMD final approval for the generator has been received.

**Item 7: First Reading: Introduce and waive the reading of 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.”**

A motion was made by Director Holthaus to introduce and waive the reading of Ordinance No. 23-04 as submitted, 2<sup>nd</sup> by Director Miller. Motion passed 2-0.

#### Staff Reports:

No comments from the Board

## **Fire Chief's Report:**

### **State Fire Wildland Season-**

Chief Cuschieri informed the Board that to date about 312k acres have been burned throughout the state. This includes 49 structures and some out buildings. Most of the larger remote fires that were burning were started from lightning and are well under control with no need for additional local resources at this time.

### **The District Updates-**

#### **M107 Termination Update-**

Chief Cuschieri spoke with AMR after our last meeting to let them know we were terminating our transport agreement. Followed up with a letter to AMR and their legal department. The conversation was normal, understanding, and there were no hard feelings. The following week Chief Dagenais and Chief Cuschieri met with Rick at AMR to go over the dissolution process regarding the ambulance and equipment and how that would be taken out of service on December 1st at 0800 hrs.

As for our PR, Chief Cuschieri has reached out to both Towns regarding our operational changes taking place. He has spoken at the PV Town Council meeting, sent both Town managers emails, have spoken at both Town EPC meetings and also announced it at our EPiC meeting last week. Chief Cuschieri advised the Board that with all this there haven't been any major questions or concerns that have come up. The message is you will still be getting an ambulance for transport, but it will be white instead of red and will have AMR employees on it and you will still have paramedics on all of our Woodside fire apparatus.

### **Grant Applications-**

Chief Cuschieri informed the Board that last month a grant was submitted to the Cal Water Firefighter Grant for equipment to replace our aging firefighting nozzles. The amount was for \$32,355.00.

He is unsure when they will find out the outcome, but wanted to thank all involved for the research and the staff report that were needed to submit for the request. We plan to look for more grants in the future for more funding options.

### **Promotional Testing-**

Chief Cuschieri advised the Board that the Fire District has been busy with ongoing promotional testing. The Battalion Chief testing process was just completed with announcements going out soon. Next week we will be conducting our Captains interviews and soon after that we'll be holding interviews for Deputy Fire Chief and Training Captain. The Prevention Division also just conducted interviews for our Inspector II position to replace Kim as she takes over for Chief Bullard as Fire Marshal.

### **New Fire Recruits**

Lastly Chief Cuschieri informed the Board that the new recruits are doing well at the Fire Academy and will graduate December 22nd.

## **WRITTEN COMMUNICATIONS:**

1. A letter thanking Capt. Abbott for his visit to an elementary school.

### **Closed Session:**

Entered closed session at 7:22 P.M.

**Return from Closed Session:** 7:50 P.M.

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

The next scheduled meeting will be held November 28th, at 7:00 P.M at the WFPD Administration Building, 808 Portola Rd. Portola Valley, CA 94028.

Respectfully Submitted,

Randy Holthaus (For Pat Cain – Board Secretary)

DRAFT

## WFPD Board of Directors Zoom Meetings 2023

1/31/2023 - <https://youtu.be/e4pLJMpr410>

2/28/2023 - <https://youtu.be/7GVpgfbaLG0>

4/4/2023 - <https://youtu.be/lckKKddPzN8>

4/25/2023 - [https://youtu.be/\\_qW-ESp-RxY](https://youtu.be/_qW-ESp-RxY)

6/13/2023 - <https://youtu.be/JDXrsStu0ME>

7/25/2023 - <https://youtu.be/tuLF5qqP3xw>

8/29/2023 - <https://youtu.be/2-5oe26PmIwby>

9/26/2023 - <https://youtu.be/EZNVYlOzVb0>

10/24/2023 - <https://youtu.be/vhoWsPRbLLM>

*Woodside Fire Protection District  
Financial Statement*

<i>Tue, Oct 31, 2023</i>		<i>2022-2023</i>	<i>2023-2024</i>	<i>+ (-)</i>
<i>Cash Balance - October 1, 2023</i>		<i>\$23,969,049.42</i>	<i>\$25,527,320.28</i>	<i>\$1,558,270.86</i>
<b>ACCT</b>	<b>REVENUE</b>			
1031	<i>FY23-24 Unsecured 1st Period</i>		<i>\$883,641.29</i>	
1033	<i>FY22-23 Prior Unsec Ist</i>		<i>(\$5,507.59)</i>	
1041	<i>FY23-24 Spplmntl Secured 09</i>		<i>\$18,400.21</i>	
1521	<i>Interest Apportion Pool 1</i>		<i>\$239,859.18</i>	
2658	<i>AMR - Oct 23 Staffing</i>		<i>\$42,774.65</i>	
4111	<i>York Risk Services - workers comp</i>		<i>\$20,228.90</i>	
4111	<i>Town of Woodside - Q3 2023 CRRP</i>		<i>\$10,236.27</i>	
5156-1	<i>WFPD House Fund</i>		<i>\$0.00</i>	
5156-1	<i>E. Lohmann</i>		<i>\$0.00</i>	
5156-1	<i>Tom Cuschieri</i>		<i>\$160.00</i>	
5165	<i>AMR107 - August &amp; Sept 23</i>		<i>\$6,800.00</i>	
5733-21	<i>Town of PV-August 23 Chipping Maint</i>		<i>\$2,043.06</i>	
5733-22	<i>Town of PV-August 23 Chipping</i>		<i>\$1,251.52</i>	
5733-24	<i>SMC Kings Mtn</i>		<i>\$6,878.94</i>	
5733-3	<i>Inspection Fees (5733-3)</i>		<i>\$12,820.00</i>	
5733-54	<i>Hyw 35 Grant</i>		<i>\$273,964.00</i>	
5733-55	<i>SMC Thornewood</i>		<i>\$1,781.25</i>	
5733-56	<i>PG&amp;E - 2023 Grant</i>		<i>\$15,250.00</i>	
5733-72	<i>Sprinkler*Permit Program(5733-72)</i>		<i>\$1,800.00</i>	
5876-5	<i>SMCO - Union Bank Fees (Aug)</i>		<i>(\$24.41)</i>	
7112	<i>Woodside Fire Foundation</i>		<i>\$5,300,000.00</i>	
7410	<i>US Bank - CalCard Q2.2023 rebate</i>		<i>\$755.91</i>	
		<i>\$1,052,478.58</i>	<i>\$6,833,113.18</i>	
		<i>\$25,021,528.00</i>	<i>\$32,360,433.46</i>	<i>\$7,338,905.46</i>
<b>EXPENDITURES :</b>				
	<i>SMCO Journal Entries void ck#45858, 45901</i>		<i>\$2,822.59</i>	
	<i>SMCO Journal Entries to correct prior mo error</i>		<i>\$151.00</i>	
	<i>October 2023-2024</i>	<i>\$1,791,530.25</i>	<i>\$7,368,827.08</i>	<i>\$5,577,296.83</i>
	<i>Cash Balance November 1, 2023</i>	<i>\$23,229,997.75</i>	<i>\$24,994,428.97</i>	<i>\$1,764,431.22</i>



*Woodside Fire Protection District  
Statement of Accounts*

ACCT#	31-Oct-2023 Account	Amount Budgeted	Warrants DRAWN LAST MONTH	Warrants Drawn This Period	Warrants Drawn YTD	Budget Balance	% Used 4/12 Months
4111	Salary	\$13,328,962	\$3,210,453	\$1,075,750	\$4,255,012	\$9,073,949	32%
4321	Dist Retirement	\$4,515,319	\$2,712,269	\$165,810	\$2,878,080	\$1,637,239	64%
4413	District Medical	\$2,278,426	\$574,159	\$171,914	\$746,073	\$1,532,353	33%
4415	Medicare	\$193,270	\$47,988	\$15,537	\$63,526	\$129,744	33%
4451	Dist Umpl Benefits	\$12,180	\$617	\$1,841	\$2,458	\$9,722	20%
4631	Dist Empl Benefits	\$39,789	\$8,605	\$2,490	\$11,094	\$28,695	28%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$20,367,945</b>	<b>\$6,554,092</b>	<b>\$1,433,342</b>	<b>\$7,956,243</b>	<b>\$12,411,702</b>	<b>39%</b>
5121-8	OCC*Strike Team	\$10,000	\$90,470	\$4,620	\$95,089	(\$85,089)	951%
5121	Clothing	\$136,060	\$29,419	\$9,234	\$38,652	\$97,408	28%
5156	Household	\$46,750	\$13,467	\$2,221	\$15,528	\$31,222	33%
5165	Medical Expense	\$181,931	\$9,458	\$5,559	\$8,217	\$173,714	5%
5199	Office Expense	\$4,725	-\$71	\$0	-\$71	\$4,796	-2%
5212	Computer Program	\$240,656	\$42,840	\$650	\$43,490	\$197,166	18%
5231	Small Tools	\$3,000	\$0	\$0	\$0	\$3,000	0%
5332	Membership	\$10,927	\$1,000	\$0	\$1,000	\$9,927	9%
5341	Legal Notices	\$36,682	\$36,682	\$0	\$36,682	(\$0)	100%
5415	Maint Equipment	\$367,000	\$37,927	\$14,434	\$52,361	\$314,639	14%
5416	Gas * Oil	\$126,048	\$35,573	\$9,616	\$45,190	\$80,858	36%
5417	Maint Tires	\$25,000	\$4,460	\$0	\$4,460	\$20,540	18%
5424	Maint Radio	\$20,100	\$7,823	\$12	\$7,835	\$12,265	39%
5426	Maint Office Equip	\$10,550	\$2,919	\$737	\$3,655	\$6,895	35%
5428	Maint Structure	\$49,000	\$11,514	\$250	\$11,764	\$37,236	24%
5611	Other Insurance	\$106,773	\$106,773	\$0	\$106,773	\$0	100%
5612	Workers Comp	\$913,721	\$937,658	\$0	\$937,658	(\$23,937)	103%
5638	Utilities	\$89,500	\$15,476	\$5,248	\$20,724	\$68,776	23%
5639	Radio Dispatching	\$12,475	\$2,960	\$0	\$2,960	\$9,515	24%
5641	Telephone	\$113,114	\$29,078	\$5,994	\$35,072	\$78,042	31%
5722	Trans * Travel	\$1,500	\$274	\$0	\$274	\$1,226	18%
5731	Training*Education	\$317,742	\$51,174	\$47,210	\$98,383	\$219,359	31%
5732	Health & Wellness	\$70,000	\$9,752	\$1,125	\$10,877	\$59,123	16%
5733	Fire Prevention	\$138,034	\$163,335	\$147,231	-\$5,222	\$143,256	-4%
5734	Seminars*Conf*Class	\$11,000	\$0	\$0	\$0	\$11,000	0%
5876	Profess Services	\$157,385	\$55,670	\$3,999	\$59,694	\$97,691	38%
5878	GIS*Mapping	\$100,000	\$6,975	\$3,200	\$10,175	\$89,825	10%
5927	Program Act. Exp.	\$41,437	\$5,911	\$2,367	\$8,278	\$33,159	20%
5928	Emergency Operations	\$6,000	\$404	\$101	\$505	\$5,495	8%
5966	Dist Spec Exp.	\$45,630	\$22,001	\$1,100	\$21,005	\$24,625	46%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$3,382,740</b>	<b>\$1,640,453</b>	<b>\$264,907</b>	<b>\$1,575,919</b>	<b>\$1,806,821</b>	<b>47%</b>
7011	LTVV/CMD	\$0	-\$11,699	\$22	-\$11,678	\$11,678	
7112	Interim * New Station(s)	\$5,000	-\$406,332	\$0.00	-\$406,332	\$411,332	-8127%
7211	Struct. Improvement	\$23,500	\$0	\$0	\$0	\$23,500	0%
7311	Equipment	\$155,250	\$54,225	\$45,286	\$99,510	\$55,740	64%
7410	Admin/808 Portola Rd	\$269,866	\$61,316	\$21,212	\$81,772	\$188,094	30%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$453,616</b>	<b>-\$302,491</b>	<b>\$66,520</b>	<b>(\$236,727)</b>	<b>\$690,343</b>	<b>0%</b>
8811	Interim Station 7 (Reso)	\$9,495,047	\$1,296,689	\$5,602,477	\$1,599,167	\$7,895,880	17%
8612	Equip Reserves (Reso)	\$3,202,454	\$288,261	\$0	\$288,261	\$2,914,193	9%
8824	Retire/GASB Reserves (Reso)	\$3,643,572	\$0	\$0	\$0	\$3,643,572	
	<b>TOTAL</b>	<b>\$24,204,301</b>	<b>\$9,477,005</b>	<b>\$7,367,246</b>	<b>\$9,295,435</b>	<b>\$14,908,866</b>	<b>38%</b>



Woodside Fire QuickBooks  
 Account QuickReport  
 As of October 31, 2023

8:17 PM  
 11/01/2023  
 Cash Basis

Date	Num	Name	Split	Paid Amount
10/01/2023	CC-PAYMT	ELAVON MERCHANT SERVICES	5733-3 · Inspection Fees-Revenue with OT	-555.83
10/03/2023	EFT-DEBIT	CALPERS*HEALTH BENEFITS DIVISION	-SPLIT-	-173,418.71
10/03/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-15.00
10/03/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-5.00
10/05/2023	45949	BAUER COMPRESSORS	20000 · *Accounts Payable	-85.33
10/05/2023	45950	BAYSIDE EQUIPMENT CO	20000 · *Accounts Payable	-3,629.00
10/05/2023	45951	COLLEGE OF SAN MATEO	20000 · *Accounts Payable	-1,581.00
10/05/2023	45952	DOMINIC FLOCCHINI	20000 · *Accounts Payable	-180.16
10/05/2023	45953	DUDEK	20000 · *Accounts Payable	-2,263.02
10/05/2023	45954	ENGINEERED FIRE SYSTEMS, INC	20000 · *Accounts Payable	-2,250.00
10/05/2023	45955	ERIK LOHMANN	20000 · *Accounts Payable	-250.00
10/05/2023	45956	VOID	20000 · *Accounts Payable	0.00
10/05/2023	45957	GREG MULLER	20000 · *Accounts Payable	-3,200.00
10/05/2023	45958	HEALTH CARE EMPLOYEES MEDICAL TRUST	20000 · *Accounts Payable	-622.87
10/05/2023	45959	JAVIER VALDES	20000 · *Accounts Payable	-250.00
10/05/2023	45960	JERICOHO PROJECT	20000 · *Accounts Payable	-6,690.00
10/05/2023	45961	METRO MOBILE COMMUNICATIONS	20000 · *Accounts Payable	-383.09
10/05/2023	45962	MOBILE MINI SOLUTIONS	20000 · *Accounts Payable	-272.31
10/05/2023	45963	MOBIUS FIT	20000 · *Accounts Payable	-1,125.00
10/05/2023	45964	MRC	20000 · *Accounts Payable	-94.06
10/05/2023	45965	NTA LIFE BUSINESS SERVICES GROUP	20000 · *Accounts Payable	-22.50
10/05/2023	45966	PACIFIC GAS & ELECTRIC	20000 · *Accounts Payable	-1,474.86
10/05/2023	45967	PENINSULA UNIFORMS & EQUIPMENT, INC	20000 · *Accounts Payable	-131.52
10/05/2023	45968	RECOLOGY SAN MATEO COUNTY	20000 · *Accounts Payable	-250.80
10/05/2023	45969	RICOH USA, INC	20000 · *Accounts Payable	-490.44
10/05/2023	45970	SAMBASAFETY	20000 · *Accounts Payable	-163.36
10/05/2023	45971	SCOTT'S PPE RECON INC	20000 · *Accounts Payable	-8,747.45
10/05/2023	45972	SMCO EMERGENCY MEDICAL SERVICES	20000 · *Accounts Payable	-87.00
10/05/2023	45973	THE ALMANAC	20000 · *Accounts Payable	-420.00
10/05/2023	45974	TROY TAUFER	20000 · *Accounts Payable	-250.00
10/05/2023	45975	VANCE BROWN	20000 · *Accounts Payable	-2,942,604.02
10/05/2023	45976	VISION SERVICE PLAN	20000 · *Accounts Payable	-3,524.90
10/05/2023	45977	WAGeworks, INC	20000 · *Accounts Payable	-152.25
10/05/2023	45978	VANCE BROWN	20000 · *Accounts Payable	-66,093.06
10/06/2023	P/R 09/23	ADP PAYROLL DEDUCTION	4111 · Salary	-464.75
10/06/2023	P/R 9/23	ADP PAYROLL DEDUCTION	4111 · Salary	-3,007.46
10/06/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-595.74
10/10/2023	EFT-DEBIT	ING LIFE INSURANCE & ANNUITY CO	4111 · Salary	-2,804.17
10/10/2023	EFT-DEBIT	CALPERS*457 DEFERRED PROGRAM	4111 · Salary	-26,253.92
10/11/2023	45979	A.M. YARD & TREE SERVICE	20000 · *Accounts Payable	-4,500.00
10/11/2023	45980	AMERICAN PORTABLES	20000 · *Accounts Payable	-244.34
10/11/2023	45981	ANTHONY ARMANINO	20000 · *Accounts Payable	-799.00
10/11/2023	45982	ARBA	20000 · *Accounts Payable	-705.96
10/11/2023	45983	BCN*BENEFITS COMMUNICATION NETWORK	20000 · *Accounts Payable	-110.00
10/11/2023	45984	CALIFORNIA WATER SERVICE CO	20000 · *Accounts Payable	-39.29
10/11/2023	45985	CAPITAL PROGRAM MANAGEMENT	20000 · *Accounts Payable	-23,761.00
10/11/2023	45986	CITY OF REDWOOD CITY*WATER	20000 · *Accounts Payable	-523.20
10/11/2023	45987	COLONY LANDSCAPE MAINTENANCE, INC	20000 · *Accounts Payable	-80,508.86
10/11/2023	45988	FIRE ASIDE, INC	20000 · *Accounts Payable	-4,900.00
10/11/2023	45989	GREEN WASTE	20000 · *Accounts Payable	-432.35
10/11/2023	45990	JERICOHO PROJECT	20000 · *Accounts Payable	-480.00
10/11/2023	45991	L.N. CURTIS & SONS	20000 · *Accounts Payable	-1,758.90
10/11/2023	45992	MES - CALIFORNIA	20000 · *Accounts Payable	-172.94
10/11/2023	45993	MOBILE CALIBRATION SERVICES, LLC	20000 · *Accounts Payable	-1,349.39
10/11/2023	45994	N P F B A * LONG TERM CARE	20000 · *Accounts Payable	-255.00
10/11/2023	45995	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	20000 · *Accounts Payable	-142.28
10/11/2023	45996	PORTOLA VALLEY HARDWARE	20000 · *Accounts Payable	-92.37
10/11/2023	45997	RIGHT NOW LOANS	20000 · *Accounts Payable	-284.75
10/11/2023	45998	SCL	20000 · *Accounts Payable	-4,346.91
10/11/2023	45999	SMC INFORMATION SERVICES DEPARTMENT	20000 · *Accounts Payable	-356.52
10/11/2023	46000	THE ALMANAC	20000 · *Accounts Payable	-560.00
10/12/2023	46001	STONEWELL BODY	20000 · *Accounts Payable	-41,310.04
10/12/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-43.27
10/15/2023	P/R 101523	ADP PAYROLL DEDUCTION	-SPLIT-	-522,749.30
10/16/2023	46002	FUSION CLOUD SERVICES LLC	20000 · *Accounts Payable	-109.13
10/16/2023	46003	BEAU WITSOE	4111 · Salary	-1,011.04

Woodside Fire QuickBooks  
 Account QuickReport  
 As of October 31, 2023

8:17 PM  
 11/01/2023  
 Cash Basis

Date	Num	Name	Split	Paid Amount
10/16/2023	46004	MARC AKIYAMA	4111 · Salary	-1,187.55
10/16/2023	46005	KYLE EMMERT	4111 · Salary	-999.35
10/16/2023	46006	CHRIS WHITE	4111 · Salary	-618.08
10/16/2023	46007	ANTHONY ARMANINO	4111 · Salary	-1,359.60
10/16/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-25.00
10/17/2023	46008	AMERICAN MESSAGING	20000 · *Accounts Payable	-11.74
10/17/2023	46009	AT&T MOBILITY	20000 · *Accounts Payable	-1,813.01
10/17/2023	46010	BEAU WITSOE	20000 · *Accounts Payable	-1,099.00
10/17/2023	46011	BIN LIU	20000 · *Accounts Payable	-221.24
10/17/2023	46012	BRANDON CUSCHIERI	20000 · *Accounts Payable	-1,400.00
10/17/2023	46013	BUS & EQUIPMENT REPAIR	20000 · *Accounts Payable	-103.92
10/17/2023	46014	CAL-LINE EQUIPMENT, INC	20000 · *Accounts Payable	-415.63
10/17/2023	46015	CALIFORNIA WATER SERVICE CO	20000 · *Accounts Payable	-132.40
10/17/2023	46016	CJW ARCHITECTURE	20000 · *Accounts Payable	-16,346.45
10/17/2023	46017	COMCAST BUSINESS	20000 · *Accounts Payable	-1,828.95
10/17/2023	46018	CROSS CONNECTIONS MOBILE COMMUNICATIONS	20000 · *Accounts Payable	-165.82
10/17/2023	46019	GRAPHICS ON THE EDGE	20000 · *Accounts Payable	-1,242.97
10/17/2023	46020	GUARDIAN SAFETY INVESTIGATIONS, LLC	20000 · *Accounts Payable	-1,250.00
10/17/2023	46021	HARGIS & ASSOCIATES	20000 · *Accounts Payable	-10,000.00
10/17/2023	46022	JERICHO PROJECT	20000 · *Accounts Payable	-3,705.00
10/17/2023	46023	JONATHAN FRANCISCO	20000 · *Accounts Payable	-64.84
10/17/2023	46024	L.N. CURTIS & SONS	20000 · *Accounts Payable	-5,906.59
10/17/2023	46025	MOTOROLA	20000 · *Accounts Payable	-2,675.93
10/17/2023	46026	Ricoh USA, Inc.	20000 · *Accounts Payable	-461.03
10/17/2023	46027	RON RAMIES AUTOMOTIVE INC	20000 · *Accounts Payable	-3,351.02
10/17/2023	46028	SCOTT'S PPE RECON INC	20000 · *Accounts Payable	-486.08
10/17/2023	46029	STATE BOARD OF EQUALIZATION	20000 · *Accounts Payable	-1,835.00
10/17/2023	46030	STERICYCLE, INC	20000 · *Accounts Payable	-148.67
10/17/2023	46031	U.S. BANK CORP PAYMENT SYSTEMS	20000 · *Accounts Payable	-29,408.12
10/23/2023	46032	BNY MELLON	20000 · *Accounts Payable	-231,400.00
10/23/2023	46033	SF FIRE CU	20000 · *Accounts Payable	-99.62
10/24/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-55.00
10/25/2023	46034	ALL IN ONE BUILDING MAINTENANCE	20000 · *Accounts Payable	-540.00
10/25/2023	46035	AMANDA DALE	20000 · *Accounts Payable	-447.00
10/25/2023	46036	APPLE, INC	20000 · *Accounts Payable	-179.38
10/25/2023	46037	BAY AREA TREE SPECIALIST	20000 · *Accounts Payable	-76,482.14
10/25/2023	46038	BIN LIU	20000 · *Accounts Payable	-160.00
10/25/2023	46039	BRANDON LIMA	20000 · *Accounts Payable	-796.00
10/25/2023	46040	C A P F	20000 · *Accounts Payable	-1,563.50
10/25/2023	46041	CAL-LINE EQUIPMENT, INC	20000 · *Accounts Payable	-489.28
10/25/2023	46042	CALIFORNIA WATER SERVICE CO	20000 · *Accounts Payable	-353.42
10/25/2023	46043	CITY OF FOSTER CITY	20000 · *Accounts Payable	-3,975.00
10/25/2023	46044	COMCAST	20000 · *Accounts Payable	-183.68
10/25/2023	46045	CONSOLIDATED ENGINEERING LABORTORIES	20000 · *Accounts Payable	-427.06
10/25/2023	46046	CUMMING'S MOVING COMPANY	20000 · *Accounts Payable	-3,600.00
10/25/2023	46047	DIRECT TV	20000 · *Accounts Payable	-148.11
10/25/2023	46048	FUSION CLOUD SERVICES LLC	20000 · *Accounts Payable	-1,662.64
10/25/2023	46049	GREEN INFRASTRUCTURE DESIGN	20000 · *Accounts Payable	-3,200.00
10/25/2023	46050	GUARDIAN	20000 · *Accounts Payable	-220.29
10/25/2023	46051	KIMBERLY GIULIACCI	20000 · *Accounts Payable	-62.00
10/25/2023	46052	KYLE EMMERT	20000 · *Accounts Payable	-538.99
10/25/2023	46053	LEGAL SHIELD	20000 · *Accounts Payable	-246.20
10/25/2023	46054	LORI AREVALO	20000 · *Accounts Payable	-160.00
10/25/2023	46055	MIKE AND LISA DOUGLAS	20000 · *Accounts Payable	-16,753.15
10/25/2023	46056	NEW YORK LIFE	20000 · *Accounts Payable	-1,373.92
10/25/2023	46057	NICOLAS MILLER-MORALES	20000 · *Accounts Payable	-902.94
10/25/2023	46058	PACIFIC GAS & ELECTRIC	20000 · *Accounts Payable	-1,893.19
10/25/2023	46059	SAN MATEO CO ENVIRONMENTAL HEALTH	20000 · *Accounts Payable	-1,047.46
10/25/2023	46060	SAN MATEO COUNTY FIREFIGHTERS L2400	20000 · *Accounts Payable	-5,832.00
10/25/2023	46061	SEAN DEVLIN	20000 · *Accounts Payable	-563.80
10/25/2023	46062	VERIZON WIRELESS	20000 · *Accounts Payable	-816.18
10/25/2023	46063	WFPD ENGINE CO 35	20000 · *Accounts Payable	-490.00
10/25/2023	46064	WFPD HOUSE FUND	20000 · *Accounts Payable	-1,430.00
10/26/2023	EFT-DEBIT	CALPERS*457 DEFERRED PROGRAM	4111 · Salary	-23,840.78
10/26/2023	EFT-DEBIT	ING LIFE INSURANCE & ANNUITY CO	4111 · Salary	-2,804.17



Woodside Fire QuickBooks  
 Account QuickReport  
 As of October 31, 2023

8:17 PM  
 11/01/2023  
 Cash Basis

Date	Num	Name	Split	Paid Amount
10/26/2023	46065	VANCE BROWN	20000 · *Accounts Payable	-1,834,022.20
10/26/2023	46066	VANCE BROWN	20000 · *Accounts Payable	-399,141.69
10/30/2023	46067	FIREHOUSE FABRICATORS INC.	20000 · *Accounts Payable	-3,827.00
10/31/2023	P/R 103123	ADP PAYROLL DEDUCTION	-SPLIT-	-440,149.38
10/31/2023	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-216.54
10/31/2023	46068	CHRISTOPHER WELS	4111 · Salary	-2,042.82
10/31/2023	23-10		4321 · District Retirement	-270,473.14
			<b>TOTAL</b>	<b>-7,368,827.08</b>

Monthly Board of Directors  
Expense \* Revenue Report for FY 23-24

11/16/2023														
	31-Jul-23	31-Aug-23	30-Sep-23	31-Oct-23	31-Oct-23	30-Nov-23	31-Dec-23	31-Jan-24	29-Feb-24	31-Mar-24	30-Apr-24	31-May-24	30-Jun-24	
in \$000's	ACTUAL	ACTUAL	ACTUAL	Estimated	ACTUAL	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
Beg. Cash Balance	\$33,041	\$27,460	\$27,090	\$24,754	\$25,527	\$23,544	\$23,079	\$31,146	\$32,681	\$31,038	\$30,108	\$37,779	\$37,314	
<b>EXPENSES:</b>														
Payroll	(\$824)	(\$1,029)	(\$893)	(\$952)	(\$891)	(\$952)	(\$952)	(\$952)	(\$952)	(\$952)	(\$952)	(\$952)	(\$952)	
Overtime	(\$202)	(\$183)	(\$213)	(\$159)	(\$185)	(\$159)	(\$159)	(\$159)	(\$159)	(\$159)	(\$159)	(\$159)	(\$159)	
Retirement	(\$1)	(\$341)	(\$172)	(\$376)	(\$166)	(\$376)	(\$376)	(\$376)	(\$376)	(\$376)	(\$376)	(\$376)	(\$376)	
Monthly Expenses	(\$673)	(\$715)	(\$575)	(\$493)	(\$482)	(\$493)	(\$493)	(\$493)	(\$493)	(\$493)	(\$493)	(\$493)	(\$493)	
SDRMA (WC Ins)	(\$903)													
Retirement*GASB														
New Engine		(\$38)	(\$13)		(\$41)									
Loan Payment				(\$241)							(\$711)			
Contingency Appropriations			(\$250)											
UAL Retirement * 115 Trust Account	(\$2,198)													
<b>Sub-Total</b>	<b>(\$4,801)</b>	<b>(\$2,306)</b>	<b>(\$2,116)</b>	<b>(\$2,221)</b>	<b>(\$1,765)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$2,691)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	
Interim Sta. 7* Remodel* Sta.8	(\$1,176)	(\$123)	(\$2,592)		(\$5,602)									
<b>TOTAL EXPENSE</b>	<b>(\$5,977)</b>	<b>(\$2,429)</b>	<b>(\$4,708)</b>	<b>(\$2,221)</b>	<b>(\$7,367)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	<b>(\$2,691)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>	
<b>REVENUE:</b>														
1021 Property Tax Cur Sec						\$1,264	\$10,111	\$1,264		\$632	\$10,111	\$1,264	\$632	
1031 Property Tax Cur Unsec				\$685	\$884					\$171				
1033 Prior Yr. - Unsecured Tax				\$75	(\$6)					(\$4)				
1041 Property Tax SB813		\$19	\$22	\$64	\$18	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	
1521 Interest Earned (Allocation)	\$264				\$240			\$136						
1831 Homeowners Property Tax Relief				\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	
2658 Misc Revenue-JPA-Cell Towers	\$43	\$122	\$43	\$51	\$43	\$51	\$51	\$51	\$51	\$51	\$51	\$51	\$51	
1046 ERAF		\$1,543						\$1,764						
Reimbursements-Refunds, etc*														
*State Comp*House Fund*Empl*VOIDS	\$89	\$354	\$80	\$131	\$357	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	
Strike Team monies received		\$21				\$0	\$89	\$101	\$85					
Woodside Fire Foundation			\$3,000		\$5,300									
<b>TOTAL REVENUE</b>	<b>\$396</b>	<b>\$2,059</b>	<b>\$3,145</b>	<b>\$1,011</b>	<b>\$6,836</b>	<b>\$1,515</b>	<b>\$10,451</b>	<b>\$3,516</b>	<b>\$336</b>	<b>\$1,050</b>	<b>\$10,362</b>	<b>\$1,515</b>	<b>\$883</b>	
End Cash Balance/Total Reserves	\$27,460	\$27,090	\$25,527	\$23,544	\$24,996	\$23,079	\$31,146	\$32,681	\$31,038	\$30,108	\$37,779	\$37,314	\$36,217	
<b>GASB Postemployment Healthcare Cost</b>	<b>\$6,206</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	<b>\$6,202</b>	
<b>Employer Retirement Liability</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	<b>\$35,710</b>	
Estimated Expenses	(\$2,891)	(\$2,346)	(\$1,980)	(\$2,221)	(\$2,221)	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$2,691)	(\$1,980)	(\$1,980)	
Actual Expenses	(\$5,977)	(\$2,429)	(\$4,708)		(\$7,367)									
Difference +/-	\$3,086	\$83	\$2,728	(\$2,221)	\$5,146	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$2,691)	(\$1,980)	(\$1,980)	
Estimated Revenue	\$215	\$1,513	\$251	\$1,001	\$1,001	\$1,655	\$10,262	\$3,902	\$135	\$1,574	\$6,388	\$1,515	\$2,393	
Actual Revenue	\$396	\$2,059	\$3,145	\$1,052	\$6,836	\$1,501	\$10,045	\$3,603	\$223	\$1,050	\$10,362	\$0	\$883	
Difference +/-	\$181	\$546	\$2,894	\$51	\$5,835	(\$154)	(\$217)	(\$299)	\$88	(\$524)	\$3,974	(\$1,515)	(\$1,510)	

## List view of all incidents (last month)

Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
<b>Basic Incident City Name (FD1.16): ATN</b>					
10/08/2023 11:12:36	MF23-8808	EUCLID	ATN	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94027
<b>Basic Incident City Name (FD1.16): Belmont</b>					
10/13/2023 13:10:51	SF23-12911	HASTINGS	Belmont	Chemical hazard (no spill or leak, but has potential)	94002
<b>Basic Incident City Name (FD1.16): BRS</b>					
10/17/2023 14:55:50	NF23-11455	NB 101	BRS	Cancelled en route, did not arrive on scene.	94005
<b>Basic Incident City Name (FD1.16): Emerald Lakes</b>					
10/02/2023 11:38:23	WF23-1689	FALLEN LEAF	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
10/05/2023 18:41:41	DF23-2070	EDMONDS	Emerald Lakes	False alarm or false call, other (FA)	94062
10/12/2023 10:52:41	WF23-1746	TEMESCAL	Emerald Lakes	Wires Down, Power line down (WDOWN)	94062
10/14/2023 15:10:00	WF23-1753	SUMMIT	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
10/19/2023 15:53:32	WF23-1778	FALLEN LEAF	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
10/21/2023 00:06:43	WF23-1787	OAK PARK	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
10/21/2023 14:28:45	WF23-1791	OAK PARK	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
10/21/2023 20:59:31	WF23-1794	JEFFERSON	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
10/23/2023 13:50:08	WF23-1806	ROCK CREEK	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
10/29/2023 01:23:37	WF23-1832	WILMINGTON	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
<b>Basic Incident City Name (FD1.16): Kings Mountain</b>					
10/05/2023 13:26:43	DF23-2065	SKYLINE	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
10/06/2023 06:25:07	WF23-1718	SKYLINE	Kings Mountain	Motor vehicle accident with no injuries. (TA)	94062
10/07/2023 08:24:40	DF23-2082	SKYLINE	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
10/22/2023 20:34:30	WF23-1801	HUDDART PARK	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): La Honda</b>					
10/15/2023 10:05:58	DF23-2155	LA HONDA	La Honda	EMS call, excluding vehicle accident with injury (MED)	94062
10/22/2023 11:54:56	DF23-2187	LA HONDA	La Honda	MVA with injuries (TA)	94020
<b>Basic Incident City Name (FD1.16): LAD</b>					
10/03/2023 12:37:04	WF23-1696	FLORESTA	LAD	EMS call, excluding vehicle accident with injury (MED)	94028
10/15/2023 20:53:10	WF23-1760	LERIDA	LAD	EMS call, excluding vehicle accident with injury (MED)	94028
<b>Basic Incident City Name (FD1.16): LTW</b>					
10/17/2023 09:10:39	WF23-1763	LOS TRANCOS	LTW	EMS call, excluding vehicle accident with injury (MED)	94028
10/17/2023 13:41:02	WF23-1764	OLD SPANISH	LTW	EMS call, excluding vehicle accident with injury (MED)	94028
10/18/2023 22:02:14	WF23-1771	LOS TRANCOS	LTW	EMS call, excluding vehicle accident with injury (MED)	94028
10/19/2023 18:05:10	WF23-1780	VISTA VERDE	LTW	EMS call, excluding vehicle accident with injury (MED)	94028
10/31/2023 15:02:15	WF23-1844	LOS TRANCOS	LTW	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
<b>Basic Incident City Name (FD1.16): Menlo Park</b>					
10/02/2023 17:22:18	MF23-8621	SHARON PARK	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025

Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
10/03/2023 10:04:11	MF23-8637	SHARON PARK DR[SHARON SHOPPING CNTR]	Menlo Park	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94025
10/03/2023 17:31:06	MF23-8646	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/06/2023 16:17:28	DF23-2079	NB 280	Menlo Park	Cancelled en route, did not arrive on scene.	94025
10/08/2023 02:44:32	MF23-8802	SAND HILL	Menlo Park	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94025
10/11/2023 16:12:37	MF23-8900	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/11/2023 17:19:57	MF23-8904	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/11/2023 17:43:24	MF23-8905	MONTE ROSA	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/15/2023 18:16:20	MF23-9014	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/17/2023 23:30:37	MF23-9085	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/24/2023 13:47:56	MF23-9258	SAND HILL	Menlo Park	Cancelled en route, did not arrive on scene.	94025
10/24/2023 14:47:13	DF23-2200	SB 280	Menlo Park	MVA with injuries (TA)	94028
10/24/2023 17:06:41	MF23-9267	SAND HILL	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94025
10/28/2023 11:17:56	MF23-9388	SAND HILL	Menlo Park	False Alarm - Smoke detector activation due to malfunction (FAS)	94025
<b>Basic Incident City Name (FD1.16): OC</b>					
10/11/2023 12:01:42	WF23-1742	SB 280	OC	Cancelled en route, did not arrive on scene.	94028
<b>Basic Incident City Name (FD1.16): Portola Valley</b>					
10/01/2023 13:45:24	WF23-1685	ALPINE	Portola Valley	Public service, excluding Lift Assist (see 554) (PA)	94028
10/01/2023 13:50:47	WF23-1686	ALPINE	LAD	Tree Down (TDOWN)	94028
10/01/2023 17:09:37	WF23-1687	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/03/2023 00:06:35	WF23-1692	ECHO	Portola Valley	False Alarm - Smoke detector activation due to malfunction (FAS)	94028
10/04/2023 02:51:27	WF23-1702	GOLDEN OAK	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/04/2023 13:07:31	WF23-1705	SOLANA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/04/2023 16:03:35	WF23-1709	GOLDEN OAK	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/04/2023 17:38:39	WF23-1711	LOS TRANCOS	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/04/2023 21:23:54	WF23-1712	GOLDEN OAK	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/05/2023 15:17:50	WF23-1716	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/06/2023 07:36:04	WF23-1719	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/07/2023 18:15:06	WF23-1728	SKYLINE	Portola Valley	Tree Down (TDOWN)	94028
10/07/2023 20:58:06	WF23-1730	WESTRIDGE	Portola Valley	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94028
10/08/2023 11:43:07	WF23-1732	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/11/2023 04:38:40	WF23-1741	FAWN	Portola Valley	Cancelled en route, did not arrive on scene.	94028
10/11/2023 19:09:04	WF23-1743	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/13/2023 11:24:54	WF23-1748	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/13/2023 16:45:35	WF23-1750	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with	94028

Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
				injury (MED)	
10/14/2023 19:02:54	WF23-1755	PORTOLA	Portola Valley	Cancelled en route, did not arrive on scene.	94028
10/14/2023 23:08:36	WF23-1756	PASO DEL ARROYO	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/15/2023 18:37:27	WF23-1759	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/18/2023 01:26:36	WF23-1766	HILLBROOK	Portola Valley	False Alarm - CO detector activation due to malfunction (FACM)	94028
10/20/2023 03:31:56	WF23-1782	WESTRIDGE	Portola Valley	False Alarm - Smoke detector activation due to malfunction (FAS)	94028
10/20/2023 13:45:43	WF23-1785	PORTOLA	Portola Valley	Lock-out (vehicle, unoccupied) (LO)	94028
10/20/2023 19:09:26	WF23-1786	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/21/2023 14:51:20	WF23-1792	VALLEY OAK	Portola Valley	Water or steam leak	94028
10/21/2023 20:46:40	WF23-1793	CERVANTES	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/23/2023 09:37:23	WF23-1803	PORTOLA	Portola Valley	Cancelled en route, did not arrive on scene.	94028
10/23/2023 13:08:19	WF23-1805	PORTOLA GREEN	Portola Valley	Lift Assist, no medical merit	94028
10/23/2023 22:07:17	WF23-1809	CHEROKEE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/24/2023 01:27:45	WF23-1810	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/24/2023 09:35:53	WF23-1812	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/25/2023 17:36:47	WF23-1818	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/26/2023 15:42:30	WF23-1823	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/26/2023 18:00:46	WF23-1824	ALPINE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/27/2023 18:58:44	WF23-1827	SKYLINE	Portola Valley	Cancelled en route, did not arrive on scene.	94028
10/28/2023 09:54:10	WF23-1829	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
10/29/2023 11:34:00	WF23-1833	GOLDEN HILLS	Portola Valley	Flooding conditions, outdoors (sandbags, diversion, etc...)(PAW)	94028
<b>Basic Incident City Name (FD1.16): Redwood City</b>					
10/03/2023 06:40:13	RF23-10919	WOODSIDE	Redwood City	Cancelled en route, did not arrive on scene.	94063
10/03/2023 13:17:24	RF23-10934	SILVER HILL	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94061
10/04/2023 10:27:12	RF23-10970	VALOTA	Redwood City	Cancelled en route, did not arrive on scene.	94061
10/04/2023 16:20:16	WF23-1710	WILMINGTON	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94061
10/05/2023 07:18:52	RF23-11007	ROOSEVELT	Redwood City	Smoke or odor removal	94061
10/09/2023 06:42:40	RF23-11176	EL CAMINO REAL	Redwood City	Chemical hazard (no spill or leak, but has potential)	94061
10/14/2023 11:26:51	WF23-1752	WILMINGTON	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94061
10/14/2023 18:05:10	WF23-1754	WILMINGTON	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94061
10/15/2023 15:19:29	RF23-11388	CAMBRIDGE	Redwood City	Lift Assist, no medical merit	94061
10/16/2023 13:42:48	RF23-11434	DELAWARE	Redwood City	Cancelled en route, did not arrive on scene.	94061
10/18/2023 15:01:34	RF23-11517	CHATHAM	Redwood City	Cancelled en route, did not arrive on scene.	94061
10/20/2023 01:37:42	WF23-1781	EASTVIEW	Redwood City	Cancelled en route, did not arrive on scene.	94062
10/21/2023 14:15:03	RF23-11654	LAUREL	Redwood City	Lift Assist, no medical merit	94062

Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
10/23/2023 08:52:51	RF23-11722	WOODLEAF	Redwood City	Cancelled en route, did not arrive on scene.	94061
10/23/2023 12:28:01	WF23-1804	EASTVIEW	Redwood City	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94062
10/25/2023 09:29:25	RF23-11799	FARM HILL	Redwood City	Motor vehicle accident with no injuries. (TA)	94061
10/26/2023 16:07:20	RF23-11844	GLENNAN	Redwood City	Public service, excluding Lift Assist (see 554) (PA)	94061
10/31/2023 12:44:43	RF23-12034	JEFFERSON	Redwood City	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): Skylonda</b>					
10/01/2023 22:53:42	WF23-1688	OLD LA HONDA	Skylonda	MVA with injuries (TA)	94062
10/03/2023 17:29:59	WF23-1697	SKYLINE	Skylonda	Motor vehicle accident with no injuries. (TA)	94062
10/23/2023 07:23:13	DF23-2191	LA HONDA	Skylonda	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): UC</b>					
10/30/2023 18:37:48	WF23-1841	ALPINE RD OFF	UC	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): Unincorporated South of 92</b>					
10/05/2023 18:36:37	WF23-1717	NB 280	Unincorporated South of 92	Motor vehicle accident with no injuries. (TA)	94062
10/22/2023 11:36:57	DF23-2186	SKYLINE	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	95033
10/22/2023 15:09:54	DF23-2189	ALPINE	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	94020
10/26/2023 14:16:59	WF23-1822	PGE JEFFERSON STN	Unincorporated South of 92	EMS call, excluding vehicle accident with injury (MED)	94062
<b>Basic Incident City Name (FD1.16): WMP</b>					
10/24/2023 14:54:32	MF23-9260	MONTEREY	WMP	Cancelled en route, did not arrive on scene.	94025
<b>Basic Incident City Name (FD1.16): Woodside</b>					
10/01/2023 02:07:02	WF23-1681	LA HONDA	Woodside	Cancelled en route, did not arrive on scene.	94062
10/01/2023 09:52:02	WF23-1682	SAND HILL	Woodside	MVA with injuries Involving Bicyclist (MED)	94028
10/01/2023 11:23:00	WF23-1683	LA HONDA	Woodside	Cancelled en route, did not arrive on scene.	94062
10/02/2023 15:11:37	WF23-1691	FARM	Woodside	Cancelled en route, did not arrive on scene.	94062
10/03/2023 10:59:40	WF23-1693	OLIVE HILL	Woodside	Medical assist, assist EMS crew with manpower for lift assistance (MED)	94062
10/03/2023 11:45:36	WF23-1694	BARRETT	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/03/2023 12:26:58	WF23-1695	MOUNTAIN HOME	Woodside	Cancelled en route, did not arrive on scene.	94062
10/03/2023 19:43:09	WF23-1698	HIGH	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/03/2023 19:47:25	WF23-1699	LAS PULGAS	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/03/2023 21:18:47	WF23-1700	EUGENIA	Woodside	Odor of Gas, gas scare (HMI)	94062
10/04/2023 01:20:49	WF23-1701	BROOKWOOD	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/04/2023 08:52:59	WF23-1703	CANADA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/04/2023 10:52:50	WF23-1704	FARM HILL	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94061
10/04/2023 13:31:40	WF23-1706	FARM HILL	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94061
10/04/2023 14:59:19	WF23-1707	ELEANOR	Woodside	Cancelled en route, did not arrive on scene.	94062
10/04/2023 15:44:00	WF23-1708	ELEANOR	Woodside	Cancelled en route, did not arrive on scene.	94062



Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
10/04/2023 22:49:55	WF23-1713	SHERIDAN	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/05/2023 11:55:07	WF23-1714	WOODSIDE	Woodside	Trash or rubbish fire, contained	94062
10/05/2023 14:18:24	WF23-1715	SAND HILL	Woodside	(UTL) No incident found on arrival at dispatch address	94028
10/06/2023 11:10:24	WF23-1720	SB 280	Woodside	(UTL) No incident found on arrival at dispatch address	94062
10/06/2023 20:45:09	WF23-1722	GREER	Woodside	Cancelled en route, did not arrive on scene.	94062
10/06/2023 21:18:02	WF23-1723	GREER	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
10/07/2023 08:19:31	WF23-1724	BARDET	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94062
10/07/2023 13:47:25	WF23-1725	JANE	Woodside	Lift Assist, no medical merit	94062
10/07/2023 16:08:07	WF23-1726	FOX HOLLOW	Woodside	Motor vehicle accident with no injuries. (TA)	94062
10/07/2023 16:12:09	WF23-1727	PORTOLA	Woodside	Motor vehicle accident with no injuries. (TA)	94062
10/07/2023 20:17:42	WF23-1729	SKYWOOD	Woodside	Cancelled en route, did not arrive on scene.	94062
10/08/2023 09:25:06	WF23-1731	HIGH	Woodside	EMS call, Bicyclist Down (MED)	94062
10/08/2023 19:04:19	WF23-1733	MOUNTAIN HOME	Woodside	Wires Down, Power line down (WDOWN)	94062
10/09/2023 09:45:11	WF23-1735	FARM HILL	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94061
10/10/2023 09:18:15	WF23-1737	OLD LA HONDA	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94062
10/10/2023 10:06:18	WF23-1738	FARM HILL	Woodside	EMS call, excluding vehicle accident with injury (MED)	94061
10/10/2023 11:33:45	WF23-1739	FARM HILL	Woodside	Cancelled en route, did not arrive on scene.	94061
10/10/2023 16:48:25	WF23-1740	FARM HILL	Woodside	EMS call, excluding vehicle accident with injury (MED)	94061
10/12/2023 02:26:27	WF23-1744	RUNNYMEDE	Woodside	Cancelled en route, did not arrive on scene.	94062
10/12/2023 11:32:11	WF23-1747	SB 280	Woodside	Cancelled en route, did not arrive on scene.	94062
10/13/2023 12:43:22	WF23-1749	SAND HILL	Woodside	Motor vehicle accident with no injuries. (TA)	94028
10/13/2023 20:09:13	WF23-1751	KINGS MOUNTAIN	Woodside	Motor vehicle accident with no injuries. (TA)	94062
10/15/2023 14:44:09	WF23-1757	PORTOLA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/15/2023 18:32:42	WF23-1758	SKYLINE	Woodside	Motor vehicle accident with no injuries. involving Bicyclist	94062
10/16/2023 17:46:38	WF23-1761	JANE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/17/2023 01:06:03	WF23-1762	WINDING	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
10/17/2023 19:00:01	WF23-1765	WB FARM HILL BLVD ON	Woodside	Cancelled en route, did not arrive on scene.	94061
10/18/2023 12:52:06	WF23-1767	FARM HILL	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94061
10/18/2023 13:34:41	WF23-1768	FARM HILL	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94061
10/18/2023 17:24:19	WF23-1770	GLENCRAG	Woodside	Tree Down (TDOWN)	94062
10/19/2023 07:22:16	WF23-1773	NB 280	Woodside	(UTL) No incident found on arrival at dispatch address	94027
10/19/2023 10:08:45	WF23-1775	FARM HILL	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94061
10/19/2023 14:05:28	WF23-1777	WOODSIDE	Woodside	Wires Down, Power line down (WDOWN)	94062
10/19/2023 16:52:45	WF23-1779	CALIFORNIA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062

Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
10/20/2023 05:26:02	WF23-1783	HIGH	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc.) (FAS)	94062
10/20/2023 12:04:05	WF23-1784	LA QUESTA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/21/2023 01:50:02	WF23-1788	MOORE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/21/2023 10:54:06	WF23-1789	GLENCRAG	Woodside	Animal rescue	94062
10/22/2023 09:24:49	WF23-1796	STADLER	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94062
10/22/2023 10:45:42	WF23-1797	MOUNTAIN HOME	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/22/2023 11:49:42	WF23-1798	SAND HILL	Woodside	EMS call, excluding vehicle accident with injury (MED)	94028
10/22/2023 16:49:42	WF23-1799	WOODSIDE	Woodside	Cancelled en route, did not arrive on scene.	94062
10/22/2023 21:48:24	WF23-1802	ALBION	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
10/23/2023 15:49:41	WF23-1807	CREST	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
10/23/2023 21:55:49	WF23-1808	WOODSIDE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/24/2023 08:55:08	WF23-1811	FARM HILL	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94061
10/24/2023 09:59:48	WF23-1813	FARM HILL	Woodside	Cancelled en route, did not arrive on scene.	94061
10/24/2023 11:47:31	WF23-1814	FARM HILL	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94061
10/25/2023 11:36:49	WF23-1816	ALBION	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc.) (FAS)	94062
10/25/2023 11:51:31	WF23-1817	ALBION	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc.) (FAS)	94062
10/25/2023 19:22:36	WF23-1819	WOODSIDE	Woodside	Smoke Investigation - Not SLAC (SI)	94062
10/25/2023 22:29:27	WF23-1820	PHILLIP	Woodside	Public service, excluding Lift Assist (see 554) (PA)	94062
10/26/2023 05:47:54	WF23-1821	FARM HILL	Woodside	Water or steam leak	94061
10/26/2023 19:31:56	WF23-1825	JOSELYN	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc.) (FAS)	94062
10/27/2023 07:41:58	WF23-1826	WOODSIDE	Woodside	Motor vehicle accident with no injuries. (TA)	94062
10/27/2023 19:25:05	WF23-1828	SUNRISE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/28/2023 18:57:35	WF23-1830	WHY WORRY	Woodside	Cancelled en route, did not arrive on scene.	94062
10/29/2023 01:04:03	WF23-1831	SB 280	Woodside	Motor vehicle accident with no injuries. (TA)	94062
10/29/2023 17:47:02	WF23-1834	HIGHLAND TE	Woodside	False Alarm - CO detector activation due to malfunction (FACM)	94062
10/29/2023 18:46:25	WF23-1835	PHILLIP	Woodside	Lift Assist, no medical merit	94062
10/30/2023 06:19:20	WF23-1836	WOODSIDE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
10/30/2023 08:21:11	WF23-1837	SB 280	Woodside	MVA with injuries (TA)	94062
10/30/2023 13:23:22	WF23-1838	MOUNTAIN HOME	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc.) (FAS)	94062
10/30/2023 15:37:50	WF23-1839	DRY CREEK	Woodside	Trash or rubbish fire, contained	94062
10/30/2023 16:25:10	WF23-1840	CEDAR	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
10/31/2023 09:59:53	WF23-1842	CALIFORNIA	Woodside	Cancelled en route, did not arrive on scene.	94062
10/31/2023 14:00:36	WF23-1843	OAK HAVEN	Woodside	Gas leak (natural gas or LPG)	94062
10/31/2023 19:03:30	WF23-1845	MARVA OAKS	Woodside	Off-road vehicle or heavy equipment fire	94062
10/31/2023 19:45:42	WF23-1846	HIGHLAND TE	Woodside	Lift Assist, no medical merit	94062
10/31/2023 21:21:38	WF23-1847	ALBION	Woodside	Smoke Investigation - Not SLAC (SI)	94062



Basic Incident Alarm Date Time (FD1.26)	CAD2 Basic Incident Number	CAD Basic Incident Street Name	CAD2 Basic Incident City Name	Basic Incident Type (FD1.21)	Basic Incident Postal Code (FD1.19)
<b>Basic Incident City Name (FD1.16): WSB</b>					
10/09/2023 08:18:25	WF23-1734	BONSEN	WSB	EMS call, excluding vehicle accident with injury (MED)	94062
10/09/2023 22:22:31	WF23-1736	BONSEN	WSB	EMS call, excluding vehicle accident with injury (MED)	94062
10/20/2023 20:28:12	MF23-9171	WOODSIDE	WSB	Smoke or odor removal	94061

**Report Criteria**

Basic Incident City Name (Fd1.16): Is Not Blank Ladera|Portola Valley|Skylonda|Town of Portola Valley|Town of Woodside|Woodside

Cad2 Basic Incident Date: Is Equal To Last Month

**Description**

This report displays a list view of all incidents and their corresponding area within WFPD



**Woodside Fire Protection District  
Board of Directors Meeting Dates –2024**

***Tuesday, January 30, 2024***

***Tuesday, February 27, 2024***

***Tuesday, March 26, 2024***

***Tuesday, April 30, 2024***

***Tuesday, May 28, 2024***

***Tuesday, June 25, 2024***

***Tuesday, July 30, 2024***

***Tuesday, August 27, 2024***

***Tuesday, September 24, 2024***

***Tuesday, October 29, 2024***

***Tuesday, November 19, 2024***

***December 2024 – No Meeting***

Woodside Fire Protection District  
Board Meeting  
Project Status Update

November 28, 2023



**WOODSIDE FIRE  
PROTECTION DISTRICT**



# Program Budget Update

- Budgeted Contingencies
  - Station 7 - Construction Contingency removed.
    - Contingency no longer needed per VBI.
    - Balance transferred to IH7 Project contingency.
  - Station 8 - Construction Contingency removed.
    - Contingency no longer needed per VBI.
    - Balance transferred to IH7 Project contingency.
- Interim Station 7 Removal - Updated Budget
  - Received ROM construction estimate from VBI of \$337k
  - Project Budget remains at \$475,000
- Overall Estimated Program Budget Balance +/- \$280k
  - Includes T-Mobile reimbursement for underground infrastructure is a pending addition to the program balance of \$178,000.





# Interim Station 7 – Removal Schedule

- Demo Permit plan have been submitted to SLAC and the County for approval.
  - Comments are coming back piecemeal from SLAC.
  - SWPPP Plan also being required by SLAC.
  - No comments back from the County yet.
- On and Off-Site permit approval should be completed in December.
- Station 7 is now scheduled to be ready to move-in on January 11<sup>th</sup>.
- District move to be completed by January 18<sup>th</sup>.
- VBI demo to complete in early March.
- Potential for partial portable purchase by SLAC.





# Station 7 – Project Schedule Update

- Construction scheduled to be completed January 11th (Extended 4 weeks).
  - Delay due to Cal Water permit issues with Cal Trans.
  - Drywall installation is complete.
  - Painting is in 95% complete.
  - Casework being installed.
  - Light fixtures are complete.
  - PG&E final power is complete.
  - PG&E gas is still pending a Cal Trans permit. Once permit is received expect about 4 weeks to completion.
  - Cellular On Wheel (COW) relocation cannot be done until Cal Water work is completed. Move date is TBD.





# Station 7 Project Schedule & Impact Concerns

- **Cal Water Service**

- Existing feed to the building is undersized and needs to be increased.
  - Caltrans permit approval has been received. Work began yesterday (11/27).
  - This has pushed final completion back another 4 weeks.

- **T-Mobile Impact on Station**

- Power to the COW is being provided through the new station permanent power.
- The COW will be relocated to the parking spaces in front of the Station after Cal Water is complete. It will remain there until the new mono-pole is installed.
- The new mono-pole will take at least 1-year for permitting, new PG&E and AT&T services.
- T-Mobile working with Town for new mono-pole planning approval.
  - Plan submitted to the Planning Dept. on 10/26.

- **Generator Delay**

- Cummins has revised their estimated delivery date from December to March 2024.
- Cummins has agreed to pay all temp generator rental costs.
- Temporary generator will be located in parking spaces by future generator location.
- BAAQMD final approval for the generator has been received.





# Station 7 – Project Update





















# Station 8 - Schedule Update

- Final punch list backcheck has been completed and final corrections are ongoing.
- Closeout process is underway.
- New electrical service (PG&E) is now scheduled for December 20<sup>th</sup>.
- Town Closeout and Approvals
  - Encroachment permit for drive entries pending final approval.
  - Final inspections from the Town have been requested.
  - Town is reviewing the updated progress set. Final plan set to be submitted as soon as comments are received.
  - Landscape audit reports, recorded copy of the landscape maintenance agreement and final landscaping plan to be submitted pending final approval.





# Questions & Answers



## **Amendment #3**

### **Agreement Between Woodside Fire Protection District And Capital Program Management, Inc.**

#### **Facility Replacement Planning and Construction Management Services**

**November 21, 2023**

THIS AMENDMENT #3 to AGREEMENT dated February 22, 2022 by and between Woodside Fire Protection District, hereinafter called the Owner, and Capital Program Management, Inc., hereinafter called the PM/CM. The Owner and PM/CM are sometimes collectively referred to herein as the "Parties."

The Parties desire to amend the agreement to extend the Agreement June 30, 2024, increase compensation from Eight Hundred Forty Thousand Dollars (\$840,000) to Eight Hundred Ninety Thousand (\$890,000) an increase of Fifty Thousand (\$50,000), and provide an updated Schedule of Hourly rates indicating no rate increase through 2024.

#### **REVISE ARTICLE 4, Paragraph A: DURATION OF THE PROGRAM, PROJECT, AND CPM/CM's SERVICES**

A. The term of this Agreement shall be from February 1, 2022 through June 30, 2024 provided that the term may be adjusted by any duly executed amendment hereto.

#### **REVISE ARTICLE 7, Paragraph A.1 and A.2: COMPENSATION AND PAYMENT**

A. Compensation for Basic Services: The Owner shall compensate the PM/CM for performing the Basic Services described in Article 3, within timeframes established in Article 4 as follows:

1. An estimated fee budget in the amount of Eight Hundred Ninety Thousand Dollars (\$890,000) to be paid as provided in subpart 7B, below. PM/CM's compensation under this Agreement shall not exceed this amount without a prior written amendment to this Agreement.
2. An amount of up to five thousand dollars (\$5,000.00) of the aforementioned fee may be used as an allowance for reasonable expenses. Allowable reimbursable expenses are indicated in Exhibit "B" to this Agreement, which is incorporated herein by reference.

**REPLACE EXHIBIT A with the attached**

**[Signatures on following page]**

The undersigned hereby approves the foregoing Amendment #3 to Agreement for professional services comprised of this letter, its Exhibits and the accompanying Standard Terms.

**For: Woodside Fire Protection District**


**For: Capital Program Management, Inc.**

\_\_\_\_\_  
Signature

By: Mr. Thomas Cuschieri

Its: Fire Chief

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Signature

By: Mr. Mark Rosson

Its: President

Date: 12/1/23



EXHIBIT "A"  
SCHEDULE OF HOURLY RATES FOR PERSONNEL COSTS

	Position	2023	2024
PIC	President	\$213	\$213
	Vice President	\$213	\$213
	Principal-In-Charge	\$213	\$213
Program & Construction Management	Program Director	\$213	\$213
	Senior Program/Construction Manager	\$213	\$213
	Project/Construction Manager	\$189	\$189
	Assistant Project/Construction Manager	\$164	\$164
	Field Engineer/Program Coordinator II	\$145	\$146
	Field Engineer/Program Coordinator I	\$104	\$104
	Senior Estimator	\$189	\$189
	Estimator	\$145	\$146
	Senior Scheduler	\$189	\$189
	Scheduler	\$145	\$146
	Clerical	\$62	\$62
Budget & Accounting	Director of Budget & Accounting	\$213	\$213
	Budget & Accounting Manager	\$199	\$200
	Applications Specialist	\$189	\$189
	Senior Budget Analyst	\$189	\$189
	Budget Analyst	\$145	\$146
	Asst. Budget Analyst	\$109	\$109
Educational Technology	Director of Education Technology	\$213	\$213
	Senior Ed-Tech Manager	\$199	\$200
	Ed- Tech Manager	\$189	\$189
	Assistant Ed-Tech Manager	\$164	\$164
	Drafter	\$109	\$109
Contract Management	Director of Contract Management	\$213	\$213
	Senior Contract Manager	\$199	\$200
	Contract Manager	\$189	\$189
	Contract Administrator	\$164	\$164
	Assistant Contract Administrator	\$109	\$109

Reimbursable Expenses\* - 5% mark-up

\* Note that the only pre-approved reimbursable expenses are for reprographics and postage.

All other reimbursable expenses must have District's prior approval.

There are no reimbursable travel expenses and no charge for time while traveling.

**NOTICE OF PUBLIC HEARING BY THE  
WOODSIDE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held for the Woodside Fire Protection District Board of Directors to consider enacting the following proposed ordinance:

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

The proposed ordinance is also identified as Ordinance 2023-04.

All interested persons are invited to attend the Public Hearing and be heard on this matter. The Public Hearing will take place on November 28, 2023, at 7:00 PM at 808 Portola Road, Portola Valley, CA 94028. This meeting will be conducted in a hybrid format, and the public may also attend this meeting virtually. Details on participating by Zoom or other virtual format will be available on the published November 28, 2023 agenda for the Board of Directors meeting.

**SUMMARY OF THE PROPOSED ORDINANCE:** The purpose of the ordinance is to establish fees, as defined in the California Constitution, that are no more than necessary to cover the reasonable costs of Fire District governmental activities, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the Fire District's governmental activities. The fees established by the Ordinance are authorized pursuant to Health & Safety Code section 13916 and any other applicable provisions of California statutes and regulations.

All interested parties are encouraged and invited to submit written comments regarding the merits of the proposed ordinance prior to the hearing or participate in the public hearing. Reasonable accommodations will be made to individuals with disabilities. To submit comments electronically, please forward them to Kimberly Giuliacci, Fire Marshal at [kgiuliacci@woodsidefire.org](mailto:kgiuliacci@woodsidefire.org). To submit comments via U.S. Mail, please forward them to the Woodside Fire Protection District Fire Marshal to arrive no later than 5:00 p.m. one day prior to the meeting at the following address: 808 Portola Ave. #C, Portola Valley, CA 94028.

Please note that any challenge of the proposed action in court may be limited to addressing only those issues raised at the public hearing described in this notice, or in written correspondence submitted to the Fire Marshal at, or prior to, the public hearing.

The proposed Ordinance 2023-04 is available for review online at <http://www.woodsidefire.org/prevention> and will be available in the agenda packet for the November 28, 2023, meeting.

A certified copy of the proposed Ordinance 2023-04 is also available upon request by contacting the District Office, at (650) 851-1594, 808 Portola Rd. #C, Portola Valley, CA 94028.

The data indicating the amount of cost, or estimated cost, required to provide the service or the cost of enforcing any regulation for which the fees are charged, and the revenue sources anticipated to provide the service or the cost of enforcing any regulation, including general fund revenues, is available for public inspection at the District Office, 808 Portola Rd. #C, Portola Valley, CA 94028.

Run Dates: November 10 and November 17

**ORDINANCE NO. 2023-04**

**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**

The Board of Directors (“Board), as the governing body of the Woodside Fire Protection District (“Fire District”), ordains as follows:

SECTION 1. The purpose of this ordinance is to establish fees, as defined in the California Constitution, that are no more than necessary to cover the reasonable costs of Fire District governmental activities, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the Fire District’s governmental activities.

SECTION 2. The fees established herein are authorized pursuant to Health & Safety Code section 13916 and any other applicable provisions of California statutes and regulations.

SECTION 3. The fees set forth in Attachment A and adopted by this ordinance are not a tax as defined by section 1(e) of Article XIII C of the California Constitution and are exempt from voter approval under that section. The fees are no more than necessary to cover the reasonable costs of the governmental activity, and the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity.

SECTION 4. This ordinance is not intended to contain all fees that are or may be charged by the Fire District for services and supplies and to the extent that other fees are customarily charged or are established elsewhere and are not listed in Attachment A, all such fees, charges, and rates shall remain in full force and effect.

SECTION 5. Consistent with the provisions of Health and Safety Code section 13916(a), the fees adopted by this ordinance do not include fees on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.

SECTION 6. Notice of the public hearing for considering the adoption of the fees in this ordinance has been given in accordance with Health & Safety Code section 13916 and all legal requirements for adoption of this ordinance have been met.

SECTION 7. Should any fee herein established be held to be invalid or otherwise unenforceable, such determination shall not affect the validity of the remainder of this ordinance or the remaining fee provisions. The Board hereby declares that it would have passed this ordinance and each section, subsection, clause, phrase or portion thereof irrespective of the fact

that any one or more sections, subsections, clauses, phrases or portions be declared invalid or unconstitutional.

SECTION 8. The adoption of this ordinance shall not in any manner affect any action or be construed as a waiver of any fee, charge, penalty or fine required by or resulting from any previous ordinance imposing a fee, charge, penalty or fine.

SECTION 9. To the extent any action, whether by resolution or ordinance, was adopted by the Board of Directors to set or impose a fee, and to the extent that resolution or ordinance is inconsistent with the provisions of this ordinance, that portion of the previous resolution or ordinance that is inconsistent with the terms of this ordinance are superseded by this ordinance. The adoption of this ordinance shall not amend or affect the remaining portions of any such previously adopted ordinance or resolution.

SECTION 10. This ordinance shall be in full force and effect from and after 30 days after its passage. The clerk shall cause this ordinance to be published as required by law.

DULY PASSED AND ADOPTED this 28<sup>th</sup> day of November, 2023, by the Board of Directors of the Woodside Fire Protection District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---


Matt Miller, President  
Board of Directors

ATTEST:

---

Randy Holthaus  
District Secretary

APPROVED AS TO FORM:



---

Jonathan V. Holtzman  
District Counsel



**WOODSIDE FIRE PROTECTION DISTRICT**  
**FIRE PREVENTION DIVISION**  
**ATTACHMENT A**

**Proposed 2023 DISTRICT FEE SCHEDULE**

Fee No	Fee Description	Fee Unit	Fee
<b>A. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>			
<b>1</b>	<b>Building Construction - New and Tenant Improvement</b>		
	<i>Includes (1) Plan Review (1) Inspection</i>		
1.1	ASRB / ASCC Site - Design Review	each	\$ 376.65
1.2	Access / Water (Residential)	each	\$ 368.29
1.3	Access / Water (Commercial)	each	\$ 519.82
1.4	Pre-app Design Review	hourly	\$ 742.44
1.5	Commercial New Construction / TI - includes 25,000 Linear Sq. Ft. per floor		\$ 671.34
1.6	Commercial New Construction / TI - additional 25,000 Linear Sq. Ft. per floor		\$ 334.83
1.7	Bridges / Driveways	each	\$ 192.25
1.8	Gates (Knox Switches)	each	\$ 122.69
1.9	Fire Pits	each	\$ 183.30
1.10	Gates and Barricades Across Fire Apparatus Access Roads	each	\$ 201.19
1.11	Smoke Control / Smoke Exhaust Systems		\$ 1,385.82
<b>2</b>	<b>Energy Systems</b>		
	<i>Includes (1) Plan Review (1) Inspections</i>		
2.1	Electrical Energy Storage Systems (ESS)	each	\$ 334.83
2.2	Photovoltaic Systems (Residential)	each	\$ 183.30
2.3	Photovoltaic Systems (Commercial)	each	\$ 637.89
2.4	Fuel Cell Power Systems	each	\$ 122.69
2.5	Generators	each	\$ 334.83
<b>3</b>	<b>Sprinkler Systems</b>		
	<b>New Construction / Modification / Addition / TI</b>		
	<i>Includes (1) Plan Review (2) Inspections</i>		
3.1	Residential 13D (New) - includes up to 100 heads	each	\$ 458.20
3.2	Residential 13D (New) - additional 50 heads		\$ 307
3.3	Residential Modification/Addition 13D - includes up to 50 heads		\$ 307
3.4	Residential Modification/Addition 13D - additional 50 heads		\$ 246
3.5	Commercial NFPA 13 (New) - includes up to 200 heads & 3 inspections per floor		\$ 1,367
3.6	Commercial NFPA 13 (New) - additional 200 heads per floor		\$ 458.20
3.7	Commercial NFPA 13 (TI) - includes up to 20 heads, inspection and final	each	\$ 912.78



3.8	Commercial NFPA 13 (TI) - every additional 100 heads	each	\$ 458.20
3.9	Underground Piping Installation (includes first 50 feet)	each	\$ 1,367.36
3.10	Underground Piping Installation (additional 100 feet)	each	\$ 458.20
3.11			
	<b>Other Extinguishing Systems</b>		
	<i>Includes (1) Plan Review (2) Inspections</i>		
3.12	Fire Pump	each	\$ 912.78
3.13	Hood and Duct Extinguishing Systems	each	\$ 609.72
3.14	Pre-Action System	each	\$ 1,064.31
3.15	Refrigeration Systems	each	\$ 661.25
3.16	Spray Booths	each	\$ 761.25
3.17	Standpipe Systems / PIV / FDC	each	\$ 1,064.31
3.19	Water Tanks	each	\$ 458.20
3.20	Private Fire Hydrants	each	\$ 761.25
<b>4</b>	<b>Fire Alarm Systems</b>		
	<i>Includes (1) Plan Review (2) Inspections</i>		
4.1	1-30 Devices	each	\$ 761.25
4.2	31-50 Devices	each	\$ 1,064.31
4.3	>50 Devices	each	\$ 1,367.36
	<b>Other Alarm Systems</b>		
4.4	2 Way Communication	each	\$ 761.25
4.5	Emergency Responder Communication Coverage	each	\$ 1,064.31
<b>B. MISCELLANEOUS CONSTRUCTION PERMITS / FEES</b>			
<b>5</b>	<b>Including Non-Construction Related Fees</b>		
5.1	Tents / Temporary Membrane Structures Installation	hourly	\$ 334.83
5.2	AB 38 Fire Safety Real Estate Disclosure Inspections	each	\$ 486.36
5.3	Fire Protection Plan	each	\$ 637.89
5.4	Vegetation Management Plan	each	\$ 637.89
5.5	Industrial Ovens		\$ 334.83
	Motor Vehicle Repair Rooms / Booths		\$ 183.30
<b>6</b>	<b>Hazardous Materials</b>	each	
6.1	Compressed Gas - Installation and Plan Review	each	\$ 334.83
6.2	Flammable / Combustible Liquids	each	\$ 334.83
6.3	Storage Tank (above or below ground)	each	\$ 486.36
6.4	Gas Detection System		\$ 637.89
6.5	LP-gas System		\$ 637.89
6.6	Plant Extraction System		\$ 637.89
6.7	Spraying or Dipping Installation / Modification		\$ 486.36
6.8	High-piled combustibe storage		\$ 334.83
	<b>Other Fees</b>		
	Additional Inspection / Re-inspection Fee		\$ 373.00
	Inspection No Show or <24 hour cancellation		\$ 637.89
	Additional Plan Check / Resubmittals		\$ 206.67
	After Hours Inspection (Based on Hourly rate)		\$ -
	Alternative Materials & Methods Request		\$ 1,244.00
	Public Records Request (PRA)		\$ 9.64

	Fire Investigation Report or Incident Report		\$ 15.85
<b>C. CODE ENFORCEMENT</b>			
	Code Enforcement (Actual time at Staff Hourly Rate)		\$ -
	Expired Permit		\$ 31.78
	Nuisance Alarm Notification (>3 within 12 month period)		\$ 436.85
<b>D. ANNUAL OPERATIONAL PERMITS</b>			
6	List of Required Operational Permits <i>(See CFC Section 105 for conditions)</i>	each	\$ 374.12
	Additive manufacturing		
	Aerosol Products, aerosol cooking spray products and plastic aerosol 3 products (in excess of 500lbs.)		
	Amusement Buildings		
	Apartment, hotel, motel		
	Asbestos Removal		
	Aviation Facilities		
	Cannabis		
	Care Facilities		
	Carnivals and Fairs		
	Cellulose Nitrate Film		
	Christmas Tree Sales		
	Combustible Dust-Producing Operations		
	Combustible Fibers		
	Compressed Gases		
	Covered and Open Mall Buildings		
	Cryogenic Fluids		
	Cutting and Welding		
	Dry Cleaning		
	Emergency Responder Communication Coverage		
	Energy Storage Systems		
	Exhibits and Trade Shows		
	Explosives		
	Fire Hydrants and Valves		
	Flammable and Combustible Liquids		
	Floor Finishing		
	Fruit and Crop Ripening		
	Fumigation and Insecticidal Fogging		
	Hazardous Materials		
	HPM Facilities		
	High-piled Storage		
	High-rise Occupancy (in addition to Fee 1.5)		
	Hot Work Operations		
	Indoor Growing Operations		
	Industrial Ovens		
	Liva Audiences (to install seating for production facilities, studios and sound stages)		
	Live Entertainment		
	Lumber Yards & Woodworking Plants		
	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings		
	Lithium Batteries (>15 cu. ft.)		

LP-Gas		
Magnesium		
Miscellaneous Combustible Stoagre		
Mobile Fueling of Hydrogen-Fueled Vehicles		
Model Rockets Rental, Sale or Operation		
Motor Fuel-Dispensing Facilities		
Open Burning		
Open Flames and Torches		
Open Flames and Candles		
Organic Coatings		
Outdoor Assembly Event	each	\$ 1,099.08
Places of Assembly		
Plant Extraction Systems		
Private Fire Hydrants		
Production Facilities		
Pyrotechnic and Special Effects	each	\$ 796.03
Pyroxylin Plastics		
Refrigeration Equipment		
Repair Garages and Motor Fuel-Dispensing Facilities		
Rooftop Heliports		
Spraying or Dipping		
Storage of Scrap Tires and Tire Byproducts		
Temporary Membrane Structures and Tents		
Temporary Occupancy		
Temporary Water Supply		
Tire-Rebuilding Plants		
Waste Handling		
Wood Products		
<b>E. COST RECOVERY HOURLY RATES (per hour, minimum 3 hours)</b>		
Fire Inspector / Plans Examiner / Fire Investigator	each	\$ 279.03
Deputy Fire Marshal / Fire Investigator	each	\$ 327.67
Fire Marshal / Division Chief / Battalion Chief / Fire Investigator	each	\$ 418.52
Fire Fighter	each	\$ 179.12
Fire Captain	each	\$ 203.10
Finance Manager	each	\$ 202.53
Secretary	each	\$ 156.04
Fuel Mitigation Officer	each	\$ 188.36
Fuel Mitigation Worker	each	\$ 86.77



**RESOLUTION NO. 23-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WOODSIDE FIRE PROTECTION DISTRICT  
ADOPTING BOARD OF DIRECTORS RULES OF PROCEDURE**

WHEREAS, it is the desire of the Board of Directors of the Woodside Fire Protection District (“the District”) that rules and procedures for the conduct of District business be adopted and implemented.

NOW, THEREFORE, BE IT RESOLVED that all previous policies established by Board action and all resolutions adopted setting forth procedural rules, are hereby rescinded; and be it

FURTHER RESOLVED that the Board of Directors of the District hereby adopts the attached document entitled “Woodside Fire Protection District Board of Directors Rules of Procedure.”

PASSED, APPROVED and ADOPTED this 28th day of November, 2023, at a regular meeting of the District Board held on November 28, 2023, at 808 Portola Valley Road, Portola Valley, California 94028 with the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated: November 28, 2023

\_\_\_\_\_  
Matt Miller, President  
Board of Directors

ATTEST:

\_\_\_\_\_  
Randy Holthaus, Secretary of the Board

**WOODSIDE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS RULES OF PROCEDURE**

**Table of Contents**

<b>1. AUTHORITY.....</b>	<b>4</b>
1.1 State Law.....	4
<b>2. GENERAL BOARD RULES.....</b>	<b>4</b>
2.1 Decorum of Board Members.....	4
2.2 Selection of President and Vice-President.....	4
2.3 Presiding Officer.....	4
2.4 Committees.....	4
2.5 Written Correspondence.....	5
<b>3. MEETINGS AND ACTIONS, GENERALLY .....</b>	<b>5</b>
3.1 Meetings to Be Public.....	5
3.2 Meeting Location.....	5
3.3 Board Action.....	5
3.4 Quorum and Vote.....	5
3.5. Record of Proceedings.....	5
3.6 Fire Chief.....	6
3.7 General Counsel.....	6
3.8 District Clerk.....	6
3.9 Rules of Order.....	6
<b>4. TYPES OF MEETINGS.....</b>	<b>6</b>
4.1 Regular Meetings.....	6
4.2 Special Meetings.....	7
4.3 Emergency Meetings.....	7
4.4 Adjourned Meetings.....	7
4.5 Closed Sessions.....	7
4.6 Disclosure of Information from Closed Session.....	7
<b>5. AGENDAS AND ORDER OF BUSINESS.....</b>	<b>8</b>

5.1 Agenda.....	8
5.2 Agenda Posting.....	8
5.3 Order of Business. ....	8
5.4 Change to the Order of Business. ....	9
5.5 Consent Agenda. ....	9
5.6 Discussion of Items Not on the Agenda Prohibited. ....	9
5.7 Exceptions for Considering Items Not on the Agenda.....	9
<b>6. CONDUCT OF MEETINGS.....</b>	<b>10</b>
6.1 Call to Order. ....	10
6.2 Preservation of Order .....	10
6.3 Questions to be Stated. ....	10
6.4 Procedures for Board Action on Agenda Items.....	10
6.5. Hearings When Board sits as a Board of Appeals.....	10
<b>7. PUBLIC PARTICIPATION.....</b>	<b>11</b>
7.1 Conditions of Attendance Prohibited. ....	11
7.2 General Public Comment at Regular Meetings. ....	11
7.3 Public Comment on Each Agenda Item at Regular and Special Meetings .....	11
7.4 Manner of Addressing the District Board. ....	11
7.5 Limitations on Public Comment.....	12
7.5 Public’s Right to Criticize. ....	12
<b>8. VOTING PROCEDURE.....</b>	<b>14</b>
8.1 Voting Procedure.....	14
8.2. Announce Vote.....	14
8.3 Reconsideration. ....	14
8.4 Conflict of Interest.....	14
<b>9. ADOPTION OF BUDGET. ....</b>	<b>14</b>
9.1 Preliminary Budget and Notice. ....	14
9.2 Publication of Notice of Adoption of Budget. ....	15
9.3 Adoption of Final Budget.....	15
<b>10. RESOLUTIONS AND ORDINANCES.....</b>	<b>15</b>
10.1 Complete and Numbered.....	15
10.2 Resolutions .....	15

10.3 Matters That Require a Resolution..... 15

10.4 Governing Law for Adopting Ordinances..... 16

10.5 Adoption of Ordinances. .... 16

10.6 Adoption of Urgency Ordinances..... 16

10.7 Matters That Require an Ordinance. .... 16

10.8. Adoption of Ordinance Adopting Building Standards Relating to Fire and Panic  
Safety..... 16

10.9 Fee Ordinances..... 17

10.10 Signature and Attestation of Ordinances..... 17

10.11 Publication of Ordinances. .... 17

**ATTACHMENT A VOTING REQUIREMENTS FOR THE BOARD OF  
DIRECTORS..... 18**



**WOODSIDE FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS RULES OF PROCEDURE**

**1. AUTHORITY.**

**1.1 State Law.**

The Board of Directors of the Woodside Fire Protection District serves as the governing body of the District. (Health & Safety Code § 13840.) These rules govern the procedures for Board meetings.

The purpose and intent of the District Board in adopting these rules is to provide directory, as opposed to mandatory, guidelines relating to the conduct of the public business by or on behalf of the District Board, and in the event of any noncompliance with or violation of any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law. These procedures are intended to supplement and implement provisions of the Ralph M. Brown Act, Government Code section 54950 et seq., (the "Brown Act").

**2. GENERAL BOARD RULES.**

**2.1 Decorum of Board Members.**

Board Members shall accord the utmost courtesy to each other, to District employees, and to the public appearing before the District Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

**2.2 Selection of President and Vice-President.**

Each year, at the first regular meeting in January, the Board will select one of its members to serve as the President of the Board for the coming year and another member to serve as Vice-President.

**2.3 Presiding Officer.**

The President shall serve as the presiding officer of the Board, and in the President's absence, the Vice-President serves as presiding officer. The President and Vice-president shall have other duties as specified in these Rules.

**2.4 Committees.**

The Board may establish standing or ad hoc committees as necessary to carry out the business of the District. The President shall appoint Board members to serve on the committees.

Standing committees with continuing subject matter or a meeting schedule fixed by the Board are legislative bodies subject to the provisions of the Brown Act. (Govt. Code § 54952(b).)

### **2.5 Written Correspondence.**

The District Chief, or his or her designee, may receive and open all mail addressed to the District Board. A copy of all communications shall be sent to each member of the Board by the appropriate means. Any communication relating to a matter pending or brought before the Board shall be included in the agenda packet for the meeting at which the item is to be considered. Any communication not necessarily requiring Board action shall be addressed by District employees, as appropriate. Communication related to decisions of fire officials shall be processed under applicable provisions of the District ordinances.

## **3. MEETINGS AND ACTIONS, GENERALLY**

### **3.1 Meetings to Be Public.**

All meetings of the Board shall be open to the public, except that the Board may meet in closed session as permitted under the Ralph M. Brown Act (“Brown Act”). (Govt. Code §§ 54950-54956.)

### **3.2 Meeting Location.**

The Board’s regular meeting locations shall be at 808 Portola Road, Portola Valley, California. The meeting site may be changed for convenience, to accommodate larger attendance, and for other reasons, provided that the alternate location is within the jurisdiction of the District, permitted by law, accessible as required pursuant to the Americans with Disabilities Act, and the alternate location is posted at the District offices and on its website. (Govt. Code § 54954.)

### **3.3 Board Action.**

The Board may act only by ordinance, resolution, or motion. (Health & Safety Code § 13856.)

### **3.4 Quorum and Vote.**

A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is required on each action, unless otherwise required by law as set forth in Attachment A to these Rules. (Health & Safety Code § 13856.)

### **3.5. Record of Proceedings.**

The District Clerk shall keep a written account (“minutes”) of acts of the Board, all open meetings of the Board, and those minutes shall be retained pursuant to the District’s record

retention policy. The minutes shall record the vote of each member on each item of business. (Health & Safety Code § 13868; Govt. Code § 25122.)

### **3.6 Fire Chief.**

The Fire Chief shall attend all meetings of the Board.

### **3.7 General Counsel.**

The General Counsel for the District, or his or her designee, shall attend all meetings of the Board unless excused and shall, upon request from the Board or Fire Chief, give an opinion, either written or oral, on questions of law.

### **3.8 District Clerk.**

The District Clerk shall attend all meetings of the Board unless excused by the Fire Chief and shall be responsible for keeping the official record (minutes) and perform such other duties as may be required by the Board.

### **3.9 Rules of Order.**

In the absence of a rule herein to govern a point or procedure, Rosenberg's Rules of Order shall be used as a guide.

### **3.10 Prohibited Harassment Policy.**

As set forth more fully in the District's Discriminatory Harassment Policy (Policy 1412), the District, including at the meetings of the Board and its committees, is committed to maintaining a work environment that is free from discrimination and harassment, including but not limited to discrimination and harassment based on a protected category. It is against District policy to engage in verbal conduct that denigrates an individual because of their race, color, sex, marital status, religious creed, age for individuals over forty years of age, sexual orientation, national origin, military status, veteran status, mental disability, physical disability, genetic information, gender, gender identity, gender expression, medical condition, ancestry or any other basis protected by any applicable ordinance, regulation, federal, state, or local law. The Discriminatory Harassment Policy is designed to encourage professional and respectful behavior and to prevent discriminatory and harassing conduct in the workplace.

## **4. TYPES OF MEETINGS.**

### **4.1 Regular Meetings.**

Regular Meetings are held on the last Tuesday of the Month at 7:00 p.m. at 808 Portola Road, Portola Valley, California.

#### **4.2 Special Meetings.**

A special meeting is a meeting held at a time or place that is different from the regular time or place of regular meetings. The President or the Board by motion may call for a special meeting. The notice and agenda for a special meeting shall specify the day, the hour, and the location of the special meeting and shall include an agenda of the items to be considered. Notice shall be provided to any local newspaper and radio or television station that has requested in writing to receive notice and shall be posted on the Board's website. No special meeting shall be held unless it complies with the twenty-four (24) hour minimum notice requirements set forth in the Brown Act. (Govt. Code § 54956.)

#### **4.3 Emergency Meetings.**

The Board may hold an emergency meeting if a majority of the members of the Board find that a work stoppage, crippling activity, or other activity severely impairs public health, safety, or both. The District must comply with the notice and minutes requirements provided in Government Code section 54956.5.

#### **4.4 Adjourned Meetings.**

When members of the Board wish to continue a regular or special meeting to a later date, the Board may approve a motion to adjourn the meeting and continue it to a definite later time. The second meeting is an "adjourned meeting." Any meeting of the Board may be adjourned to a later date and time. The Clerk shall provide notice of an Adjourned Meeting in the same way required for a special meeting. A copy of the notice of adjournment shall be posted on or near the door of the place where the meeting was held within 2 hours of adjournment. If the adjourned meeting occurs more than five days after the meeting that was continued, a new agenda for the adjourned meeting shall be posted 72 hours in advance of the adjourned meeting. When a regular meeting is adjourned, the adjourned meeting is conducted in the same way as a regular meeting. (Govt. Code §§ 54954.2(b)(3), 54955.)

#### **4.5 Closed Sessions.**

The Board may meet in closed sessions only as permitted in the Brown Act. Closed sessions shall be scheduled at either the beginning or end of the Council meetings. After the closed session, the Board shall report any action taken in closed session and the vote of each member on that action as required by Government Code section 54957.1.

#### **4.6 Disclosure of Information from Closed Session.**

Members of the Board or any other person attending a closed session may not disclose confidential information acquired in a closed session to a person not authorized to receive it unless the Board votes to disclose that information. "Confidential information" means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Govt. Code § 54963.)



## **5. AGENDAS AND ORDER OF BUSINESS**

### **5.1 Agenda.**

The Clerk of the Board shall prepare the agenda, in consultation with the Fire Chief, President, and General Counsel. The agenda shall list all items to be considered at the meeting, in the order stated in section 5.3, below. The agenda shall contain a brief general discussion of each item of business to be transacted or discussed at the meeting. Each agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. (Govt. Code §§ 54954, 54954.2.)

### **5.2 Agenda Posting.**

The agenda and any supporting documents shall be provided to Board members, posted at the District Administrative office, located at 808 Portola Road #C Portola Valley, California and on the District's website at least 72 hours before a regular meeting and at least 24 hours before a special meeting, and to anyone who has requested, in writing, to receive copies of the agenda. Any documents provided to the Board members less than 72 hours before the meeting are available for review at the District Administrative Office. (Govt. Code §§ 54954.1, 54956, 54957.5.)

### **5.3 Order of Business.**

To facilitate the orderly conduct of the business of the District Board, the Clerk shall prepare the agenda in accordance with the following Conduct of Business:

1. CALL TO ORDER and ROLL CALL
2. GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
3. COMMENDATIONS AND PRESENTATIONS
4. CONSENT AGENDA
5. PUBLIC HEARINGS
6. BUSINESS ITEMS
7. REPORTS OF COMMITTEES, FIRE CHIEF, BOARD MEMBERS
8. REQUESTS FOR ITEMS ON FUTURE AGENDAS
9. CLOSED SESSION
10. ADJOURNMENT

#### **5.4 Change to the Order of Business.**

The presiding officer or the Board, upon a vote of the majority of members, may change the order of business to facilitate the conduct of the meeting.

#### **5.5 Consent Agenda.**

Items of routine or non-controversial nature shall be placed on the Consent Agenda. The Board will take public comment on the agenda items. All items may be approved by one blanket motion upon unanimous consent. Any Board Member may request that any item be withdrawn from the Consent Agenda for separate consideration. A Board Member may abstain from voting on any Consent Agenda item without requesting its removal from the Consent Agenda, and the Board Clerk shall be instructed to record such abstentions in the minutes.

#### **5.6 Discussion of Items Not on the Agenda Prohibited.**

Except as provided in section 5.7, the Board may not take action or discuss any item not appearing on the agenda. A Board member or staff may briefly respond to statements made or questions posed by members of the public during public comment. A board member or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A Board member may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Govt. Code § 54954.2(a)(3).)

#### **5.7 Exceptions for Considering Items Not on the Agenda.**

The Board may discuss or take action on an item not on the agenda only under the following circumstances. The Board shall publicly identify the item and the basis for taking action:

1. Upon a determination by a majority vote of the legislative body that an emergency situation exists. For purposes of this section, an emergency is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
2. Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.
3. The item was posted pursuant to subdivision for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(Govt. Code § 54954.2 (b).)

## **6. CONDUCT OF MEETINGS.**

### **6.1 Call to Order.**

The presiding officer shall call the meeting to order. In the absence of the President and Vice-President, the Board Clerk shall call the Board meeting to order. The Board members present shall then, by motion, appoint a temporary presiding officer. Upon arrival of the President or Vice-President, the temporary presiding officer shall relinquish the chair immediately.

### **6.2 Preservation of Order.**

The presiding officer shall preserve order and decorum, and confine members in debate to the question under discussion. All speakers must be recognized by the presiding officer and shall address their comments to the Board through the presiding officer.

### **6.3 Questions to be Stated.**

The presiding officer shall state all questions submitted for a vote and announce the result.

### **6.4 Procedures for Board Action on Agenda Items.**

1. The presiding officer shall call the item.
2. The Chief, or his or her designee, and/or an invited expert, shall provide a report on the item.
3. The presiding officer shall take entertain questions from Board members to staff or an invited expert.
4. The presiding officer shall then take public comment.
5. If the item is an action item, the presiding officer shall take a motion and a second on the item.
6. The Board deliberates and votes on the motion.

### **6.5. Hearings When Board sits as a Board of Appeals.**

The District Fire Code provides that the Board sits as a Board of Appeals to hear appeals of orders, decisions, or determinations made by the fire code official relative to the application and interpretation of the Fire Code or District ordinances. When the Board hears these matters, the hearing shall be conducted in the following manner:

1. Board members disclose any ex parte communications
2. Staff report
3. Board questions for staff

4. Presiding officer then opens the public portion of the hearing
5. Presentation by appellant (10 minutes)
6. Board questions for appellant, applicant and/or staff
7. Public comment
8. Rebuttal by staff (5 minutes)
9. Rebuttal by appellant (5 minutes)
10. Final Board questions of appellant
11. Final Board questions of staff
12. Presiding officer closes the public portion of hearing
13. Board discusses, deliberates, makes findings, and takes final action by motion.

At any hearing before the Board sitting as the Board of Appeal, the Board may request that parties testify under oath.

## **7. PUBLIC PARTICIPATION.**

### **7.1 Conditions of Attendance Prohibited.**

The District may not require a member of the public to provide his or her name, other information or complete a questionnaire as a condition for attending or speaking at a meeting. Any attendance list, questionnaire, or other document circulated at a meeting must state clearly that signing or completing the document is optional. (Govt. Code § 54953.3.)

### **7.2 General Public Comment at Regular Meetings.**

Each agenda for a regular meeting shall provide for public comment on any item within the subject matter jurisdiction of the District. (Govt. Code § 54954.3.)

### **7.3 Public Comment on Each Agenda Item at Regular and Special Meetings.**

At every regular and special meeting, the agenda shall provide an opportunity for members of the public to directly address the Board on each item on the agenda, before or during the Board's consideration of the item. (Govt. Code § 54954.3.)

### **7.4 Manner of Addressing the District Board.**

A member of the public wishing to address the Board shall wait to be recognized by the presiding officer. Once recognized, the person shall direct his remarks to the Chair and not to any individual Board member, employee, or other person.



## **7.5 Limitations on Public Comment.**

Unless otherwise permitted by the presiding officer or a majority vote of the Board, each speaker may have no more than three minutes to comment on each item. The presiding officer or the Board, upon majority vote, may reasonably limit the total amount of time allocated for public comment on particular items and may limit each individual speaker to no more than three minutes of public comment.

The Board shall allot at least twice the allotted time per speaker to a member of the public who utilizes a translator when making public comment. (Govt. Code § 54954.3(b).)

## **7.6 Public's Right to Criticize But Not Be Disruptive.**

(a) The Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board. (Govt. Code § 54954.3(c).)

(b) In order to ensure that business is conducted in an orderly fashion and that all have an equal opportunity to observe and participate in the proceedings, the following rules of order shall be applied to address conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.

(i) No attendee of a Board meeting, at any meeting site or virtually, shall use loud, threatening, profane, or abusive language, whistle, clap, stamp their feet, speak over or interrupt the recognized speaker, or engage in any other disorderly conduct which disrupts the orderly conduct of the meeting.

(ii) Continued use of verbal conduct that denigrates an individual because of their race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category after a verbal warning from the Presiding Officer disrupts the orderly conduct of the meeting. It interferes with the Board's ability to accomplish its functions in a reasonably efficient matter by causing a distraction from District business, chilling other members of the public's participation, interfering with the ability of those present to listen and understand the business and proceedings of the District or Board, and may constitute or contribute to employment or other types of discrimination and harassment.

## **7.7 Removal of Disruptive Individuals.**

(a) The Presiding Officer shall maintain order. In that regard, the Presiding Officer may take such actions reasonably calculated to maintain order, which include, but are not limited to, calling a recess, adjourning the meeting to another date, or ordering the removal of persons disrupting the meeting as provided in this section.

(b) The Presiding Officer may order an individual to be removed from a Board meeting when the individual is engaging in behavior that constitutes use of force or a "true threat of force," meaning a threat that has sufficient indicia of intent and seriousness that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(c) Removal for Disruptive Conduct

(i) The Presiding Officer may order an individual to be removed from a Board meeting when the individual is engaging in behavior that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting, which may include but is not limited to failing to comply with these Rules of Procedure.

(ii) Prior to ordering the removal of the individual for disruptive conduct, the presiding officer shall warn the individual that their behavior is disrupting the meeting and, when applicable, shall follow the procedures in Section 7.8 below.

(d) If a meeting is willfully disrupted by a group of people so as to render the orderly conduct of the meeting infeasible, the presiding officer may take such actions reasonably calculated to maintain order, which include, but are not limited to, calling a recess, adjourning the meeting to another date, or ordering the removal of persons disrupting the meeting as provided in this section. If the Board opts to continue the meeting and order is not restored by removing the individuals willfully interrupting the meeting, the Board may order the meeting room cleared and continue holding the meeting. Representatives of the media, except those participating in the disturbance, shall be allowed to continue attending the meeting. Nothing in this section shall prohibit the District Board from establishing procedures for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting. (Govt. Code § 54957.9.)

**7.8 Verbal Conduct Denigrating Persons Based on a Protected Category.**

When a person engages in verbal conduct that denigrates an individual because of their race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category, the presiding officer shall take the following actions:

- (a) The presiding officer shall stop the speaker and read the relevant portions of the District's Prohibited Harassment Policy (Section 3.10). The presiding officer shall state that the District does not condone comments in violation of the Rules and that the speaker's harassment is unwanted and unwelcome and impedes the orderly conduct of the meeting by interfering with the Board's ability to accomplish its functions in a reasonably efficient matter by causing a distraction from District business, chilling participation from other members of the public, interfering with the ability of those present to listen and understand the business and proceedings of the District, and may constitute or contribute to employment or other forms of discrimination.
- (b) The presiding officer shall state that any District employee present may be excused from attendance at the meeting during the speaker's remarks.
- (c) The presiding officer shall hold the speaker's time and the speaker may resume speaking after the presiding officer's statement, unless the speaker's comments continue to disrupt, disturb, or impede the orderly conduct of the meeting. If the speaker continues to disrupt, disturb, or impede the orderly conduct of the meeting,

the presiding officer may prohibit the speaker from further commenting or may order the speaker to be removed from the meeting.

- (d) After the end of the speaker's comments, any Board member may make a brief response to such comments, if desired.  
(Govt. Code § 54957.95.)

## **8. VOTING PROCEDURE.**

### **8.1 Voting Procedure.**

When meetings are held by teleconference, the Clerk shall call for a roll call vote on each action. (Govt. Code § 54953(b)(2).) When meetings occur in person, a vote may be taken by roll call vote or other method, provided that each Board member casts a vote. A Board member must vote for, against or abstain on each item. If a Board member is recused from voting on a matter due to a conflict of interest, the member must comply with section 8.4, below.

### **8.2. Announce Vote.**

The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action. (Govt. Code § 54953.)

### **8.3 Reconsideration.**

Any Board member who voted with the majority may move a reconsideration of any action at the same meeting or the next meeting of the Board. After a motion for reconsideration has been acted upon, no other motion for reconsiderations thereof shall be made without unanimous consent of the Board. If the motion for reconsideration is to be considered at the meeting after the action is taken, it will only be entertained if it is listed on the agenda.

### **8.4 Conflict of Interest.**

All Board Members are subject to the provisions of Government Code section 1090 *et seq.*, Government Code section 87100 *et seq.*, and applicable regulations relative to conflicts of interest. Any Board member prevented from voting because of a conflict of interest, or a declared financial interest shall refrain from debate and voting on the included matter. Such Board member must identify the conflict of interest and leave the District chambers during debate and voting on the issue.

## **9. ADOPTION OF BUDGET.**

### **9.1 Preliminary Budget and Notice.**

On or before June 30 of each year the Board shall adopt a preliminary budget conforming to the accounting and budgeting procedures for special districts. (Health & Safety Code § 13890.)

## **9.2 Publication of Notice of Adoption of Budget.**

On or before June 30 of each year, the District shall publish a notice that it has adopted a preliminary budget that is available for inspection at the time and place specified in the notice; the date, time, and place when the Board will meet to adopt the final budget, and that the Board will take public comment on the budget. The District shall publish the notice in at least one newspaper of general circulation at least two weeks before the date of the meeting. (Health & Safety Code § 13893.)

## **9.3 Adoption of Final Budget.**

On or about October 1 of each year, the Board shall adopt the final budget. The budget shall establish its appropriation limit and a copy of the final budget shall be sent to the county auditor. (Health & Safety Code § 13895.)

# **10. RESOLUTIONS AND ORDINANCES.**

## **10.1 Complete and Numbered.**

All Board resolutions and ordinances shall be presented to the Board in printed or typewritten form and numbered serially for each calendar year.

## **10.2 Resolutions**

The Board may finally adopt a resolution at the meeting where it is introduced.

## **10.3 Matters That Require a Resolution.**

The following matters require adoption by resolution:

1. Establishing a petty cash fund. (Health & Safety Code § 13905.)
2. Authorizing the District to borrow money to acquire property. (Health & Safety Code § 13906.)
3. Authorizing the policies and procedures for fee waivers. (Health & Safety Code § 13919.)
4. Determining the necessity for incurring general obligation bond indebtedness for the acquisition or construction of any real property or other capital expense or for funding or refunding of any outstanding indebtedness and calling an election on the proposition to incur indebtedness and issue general obligation bonds. (Health & Safety Code § 13925.)

Resolutions shall be used when required by law; to address internal operations of the District; to honor or commemorate; or as otherwise determined by the Board.



#### **10.4 Governing Law for Adopting Ordinances.**

The Board may adopt ordinances by following the procedures for county ordinances as specified in Government Code section 25120 *et seq.* (Health & Safety Code § 13861(h).)

#### **10.5 Adoption of Ordinances.**

Except for urgency ordinances, and except as otherwise authorized by law, an ordinance may not be passed within five days of its introduction or at any meeting other than a regular or adjourned regular meeting. If the title of the ordinance is published and a copy of the full ordinance is made available to the public online and in print before its introduction or if the Board waives further reading by a majority vote, a reading of the ordinance is not required. (Govt. Code § 25131.)

#### **10.6 Adoption of Urgency Ordinances.**

An urgency ordinance is an ordinance passed for the immediate preservation of public peace, health or safety. An urgency ordinance must contain a declaration of the facts constituting the urgency. (Govt. Code § 25123(d).) An urgency ordinance may be passed immediately upon introduction at either a regular or special meeting. (Govt. Code § 25131.) An urgency ordinance must have a four-fifths vote of the Board to pass. (Govt. Code § 25123(d).)

#### **10.7 Matters That Require an Ordinance.**

1. Adopting a Fee Schedule. (Health & Safety Code § 13916.)
2. Adopting a Fire Code, including Building Standards Relating to Fire and Panic Safety. (Health & Safety Code §§ 13869, 13869.7.)
3. Authorizing the Fire Chief or his or her designee to issue citations for misdemeanors for a violation of the Fire Code or District ordinance or failure to correct or eliminate a fire or life hazard. (Health & Safety Code §§ 13871, 13872.)
4. Establishing an employee relations civil service system. (Health & Safety Code § 13961.)
5. Increasing the compensation of Board members above the default amount of \$100.00 per meeting. (Health & Safety Code § 13857.)

#### **10.8. Adoption of Ordinance Adopting Building Standards Relating to Fire and Panic Safety.**

The Board may adopt building standards relating to fire and panic safety that are more stringent than those standards adopted by the State Fire Marshall and contained in the California Building Standards Code. The District shall comply with the procedures set forth in Health & Safety Code section 13869.7 when adopting building standards. (Health & Safety Code § 13869.7.)

### **10.9 Fee Ordinances.**

The Board must adopt a schedule of fees by ordinance.

Before adopting a fee ordinance or approving an increase in fees, the District must publish notice of its intent to establish or increase fees. The notice must include the time and place of the meeting, a general explanation of the matter to be considered; and a statement that the data establishing the fees is available for inspection. Notice must be provided at least 14 days prior to the meeting to anyone who has filed a written request from the District for mailed notice of any meeting on new or increased fees. At least 10 days before the meeting, the District shall make available to the public the data indicating the amount of cost, or estimated cost, required to provide the service or the cost of enforcing any regulation for which the fee is charged and the revenue sources anticipated to provide the service or the cost of enforcing any regulation, including general fund revenues. (Health & Safety Code § 13916)

### **10.10 Signature and Attestation of Ordinances.**

Every ordinance shall be signed by the President, or Vice-President if the President is not available, and attested by the clerk. (Govt. Code § 25121.)

### **10.11 Publication of Ordinances.**

After the Board adopts an ordinance, it shall be published as required in Government Code section 25124.

**ATTACHMENT A TO THE WOODSIDE FIRE PROTECTION DISTRICT  
RULES OF PROCEDURE FOR THE BOARD OF DIRECTORS  
VOTING REQUIREMENTS FOR THE BOARD OF DIRECTORS**

**I. Majority votes of the Membership of the Board**

Unless the Board of Directors is taking an action specified below, a majority vote of the membership of the Board of Directors, or two votes, is required to take action. (Health & Safety Code § 13856.)

**II. Adoption of Ordinances**

**A. Regular Ordinance**

Adoption of a regular ordinance requires a majority of members of the Board of Directors – two members. (Health & Safety Code § 13861(h); Govt. Code § 25123(d).)

**B. Urgency Ordinance**

Adoption of an urgency ordinance<sup>1</sup> requires a vote of three members.<sup>2</sup> (Health & Safety Code § 13861(h); Govt. Code § 25123(d).)

**III. Financial Decisions With Express Voting Requirements.**

**A. Reallocation of Certain Types of Appropriations.**

A two-thirds vote (two members) of the Board of Directors is required if the Board seeks to make available for appropriation, after the approval of a final budget, any of the following:

(a) Balances in appropriations for contingencies, including accretions from cancellations of appropriations.

(b) Designations and reserves no longer required for the purpose for which intended, excluding the general reserve, balance sheet reserves, and reserve for encumbrances.

(c) Amounts which are either in excess of anticipated amounts or not specifically set forth in the budget derived from any or anticipated increases in available financing.

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<sup>1</sup> An urgency ordinance is an ordinance passed for the immediate preservation of the public peace, health or safety. (Govt. Code § 25123(d).) An urgency ordinance may be passed immediately upon introduction at either a regular or special meeting. (Govt. Code § 25131.)

<sup>2</sup> Four-fifths of three is 2.4. “If the required percentage of the members of a legislative body consists of a certain number of whole votes and a fraction, it is necessary to count the fraction as a whole vote even though the result is a greater percentage of the body than would be the case if the legislative body were equally divisible by such percentage into whole numbers.” (4 McQuillin Mun. Corp. § 13:43 (3d ed.)) Accordingly, when state law requires a four-fifths vote by the Board, the matter requires three votes.



(Health & Safety Code § 13900.)

**B. Appropriating Funding in an Emergency.**

If an emergency affects the ability of the District to provide adequate services, the Board of Directors may make available for expenditure money that was not specifically set forth as revenue in the final budget. Such an action requires approval by two-thirds majority vote (two votes).. (Health & Safety Code § 13901.)

**C. Discontinuing Capital Outlay Reserves.**

The Board may establish a reserve for capital outlays for a specific declared purpose. If so, the Board may transfer to that capital outlays reserve any unencumbered surplus funds remaining at the end of the fiscal year. The capital outlay reserve may only be used for the purpose declared by the Board. If the Board finds that the final budget reserve is no longer required, it may discontinue the reserve or transfer any balance to the district's general fund. The decision to discontinue the reserve or transfer the balance must be made by a unanimous vote of the Board (three votes). (Health & Safety Code § 13902.)

**IV. Incurring Debt.**

**A. Borrowing Funds to Acquire Property.**

The District may borrow money to purchase real property. (Health & Safety Code § 13906.) The Board must approve the action to incur the debt by a resolution adopted by a two-thirds majority vote (two votes). (*Ibid.*)

**B. General Obligation Bond Indebtedness.**

The Board may issue general obligation bonds for the acquisition or construction of any real property, other capital expenses, or funding any outstanding indebtedness. The Board must adopt a resolution calling an election to incur indebtedness and to issue general obligation bonds. (Health & Safety Code §§ 13925 *et. seq.*) If two-thirds of the voters approve incurring the debt and issuing the bonds, the Board may then adopt resolutions to issue the bond. (Health & Safety Code § 13928.) Because the statutes authorizing the Board to adopt resolutions calling for an election and then issuing the bonds do not expressly require a supermajority, the Board may adopt those resolutions by a majority of the total membership of the Board, or two members. (Health & Safety Code § 13856.)

**C. Temporary Borrowing.<sup>3</sup>**

The District may temporarily borrow funds to be repaid within the same year as the funds are borrowed. The District must adopt a resolution approved by a four-fifths vote of the Board to do so (three votes). (Govt. Code §§ 53824, 53825.)

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<sup>3</sup> Health & Safety Code section 13897 allows a district to borrow money and incur indebtedness as otherwise authorized in Articles 7, 7.4, 7.5, 7.6, and 7.7 of the Government Code.

The District may borrow funds secured by a note for any purpose the District is authorized to use funds, including but not limited to current expenses, capital expenditures, investment and reinvestment, and the discharge of any obligation or indebtedness. (Govt. Code § 53852.) The notes must be repaid within 15 days of issuance. (Govt. Code § 53854.) There is no voting requirement specified within Article 7.6.

**D. Securitized Limited Obligation Notes.**

The District may borrow money secured by a limited obligation note. The District may use the money solely for the acquisition of land, facilities, or equipment. (Govt. § 53837.) The District must adopt a resolution approved by a four-fifths vote of the Board (three votes) to do so. (Govt. Code § 53838.)

**E. Grant Anticipation Notes.**

The District to temporarily borrow money based on a grant anticipation note, grant, or loan from the federal or state government for which funds have been appropriated and committed to the District. (Govt. Code §§ 53859, 53859.02.) The Board must approve the debt by resolution, but the statute does not require a four -fifths vote. (Govt. Code § 53859.03.)

**RESOLUTION NO. 23-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WOODSIDE FIRE PROTECTION DISTRICT  
ESTABLISHING A DISTRICT RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE**

WHEREAS, Health and Safety Code Section 13868, a provision of the Fire Protection District Law of 1987, requires the Board of Directors ("Board") of the Woodside Fire Protection District ("District") to keep a record of all its acts, including its financial transactions; and

WHEREAS, Health and Safety Code Section 13868 further provides that the District, may destroy or dispose of any record, paper, or document filed with, subject to the requirements of Government Code section 60200 et. seq., which establish the records retention requirements for special districts; and

WHEREAS, a records management policy and retention schedule assists in the effective administration of District business and efficient use of District resources; and

WHEREAS, the District has considered factors such as future public need, the effects of statute of limitations on litigation in which the District could become involved, and historical significance of the records referenced in the attached Records Management Policy and Retention Schedule.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts the District Records Management Policy and Records Retention Schedule attached hereto.

PASSED, APPROVED and ADOPTED this 28th day of November, 2023, at a regular meeting of the District Board held on November 28, 2023, at 808 Portola Valley Road, Portola Valley, California 94028 with the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated: November 28, 2023

\_\_\_\_\_  
Matt Miller, President  
Board of Directors

ATTEST:

\_\_\_\_\_  
Randy Holthaus, Secretary of the Board



**WOODSIDE FIRE PREVENTION DISTRICT**  
**RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE**

**I. Purpose and Scope**

This Records Management Policy establishes the procedures to identify, organize, maintain, protect, and dispose of the records of the Woodside Fire Prevent District (“District”), ensure prompt and accurate retrieval of records, and ensure compliance with legal requirements. This policy conforms with the requirements of Health and Safety Code section 13868, Government Code sections 60200-60204, and the Local Government Records Management Guidelines prepared by the Secretary of State, pursuant to Government Code section 12168.7.<sup>1</sup>

**II. Authorization**

The Board of Directors authorizes the Fire Chief to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified in this document. The Fire Chief shall work to promote the efficient and cost-effective conduct of District record keeping by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

**III. Records Not Required to be Maintained.**

The District is not required to retain the following records:

1. Duplicate records, providing that the original record is retained according to the Records Retention Schedule.
2. Preliminary drafts of letters, memoranda, reports, notes once the final document is prepared.
3. Books, periodicals, and other printed material not created by the District.
4. Spam and junk mail in whatever form.
5. Any record that is not required to be maintained by law or is not a public record as defined by Government Code section 7920.530.

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<sup>1</sup> This Records Management Policy and Retention Schedule shall incorporate any amendments to existing law without further action of the District.

#### **IV. Conversion of Documents to Electronic Format.**

Pursuant to Government Code section 60203, the District may authorize the destruction of any record, paper, or document that is not expressly required to be maintained in paper form if:

1. The record is photographed, microphotographed, reproduced in by electronically recorded video images, recorded in an electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Government Code section 12168.7 for recording of permanent records or nonpermanent records.
2. The device used to reproduce the photographs or other reproductions is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
3. The photographs or other reproductions are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
4. A “trusted system” is a “combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored.” (Govt. Code § 12168.7.)

#### **V. Cloud Computing Storage Service**

Pursuant to Government Code section 12168.7, the District shall store electronic records only on a cloud computing storage system that complies with the International Organization for Standardization ISO/IEC 27001:2013, or other applicable industry-recognized standards relating to techniques and information security management, and that provides administrative users with controls to prevent stored public records from being overwritten, deleted, or altered.

#### **VI. Destruction of Records**

Once a record has fulfilled its administrative, fiscal, or legal function, the Board of Directors authorizes its destruction in accordance with the Records Retention Schedule. The destruction should include originals, photocopies, and documents stored in an electronic format. Confidential records shall be destroyed by shredding in accordance with applicable law or other secure manner that preserves their confidentiality. The District shall make and maintain a list of documents that are destroyed.

**Woodside Fire Prevention District**  
**Records Retention Schedule<sup>2</sup>**

Type of Record	Retention Period <sup>3</sup>	Authority/Notes
<b>ADMINISTRATION</b>		
Accident Reports – personal injury to non-employees	2 years after incident	Cal. Civ. Proc § 335.1
Annual Reports	2 years after no longer active	
Annual Expense Reimbursement list	Permanent (best practice)	Annual disclosure required by Govt. Code § 53065.5.
Bids, Accepted	2 years after contract awarded	Govt. Code § 60201
Bids, Unaccepted	2 years after contract completed	Govt. Code § 60201
Bonds, all records related to	10 years after paid	Cal. Civ. Proc § 337.5
RFPs, RFQs	2 years after contract completed	Govt. Code § 60201
Nondischarged contracts to which the district is a party	Permanent	Govt. Code § 60201
(District) Building design, construction, renovation records	10 years from notice of completion	Cal. Civ. Proc § 337.15
Claims by District	Retain all records related to claims by the District until 2 years after settled/finally adjudicated	Govt. Code § 60201
Claims Against the District - Claims, records relating to payment/denial	2 years after denial/settlement/final adjudication	Govt. Code § 60201

<sup>2</sup> A county (Government Code section 26202) and a city (Government Code section 34090) may destroy any document no longer necessary or required for agency purposes after two years, provided the type of record is not expressly required by law to be preserved for longer. Government Code section 60201, sets forth a list of categories of records that the District must retain permanently, but does not specify an express retention period for records used by the District that are not otherwise required by law to be preserved for a specific period. This Retention Schedule adopts a default two-year retention period for records not otherwise expressly required to be maintained for longer, except as otherwise specified.

<sup>3</sup> Where federal and state law differ as to the retention requirement, we use the longer period. Where there is no legal citation, the retention period is a best practice recommendation.



Contracts/Grants/Leases	5 years after completion of the contract	Cal. Civ. Proc § 337
Compensation records of payments to district employees or officers or to independent contractors providing personal or professional services to the district	7 years after date of payment	Govt. Code § 60201
District formation, change of organization or reorganization Records	Permanent	Govt. Code § 60201
Environmental Studies	Permanent	
Litigation-related	Retain all records related to litigation until settled/finally adjudicated Consult with Legal Counsel at to retention after completion (time may vary depending on nature of litigation)	
Real Property records - appraisals, titles, deeds, easements or related records re District-owned property	Permanent	Govt. Code § 60201
Facility Inspection Records	Permanent (best practice)	
Publications	If historical record – permanent If for administrative purposes – 2 years	
Documentation of records destruction (list of records destroyed)	Permanent	Govt. Code § 60201
Subject of a public records act request	Until request is granted or two years after agency has denied request (unless the type of record is required to be kept longer as set forth in this policy)	Govt. Code § 60201
Records which have not fulfilled the administrative, fiscal, or legal purpose for which it was created or received	Permanent	Govt. Code § 60201
<b>BOARD MATTERS</b>		
Agendas and Agenda packets	Permanent	

Board members expense reimbursement records	7 years after date of payment	Govt. Code § 60201
Citizen communications, general correspondence	2 years	
Minutes	Permanent	Govt. Code § 60201
Notices/Publications for hearings, ordinances	2 years	
Ordinances	Permanent If repealed or invalid – 5 years from date of repeal or invalidity	Govt. Code § 60201
Resolutions	Permanent	Govt. Code § 60201
Recordings of Meetings	30 days	Govt. Code § 54953.5
<b>ELECTION/ETHICS RECORDS</b>		
Campaign Statements/Disclosures/Reports	7 years for elected officials 5 years for those not elected	Govt. Code § 81009(c)
Conflict of Interest Code	Must be updated every two years; retain outdated codes permanently	Govt. Code § 60201
Economic Interest Statements (Form 700)	7 years	Govt. Code § 81009(e)
Oaths of office	7 years after completion of term	
Records relating to District elections, ballot measures	Permanent	
<b>FINANCE RECORDS</b>		
Accounts Payable - records relating to account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, PERS reports, check requests, etc.	5 years after audit	26 CFR § 31.6001-1(e)(2); Cal Code of Civ. Proc. § 337
Accounts Receivable – deposits, payments	5 years after audit	26 CFR § 31.6001-1(e)(2); Cal Code of Civ. Proc. § 337
Adopted Budget	Permanent	
Annual financial report/audit reports	Permanent	
Assessment records – notice, protest, hearing	2 years after hearing	Govt. Code § 53753

Audit Proposals	2 years after completion of audit	
Audit review or hearing	Permanent	
Bank Statements	5 years after audit	
Banking Agreements	5 years after closing of account	Cal. Civ. Proc § 337
Fee schedules	Permanent	
Federal Tax records	7 years after filing	
Financial Records -Deposits, Removals,	5 years after audit	
Insurance certificates/records	Permanent	
Invoices/Purchase Orders	5 years after audit	
Monthly financial reports	5 years after audit	
Nondischarged debt of District	Permanent	Govt. Code § 60201
State Tax Records	6 years	Rev. & Tax .Code § 19704
Vehicle Maintenance/ Registration Documents	Life of Vehicle plus 2 years	
<b>HUMAN RESOURCES</b>		
Cal OSHA Injury logs, annual summary	5 years from the following of the end of the calendar year that the records cover	8 C.C.R. § 14300.33(a)
Collective Bargaining Agreements	Permanent	29 C.F.R. § 516.5 (minimum of 3 years); best practice it to retain them permanently
DMV records	2 years after termination of employment	
Employee Medical and Hazard Exposure Records	Length of Employment + 30 years	8 C.C.R. § 3204
Employee applications,	Length of employment + 5 years	Govt. Code § 12946
Employee applications, unsuccessful applicants	5 years after closure of position	Govt. Code § 12946 (4 years); 29 C.F.R. § 1627.3 (3 years)
Employee certification/training records	5 years after termination	
Employee Eligibility Verification (I-9 Form)	3 years after hiring or 1 year after employment is terminated, whichever is later	14 USC § 1324a(b)(3)

Employee personnel files <sup>4</sup>	5 years after termination	29 CFR 1627.3; Govt. Code § 12946
Employee wage records – timecards	5 years	26 C.F.R. § 31.600-1
Exposure to Potentially Toxic Materials/Harmful Physical Agents, records	Permanent	
Medical/Dental Benefits Agreements	5 years after termination	
Pay stubs	4 years after payment	22 C.F.R. § 1085-2
Payroll records	4 years after payment	22 C.F.R. § 1085-2
Personnel contracts	5 years after termination	
Personnel Handbook/Policies	Permanent	
Salary surveys and studies	Permanent	
Temporary Employee Records	5 years after termination	29 CFR 1627.3
Unemployment Records	Permanent	
Workers Compensation Records	5 years from date of injury or the last payment is made	8 CCR § 15400.2
<b>OPERATIONAL FILES</b>		
Defensible Space Grant Records	2 years after reimbursement	
Equipment purchase, maintenance, repair records	5 years after termination of use	
Fire Incident Reports		
Hazardous Materials Storage	Permanent	
Hazardous Weed Abatement Records – complaints, inspections, cost calculations, etc.	2 years after abatement complete and all costs recovered	
Hazardous Weed Property Lien Records	2 years after collection completed	
Property Inspection Reports	2 years after inspections	
Patient Care Reports		
Recordings of telephone and radio communications	100 days	Govt. Code § 53160

<sup>4</sup> Personnel files include, but are not limited to those used to determine an employee’s qualifications for promotion, additional compensation or disciplinary actions, including application for employment, payroll authorization form, notices of commendation, warning, discipline, termination; notices of layoffs, leaves of absence, vacation/sick records; notices of wage attachment or garnishment; education and training records; performance reviews; attendance records; signed acknowledgements of policies.



Recordings, routine video monitoring of regular and ongoing operations of the district, including building security systems	1 year	Govt. Code § 53160
Smoke Detector Certification Forms	2 years after inspection complete	



## SICK LEAVE/WORKERS'S COMP. REPORT

<b>October 2023</b>	
<b>Sick Leave/Workers' Comp. Report</b>	
New Workers Compensation Cases	3 Total (0 New)
Retirements Announced	1
Sick Leave Shift Personnel	674 hours (13 Total)
Sick Leave Day Personnel	58 hours (3 Total)
Workers Compensation Time Off	720 hours
Light Duty	0 hours
Long Term Disability	0 hours
Bereavement Leave	0 hours
Maternity/Paternity Leave/FMLA	0 hours
Jury Duty	0 Hours



# Woodside Fire Protection District Training Division Report November 2023 Battalion Chief Keenan Hird

It is the mission of the Woodside Fire Training Division to provide on-going training, education and funding to our fire service personnel to ensure competent, efficient and effective emergency response.

The Training Division helps support a multitude of different areas within our organization to help accomplish our many goals. These areas include our District Training, Probationary Training, Recruit Academy support, South Zone/County Training, Continuing Education Program, PPE Program and USAR Program. The Training Division Chief, while on shift, also attends the SMCO Training Officers Committee.

The Woodside Fire Training Cadre was developed to enhance the delivery and unify department training. The Cadre is a highly knowledgeable, skilled and certified group of firefighters dedicated to delivering modern training concepts, skills and evolutions

Below are the topics the Training Division has covered for the month of October.

## **WOODSIDE FIRE TRAINING**

**A. Didactic Training:** The Lead Instructors for the month of October were Firefighter/Paramedics Marc Akiyama and Nick Passanisi on the subjects of Rapid Intervention Crew Operations (RIC), Search and Rescue and Firefighter Survival. The Rapid Intervention Crew is a dedicated fire engine in a structure fire response solely responsible for the rescuing of firefighting personnel. They stay relatively un-engaged in an incident, but at the ready. Search and rescue is the purpose of our being as firefighters. To find trapped victims and remove them to safety. Lastly, Firefighter Survival are techniques taught to facilitate self rescue or aid in the rescue of a downed firefighter. During this training, Marc and Nick provided our firefighters with multiple videos that address



# Woodside Fire Protection District Training Division Report November 2023 Battalion Chief Keenan Hird

rapid search techniques, searching from a second story window access, equipment review and much more. Marc and Nick also assigned crews to review the department guideline on RIC as well as the county policy.

**B. Manipulative Training:** Four different manipulative skills were present to the engine crews. They focused on reviewing the RIC pack, Buddy Breathing, victim packaging and MAYDAY procedures. The RIC Pack is a compact kit (pictured below) with minimal equipment to facilitate air management and removal of a downed firefighter. Buddy breathing is the ability to add a fellow firefighters regulator hose to another's airpack in the event one runs out of air. The victim packaging skill focused on our primary means of packaging a victim for removal from a structure. Lastly, the MAYDAY procedure is a standardized communication sequence that is transmitted by a firefighter who may be lost or in trouble.





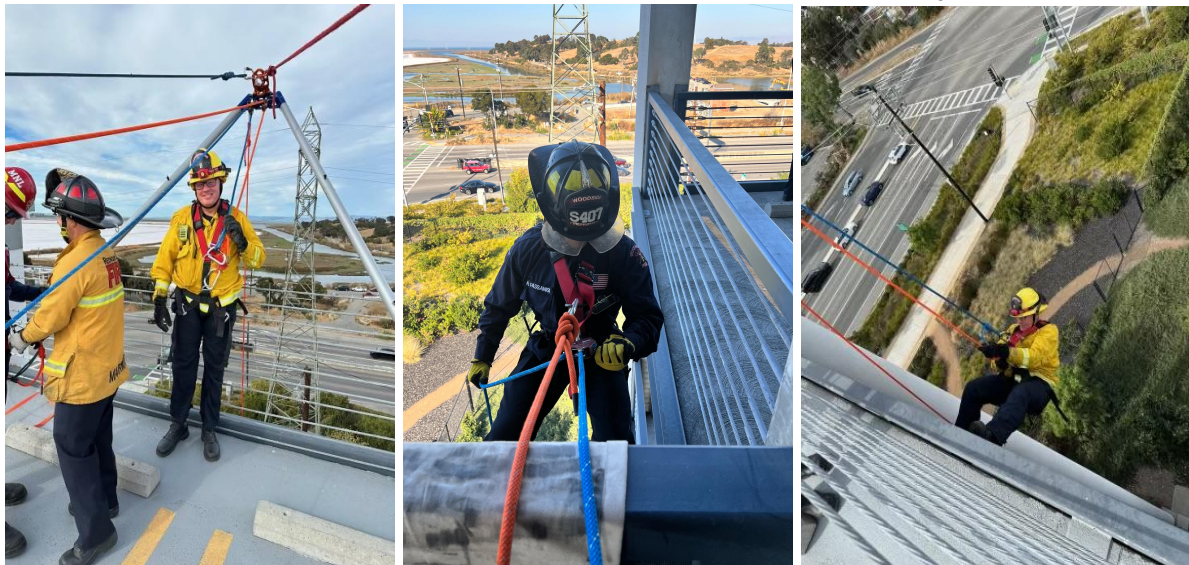


# Woodside Fire Protection District Training Division Report November 2023 Battalion Chief Keenan Hird

**C. District Familiarization:** Fire Captain Sean Devlin led our District Familiarization exercise. October's assignment was to provide a photo of their crew in front of "Sunset Point" if they could figure out where it was...No pictures were delivered. Crews were also encouraged to choose a commercial building they hadn't been in for some time and preplan a potential fire attack.

## **SOUTH ZONE MULTI-DEPARTMENT TRAINING**

**A.** Rope Rescue was the training topic for the Southzone agencies for the month of October. Menlo Park Fire developed this year's curriculum where crews were put in a high angle environment and lowered and raised with individual and team based systems.



## **PROBATIONARY TRAINING**

**2022 Probationary Firefighters (Dale, Morales)**



# Woodside Fire Protection District Training Division Report November 2023

Battalion Chief Keenan Hird

The 2022 Probationary Firefighters have been assigned their Block III Probationary Manual for studying and manipulative training. During the month, they worked on low angle rope rescue, high rise operations and air management.

## **2022 Probationary Firefighter (Zolnierek)**

On Friday, October 13th Ben completed his Block II Probationary testing. Ben completed a 100 point written test with a score of 92%, a 100 point written map test with a score of 99% and a six station manipulative test with a cumulative score of 98.3%. Ben was assigned his Block III Probationary Manual and will catch up to his fellow 2022 Probationary Firefighters Dale and Morales for their Block III test on December 5th.





# Woodside Fire Protection District Training Division Report November 2023

Battalion Chief Keenan Hird

## **2023 Probationary Firefighters (Lory and Martin)**

Recruit Firefighters Scott Lory and Zach Martin continue to progress in the San Mateo County Fire Academy. Scott and Zach had their first manipulative Performance Evaluation on Tuesday, October 3rd. Both Scott and Zach completed and passed all stations.



Recruit Scott Lory



Recruit Zach Martin

## **CONTINUING EDUCATION PROGRAM**

- Chief Fire Officer 3A
  - Captain Sean Devlin
  - Captain Bob Erickson





# Woodside Fire Protection District Training Division Report November 2023

Battalion Chief Keenan Hird

## **Meetings Attended:**

- Board of Directors
- Command Staff
- San Mateo County Training Chiefs



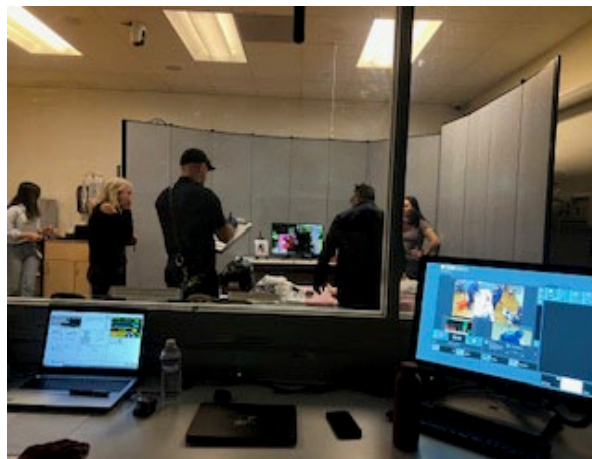


## Monthly EMS Report

### November 2023

#### Training

October training started off with WFPD attending Stanford University's PAWWS (Pediatric Advanced Workshop) lab. Each training block consisted of 3 hours of training consisting of 3 scenarios with hi fidelity mannequins, Pediatric ICU Nurse proctors and 2 simulation technicians per scenario. All were successful navigating the very challenging and stressful real-life cases pulled from surrounding jurisdictions.





# Monthly EMS Report

## November 2023

### Events

Decommissioning of M107 and Reserve Medic 107 will begin on December 1<sup>st</sup>. Two separate groups will have been tasked with one focus on the rolling coach and the second group on the equipment.

### EMS IT Update

AMR rolled out their new Electronic Health Record platform through the vendor Imagetrend on October 25<sup>th</sup>. 24-hour support was provided the first 96 hours with a call center and field representatives at the hospital to assist with line personnel navigating the new program.

PSTrax our narcotic tracking software has had 1 additional meeting with our program designer to meet of December 2023 rollout timeline.

### Committee Participation

QLC – Postponed for EHR/Imagetrend

Policy Protocol and Procedure Postponed for EHR rollout.

## M107 August Statistics

Total Calls – 334

Total Transports - 147

In District Calls – 96

In District Transports – 42 (M107 transported 25 patients – 59% capture rate)

Life Flight – 0

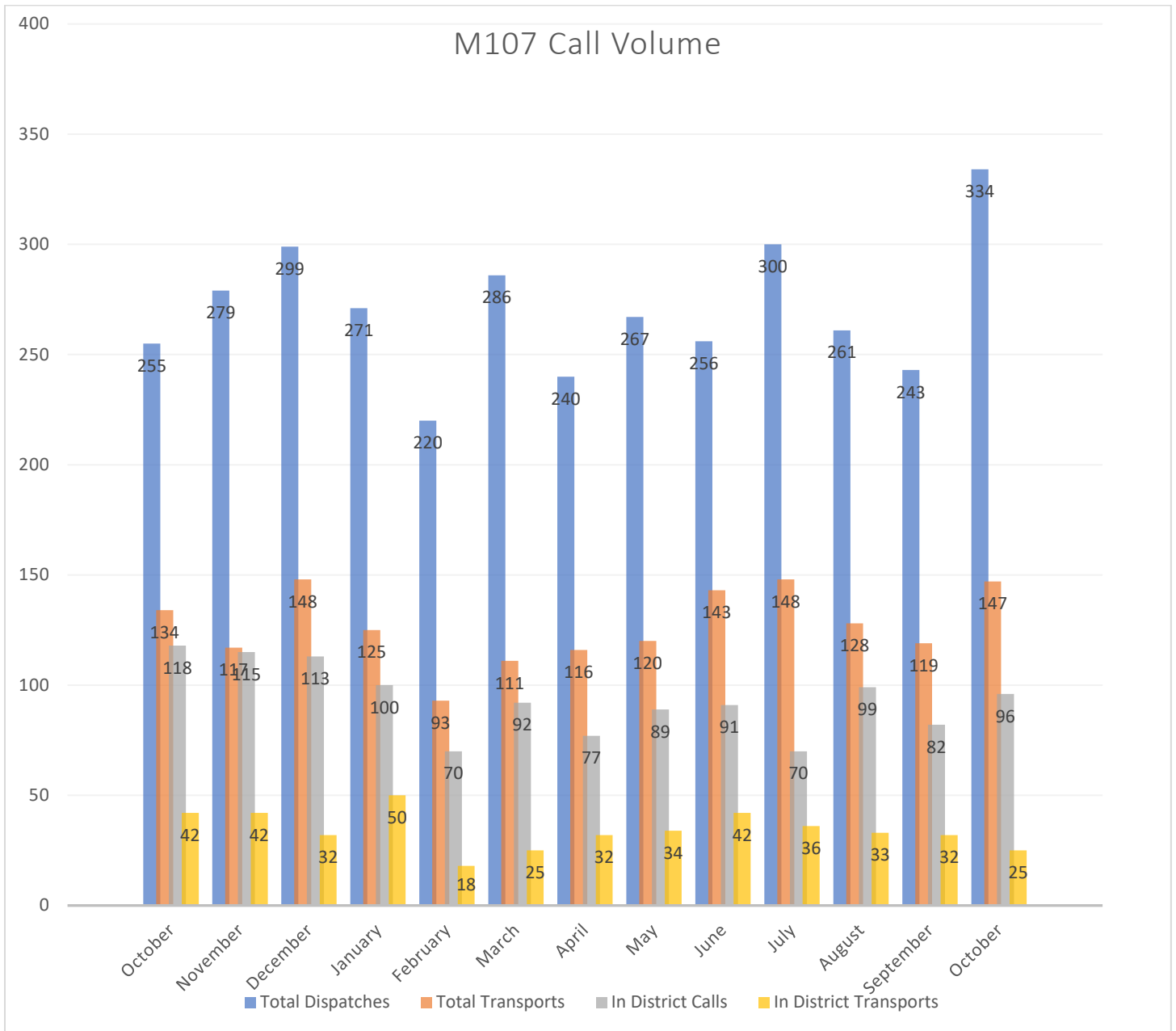
Mobile Stroke Unit – 3

Overage – 25



# Monthly EMS Report

## November 2023





# PREVENTION DIVISION REPORT

## **Woodside Fire Protection District**

### **Bureau of Fire Prevention & Life Safety Division Report**

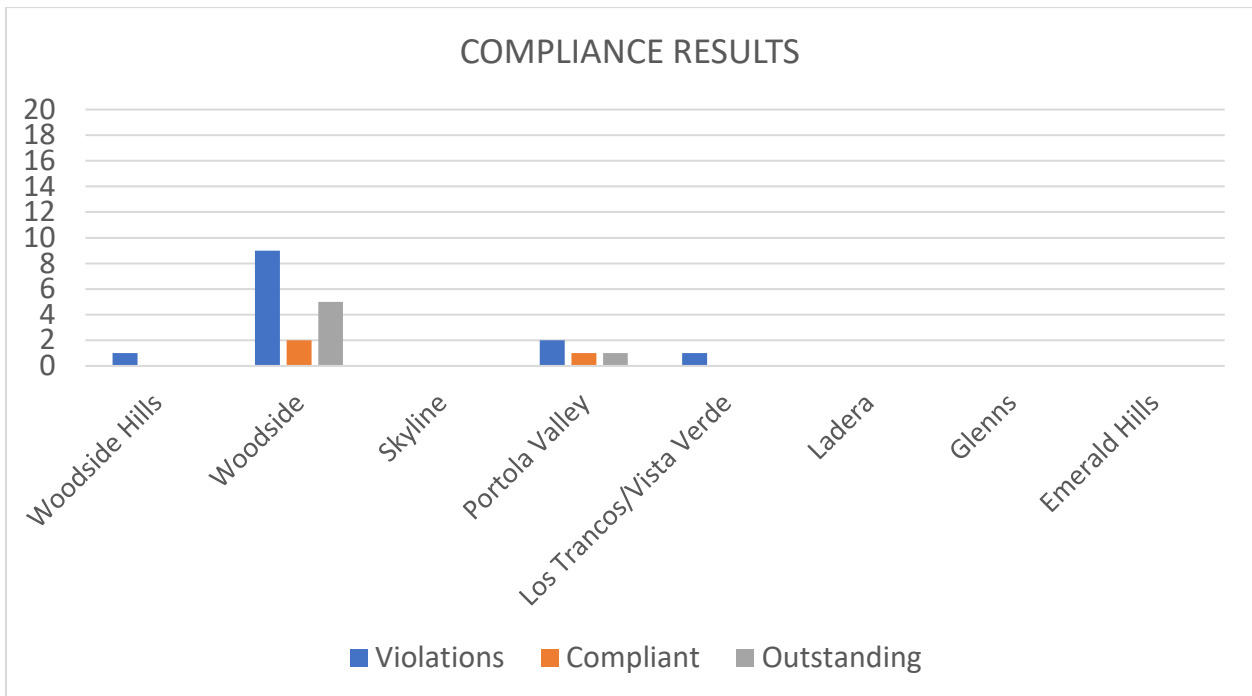
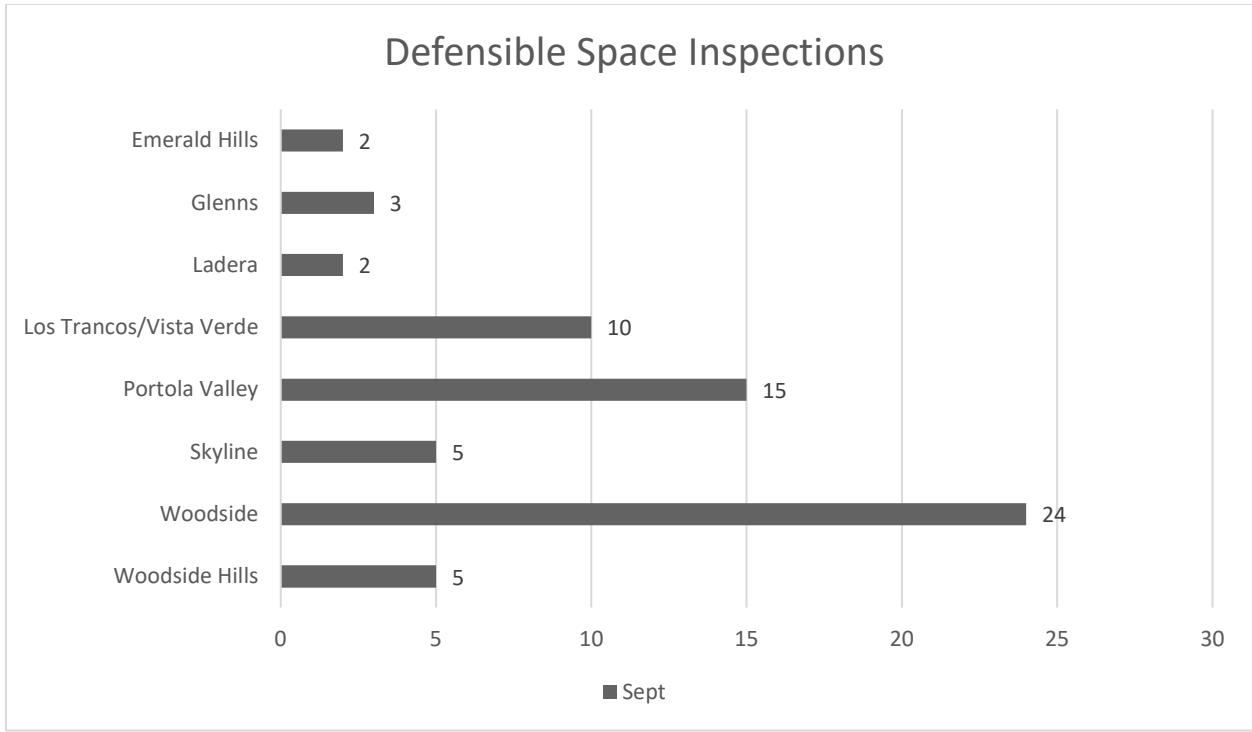
**October 2023**

*Fire Marshal Kim Giuliacci*



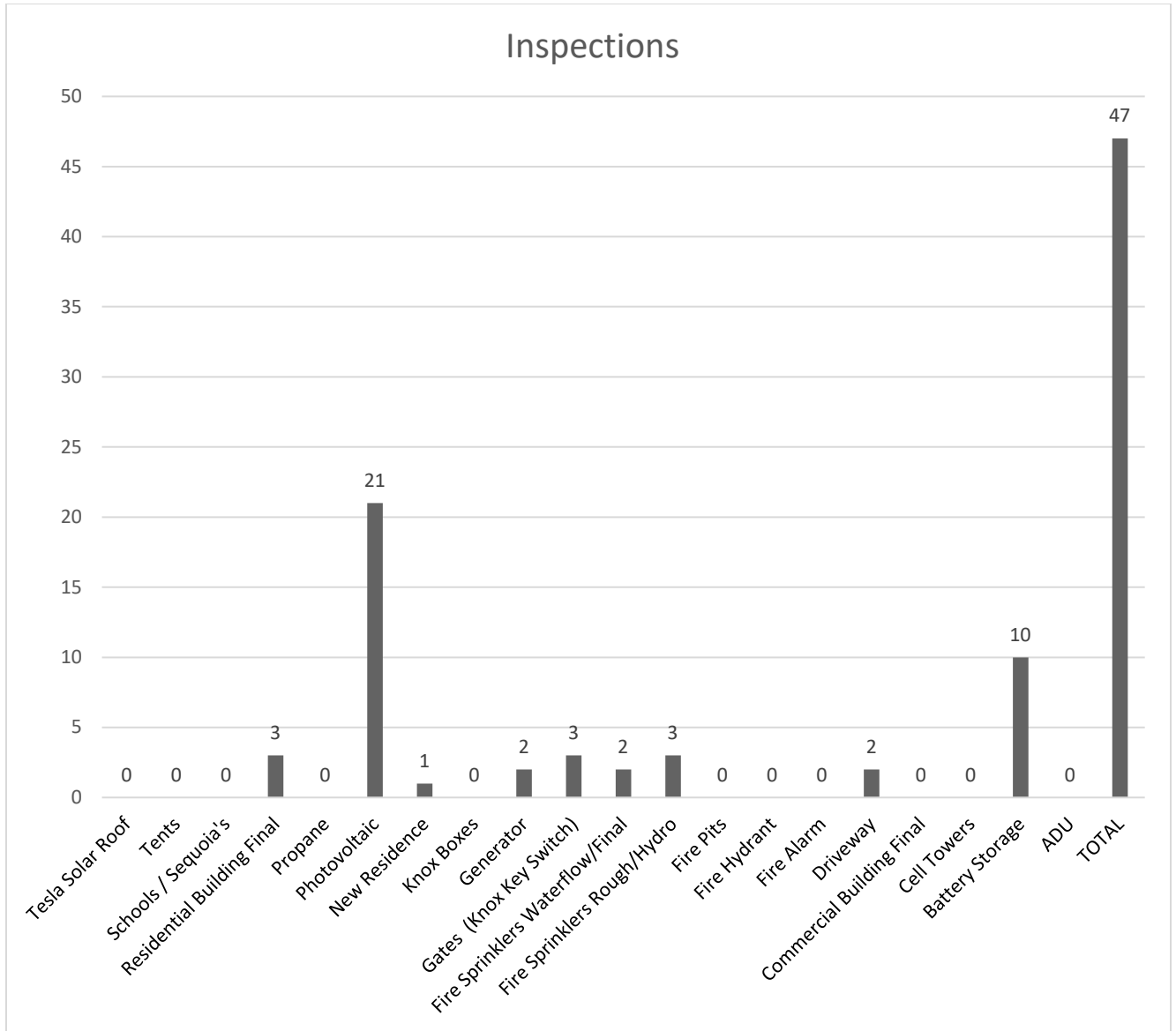


# PREVENTION DIVISION REPORT





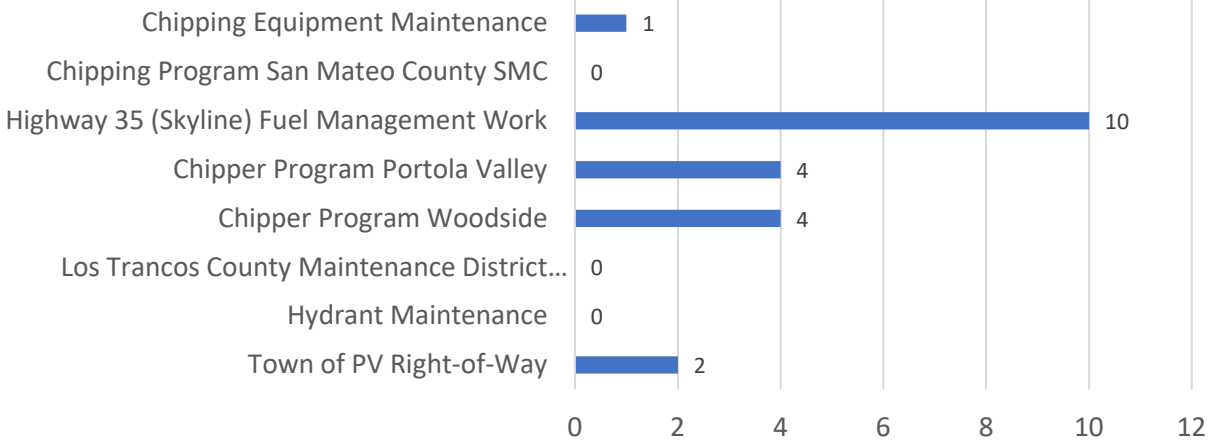
# PREVENTION DIVISION REPORT



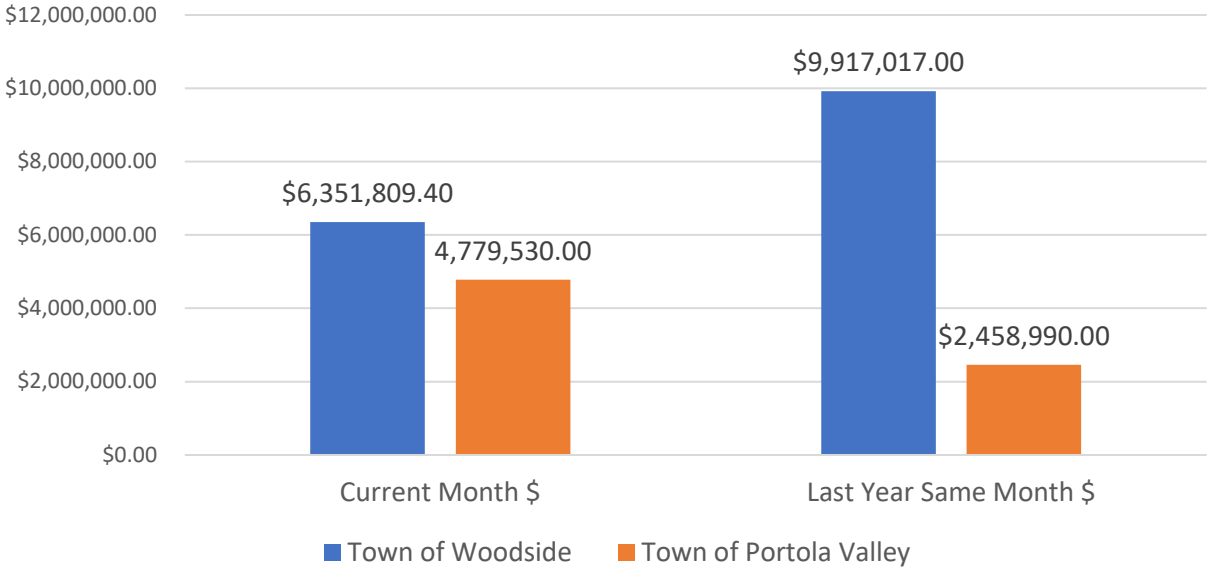


# PREVENTION DIVISION REPORT

## FUEL MITIGATION

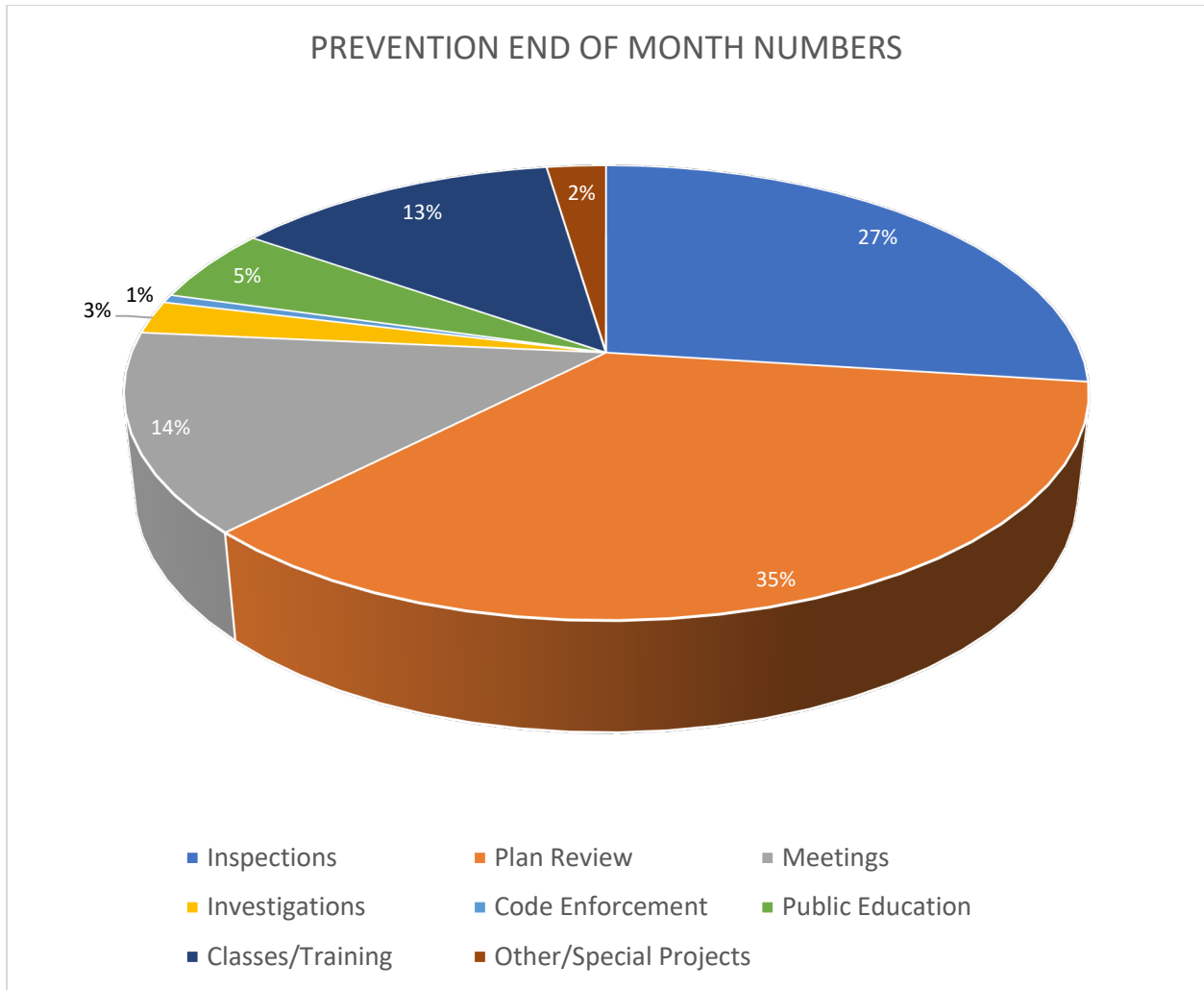


## PERMIT ACTIVITY COMPARISON





# PREVENTION DIVISION REPORT







# PREVENTION DIVISION REPORT

## Prevention Summary Report

- I. Weekly Staff Meetings. Prevention has been very busy this month. With the increase in workload and activity around the district, Prevention will now have weekly staff meeting on Thursday afternoons.
  - a. This will ensure that the team is aligned with processes and procedures.
  - b. Ability to share information and encourage discussion in a timely manner.
  - c. Exchange feedback about new and existing projects.
  - d. Discuss any challenges, problems, or concerns.
  - e. Continuously discuss objectives, goals, and responsibilities.
  
- II. New Grants Module in FireAside Software
  - a. This new module will assist in tracking any grants we have in conjunction with DSIs (Defensible Space Inspections). We will be able to collect data, track funding and provide reports.
  
- III. Fire Investigations and Fire Inspections in Image Trend
  - a. We are initiating the Fire Investigation and Fire Inspection modules in Image Trend (the current reporting management system used by Suppression).
  - b. This will align fire investigation reports with NFPA 921 requirements as well as provide direct lines of reporting between suppression and prevention during a fire investigation. The integration between the two will be complimentary.
  
- IV. Prevention Responded to Two Fires This Month – I was the lead investigator for both.
  - a. October 25 Fire at Robert’s Market – this is an ongoing investigation due to its nature and details cannot be discussed at this time.
    - i. No injuries or property damage as a result of this fire.
  - b. October 31 Fire on Marva Oaks – (Michael assisted) this investigation is complete. A sandblaster caught on fire, approximately 3 hours after shut down



# PREVENTION DIVISION REPORT

- c. procedures. The cause is undetermined, and area of origin was found to be in the engine compartment of the sand blaster.
  - i. No injuries reported. There was minor property damage that included the pavers the sandblaster equipment was located on and burned vegetation nearby.

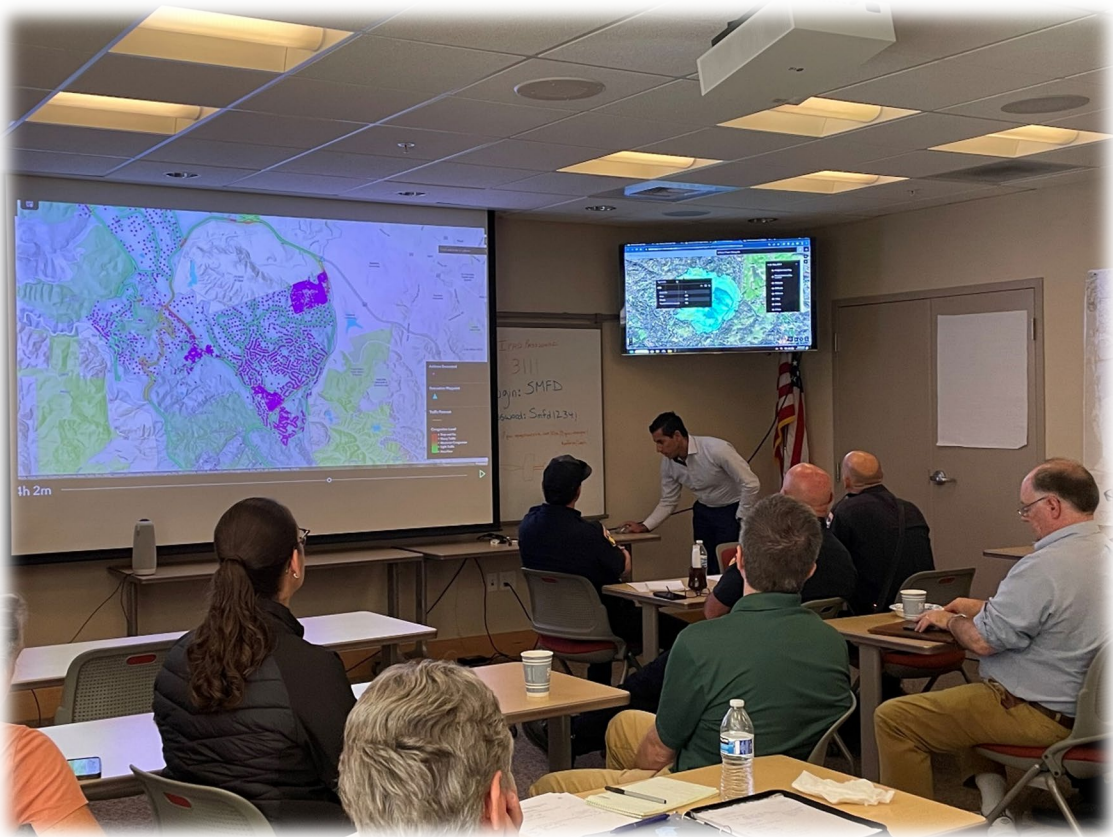


- V. Fuel Mitigation Ordinance Workshop was held on Wednesday, November 15<sup>th</sup> at the Historic School House.
  - a. This is one of two workshops for this new ordinance.
  - b. It was well attended in person and on zoom.
  - c. Many questions and comments were received and recorded.
  - d. I will be providing responses at the next workshop on January 15<sup>th</sup>, 2024.
- VI. Fire Hazard Severity Zone Maps
  - a. No new updates to report, still waiting for CalFire to release.
- VII. Fire Prevention Month – Public Education Presentations
  - a. PV Ranch – FireWise Night. I presented all our new ordinances and reasons why they were created. As well as common violations, our FireAside software
  - b. for defensible space inspections, education on ember resistant zone, defensible space and home hardening.
  - c. LTCMD CAC Community Meeting. I provided a similar Presentation as PV Ranch with the additional information on inspections and reimbursement program report (Presented by Michael Tamez)
  - d. Wildfire Preparedness Presentation at Alice’s. This presentation was similar to PV Ranch with some additional information delivered collaboratively with Prevention staff. (Marshall, Michael, Dan, Selena & Myself)



# PREVENTION DIVISION REPORT

- VIII. Ladriss and FlameMapper Collaboration: Tabletop Wildfire/Evacuation Drill held at Station 19 (Coordinated by Don Bullard)
- In this scenario, the fire started near Golden Oak Drive in Portola Valley and spread along the Alpine corridor. Using pictures and models created by Ladriss and FlameMapper, they demonstrated how a wildfire starts and spreads, and how people should evacuate.
  - Community Leaders and Agencies from all over the County participated including San Mateo Sheriff's Office, San Mateo Department of Emergency Management, CalFire, Firesafe San Mateo County, as well as the EOC staff and the City Managers for Woodside and Portola Valley and of course WFPD.
  - During the exercise, jurisdictions broke out into their respective groups and discussed mitigation measures at different points in the incident's timeline.
  - Ladriss and FlameMapper are providing a report that extracts all the data and information learned from this exercise.





# PREVENTION DIVISION REPORT

- IX. New Inspector Selected – A very experienced Inspector II level.
- a. New inspector is currently in backgrounds. Expected start date is January 2, 2024.

## **Prevention Classes and Meetings**

- ✓ 10/2-10/4/23 – CFPI Certification Week – Kim (Fire Marshal 1E class), Michael (Community Risk Reduction class)
- ✓ 10/11/23 – SMCO Firesafe Meeting – Marshall Dan
- ✓ 10/18/23/23 – SMCO Fire Prevention Officer’s Meeting- Kim, Michael
- ✓ Recurring Every other Thursday Fire Prevention Meeting. All present
- ✓ Ongoing – Granicus. DeeDee, Kim, Selena
- ✓ 10/24/23 – Command Staff/Board Meeting. Don, Kim, Marshall
- ✓ 10/30-11/2/23 – Fire Inspector II Boot Camp – Don, Kim Marshall, Michael & Dominic

## **Month in Review:**

- ✓ Continued Inspections and Plan Review.
- ✓ New Website is complete and on its final step for final launch. We are looking to launch by New Years.
- ✓ Sandhill mitigation work in progress. This looks fantastic.
- ✓ Continuing mitigation work is ongoing Hwy 35.
- ✓ DSI Inspections continue.





# PREVENTION DIVISION REPORT

## Fuel Mitigation Division Summary Report

### I. Chipper Program

The 2023 Chipper Program has come to an end. It was a successful season with lots of community members coming together to remove hazardous fuel from their neighborhoods, reducing wildfire risk. The participation was high for 2023, 687 homes. The chipper program not only protected Woodside Fire District's residents but also provided service to adjacent unincorporated San Mateo County communities that directly affect residents.

### II. CalFire Grant for Evacuation Route Clearing Hwy 35

The grant for evacuation route clearing along the Skyline corridor is moving right along, consuming most of the fuel mitigation crew's time. The crews successfully cleared 30 feet on either side of the road from Page Mill Rd. to Skaggs point. There are some isolated sections created beyond leaving approximately 8 miles left of the 25-mile section.



# PREVENTION DIVISION REPORT



*Figure 1 Skyline Grant Project - Before Shot*



*Figure 2 Skyline Grant Project - After Shot*



# Woodside Fire Protection District Operations Division Report

## October 2023

Battalion Chief  
Vince Nannini

The Woodside Fire Operations Division roles and responsibilities are to provide an efficient safe operating strategy that adheres to County and District Policies and Guidelines. We also maintain our fleet and all associated tools and equipment to maintain a constant state of readiness. To respond not only in our fire district but throughout the County and State. The Operations Div. is also responsible for the Health and Wellness program, Safety Committee and loss reduction. Which contributes to the organization's success.

The Operations Division helps support a multitude of different areas within our organization to help accomplish our many goals. These areas include Prevention and Fuel Mitigation support, manages our Single Resource program and equipment, Recruit Academy support, The Operations Division Chief, while on shift, also sits on committees such as SMCO Operations Committee, Safety and Loss Reduction committee and Apparatus committee.

Below is the status of the fleet and equipment status and an update of ongoing projects for the month.

### Woodside Fire Operations

#### **A. Apparatus Committee: -**

1. The new Battalion Chief Command vehicle has arrived and will begin out-fitting and striping.
2. Decommissioning two Suburban's and preparing for action
3. Radios in MED 2 have been programed.
4. Receiving gear for new Buggy, in-service date, mid-Nov.





# Woodside Fire Protection District Operations Division Report

## October 2023

Battalion Chief  
Vince Nannini

### **B. Vehicles:**

1. Eng. 7 had the service complete and is back in-service.
2. In reserve we have WF-27, and the reserve rescue WF-12 is in storage in ready status.
3. E507 OOS having the engine rebuilt.
4. The new command staff FC vehicle has been completed and in service.
5. Old C2 has been converted to an OOC Command buggy.

### **C. Shift Work:**

1. This month crews studied their primary response district by driving the streets and reviewing maps.
2. Crews also trained in technical rescue (RIC and Ropes).
3. County Operations meeting (10/19/2023)
4. Board of Directors / Command Staff Meeting
5. Officer expectations meeting (C shift Officers and Acting Officers).
6. Successor training with future BC's and Captains.
7. Probationary training, Firefighter/paramedic Dale's continues to perform well.
8. FF/PM Imber has requested a test date for his operator test. This has been scheduled for early January.





# Woodside Fire Protection District Operations Division Report

## October 2023

Battalion Chief  
Vince Nannini

### **D. Health and Wellness:**

1. Safety / loss reduction meeting, scheduled for 10/10/23
2. Mobius Fitness continues to support our crews with yoga and stretching.
3. Physicals have been booked for the first of the year.
4. Getting bids for replacement gym equipment in the anticipated move back into Sta. 7. Awaiting confirmation that the Foundation will be providing funding for all new equipment.
5. Researching an alternative to Kaiser for physicals and work-place injuries.



**Woodside Fire Protection District  
Logistics Division  
Facilities and Information Technology  
Monthly report for October 2023  
Battalion Chief Eric Zabala**

**The Woodside Fire Facilities and Information Technology Division exist to provide oversight and structure to the continued maintenance and well-being of all Woodside Fire Department stations, as well as the technology necessary for our daily operations. We strive to provide the most current and relevant programs as well as equipment to all of our stations and apparatus to ensure that our employees have everything they need to serve our community at the highest standard. We look to maintain our stations in a manner that would make the citizens we serve proud as well as ensuring the safety of all who work and visit our stations on a daily basis. Through this division we continue to look for new ways to keep our facilities, and our technical and operational capabilities at the forefront of the fire service as well as plan and anticipate for continued growth and technological advancements of the future.**

## **1. Facilities-**

### **Station 7-**

**Well, we can officially say that we have entered the home stretch with Station 7. Certain areas have begun finishing touches while others are rapidly approaching. It is still an amazing feat to watch all the sub-contractors working at the same time and impressive how all the various project managers are making that happen. Weekly meetings are still held, and estimated timeline is looking like late December. Below are some bullet points of progress as well as some photos.**

- Roof is completed and outside Flashing and finishes are almost done.**
- Tile in the bathroom almost completed and looks great.**
- Still working on outside grading and retaining walls.**
- Kitchen is looking amazing and coming along.**
- App bay doors are in and look nice.**



**(East side of the station rear side apparatus Bay and shop)**





(Front main entry from Woodside Rd.)



**(Kitchen view looking from day room)**

### **Station 8-**

**The station 8 project has almost been completed. We are still working on getting a dedicated phone line in for our alarm system. The box from PG&E has been installed however the connection has not been finalized. We will still be holding the final walk through (punch list). Below are some remaining bullet points and photos.**

- Installation of phone line for alarm to be completed soon.**
- PG&E box installed.**
- Guard rails have been completed (sanding and painting)**





**(Electrical cabinet Northeast corner Station 8)**





**(Outside rails completed and painted front walkway station 8)**



## **Interim Station 7-**

**The demobilization plan is still in the works and there has been some increased interest from SLAC as to the facilities however nothing concrete at this time. The tough sheds will be removed on 12/1/23 in preparations of demobilization. I am currently formatting a plan with some of our Firefighter's as to the move in operation.**

## **IT-**

- **We have finalized and signed the contract for PSTRAX. This software will assist Woodside Fire with asset tracking. We are in the program building phase now.**
- **Our First Arriving software has been completed and delivered. We are in the implementation phase and installing the monitors in the stations shortly.**
- **We continue to work with Stepford for all our IT needs as well as the station build completion.**
- **We have successfully received our first copies of our new and updated district station wall maps. These will help our crews in emergency response as well as district knowledge and familiarization. We have also printed several district specific target hazard maps as well.**
- **We have completed our work on a new department wide paging system and are up and running. We are now using the same program as county dispatch to ensure reliability.**

**Meetings attended-**

- **Policy and Guideline**
- **Station Build Committee**
- **Green Infrastructure Design**
- **Command Staff**
- **Board of Directors**
- **Stepford**
- **First Arrival**
- **Woodside IT group**
- **PSTRAX**



## WPV-READY & WPV-CERT October Board Report

### Events

- CERT Training (weekly, in-person)
- CERT Final Skills Day and Drill
- CERT Workday (every last Sunday)
- Day of the Horse
- Portola Valley School District Ribbon Cutting
- CERT Firefighter Rehab Hands-on Training w/ Fire Academy
- Wildfire Presentation at Alice's Restaurant
- Woodside Parents Nursery Storytime

### Meetings

- San Mateo County CERT Coordinator Mtg
- WFPD Board Mtg
- WFPD Staff Mtg
- WPV-Ready Leadership Mtg
- WPV-Ready Committee Mtg
- WPV-CERT Committee Mtg
- CERT Instructor Planning Session
- Woodside School Emergency Planning Session
- EPiC Board Meeting
- CERT Focus Group – San Mateo County
- EPiC Marketing Meeting

### Highlights of the Month

We completed our CERT in-person training on October 22nd. Students reviewed hands-on skills such as Light Search & Rescue, Medical Operations, Cribbing, Lifts/Carries, and how to use a Fire Extinguisher. After breaking for lunch, Station 19 was set up as a disaster scenario, and we ran 2 simulations so students could experience different roles. Woodside Fire personnel, resident volunteers, Scouts, as well as Young Men's Service League volunteers all participated to make this event possible.

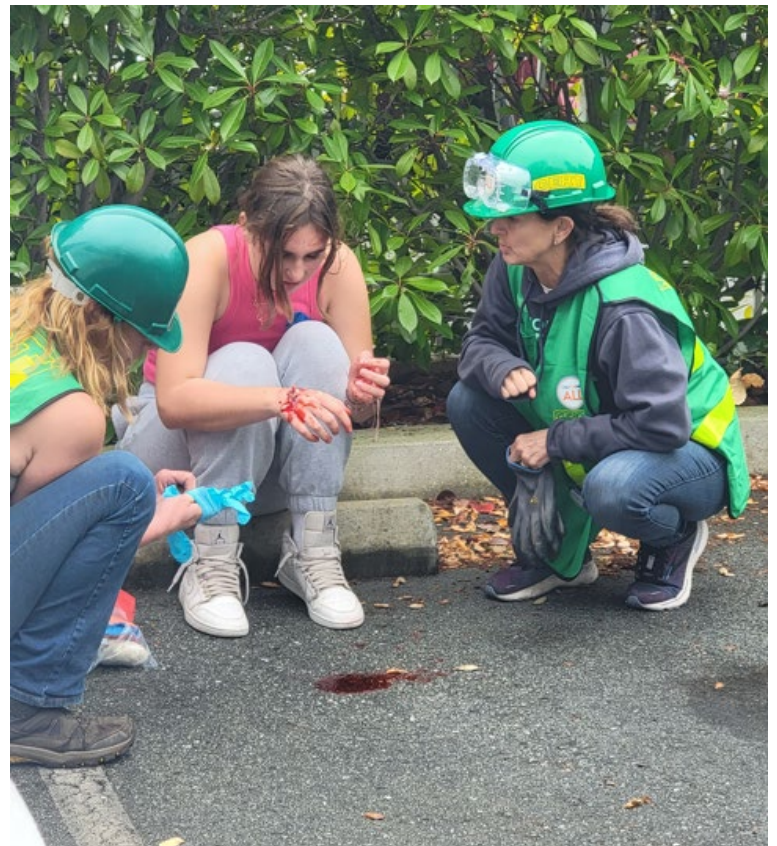
The following weekend, we participated in Woodside's annual Day of the Horse. CERTs volunteered their time to provide outreach and first aid to hundreds of attendees from all over the Bay Area. Fortunately, there were no significant injuries.

At the end of October, we offered another hands-on session of Firefighter Rehab training. CERTs from WPV-CERT, Central County Fire CERT, Redwood City CERT, and Menlo Park CERT all worked in collaboration with the fire academy to provide rehab to the recruits on their first day exposed to a live fire.



### EPiC Funding

On another note, EPiC sent a letter to the Portola Valley Town Council requesting they continue to contribute to EPiC annually. In October, the Council revised their budget, and we saw fit to submit a formal request at this time. The letter includes an annual round-up of events, accomplishments, as well as our continuing goals. See below for the attached letter.



















October 24<sup>th</sup>, 2023

Town of Portola Valley Town Council  
765 Portola Road  
Portola Valley, CA 94028

**Subject: Strengthening Community Preparedness and Engagement through Emergency Preparedness in Communities Inc. (EPiC)**

**Dear Honorable Members of the Town Council of Portola Valley:**

I extend my sincere appreciation for your careful attention to this request for funding. I would like to discuss our collective efforts in collaboration with the Emergency Preparedness Committee, with a strong focus on enhancing community engagement and readiness. I wish to express my gratitude for the tireless volunteerism and outreach endeavors currently energizing our town.

EPiC, Inc. is a non-profit corporation funded by the Towns and the Fire District, enabling WPV-CERT & WPV-Ready to operate and provide emergency resources and preparedness education to the residents of Portola Valley, Woodside, and several unincorporated areas within the Woodside Fire Protection District. The WPV-Ready program is dedicated to ensuring that every district resident is connected to an organized community. These communities provide emergency preparedness information, education, and resources. The WPV-CERT program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, enabling them to assist their neighbors in the event of an emergency. Skills taught include fire safety, light search and rescue, team organization, and disaster medical operations. Together, EPiC's goal is to promote emergency preparedness knowledge and skills at the citizen and neighborhood levels, particularly in the event of a disaster that overwhelms traditional emergency response resources. In the past year, we have achieved several goals, which I will list below with a focus on Portola Valley's specific accomplishments.

WPV-CERT Radio-related progress within the last year:

- Acquired and deployed hand-held radio caches for the Portola Valley Branch CERT team to have resilient communications during an emergency.
- Conducted 52 weekly radio tests and practice opportunities to connect CERT and community leaders in how to utilize the CERT radio systems for emergency coordination.
- Deploying a Point to Multi-Point microwave IP backhaul system to provide emergency Internet connectivity to CERT Command Posts, including the Portola Valley Buckeye Command Post.



- Assisted in upgrading the Portola Valley Amateur Radio Club (PVARC) radio communications trailer to support the new digital WPV-CERT radio command system, providing resilient emergency communications.
- Utilized WPV-CERT / EPIC, Inc. installed and maintained radio systems to support communications with community members, CERT members, and Fire District personnel during the winter rainstorms.

Other accomplishments include:

- Conducted two multi-day CERT training programs, resulting in several newly trained CERTs within Portola Valley. Each training took approximately 28 hours to complete.
- Conducted command post and organizational exercises at the Portola Valley Town Center Buckeye Room, the primary designated CERT command post location within Portola Valley.
- Coordinated with San Mateo County Department of Emergency Management (DEM) to implement SMC-Alert notification groups for CERT member activation.
- Attended the Portola Valley Wildfire Preparedness Fair to promote emergency preparedness through the WPV-Ready and WPV-CERT programs to residents of Portola Valley.
- Conducted radio support for the Portola Valley Town Picnic Zotts to Tots run, as well as attended the picnic to promote emergency preparedness through WPV-Ready and WPV-CERT programs and acted as the First Aid station for attendees.
- Assisted residents with sandbagging during winter storms.
- Continued to build out and equip the Portola Valley CERT trailer with medical supplies, search and rescue, communications, and command post equipment to support the PV community during emergencies.
- Provided emergency equipment and command post supplies for the PV Branch WPV-CERT Command Post located in the Buckeye room.
- Created several WPV-Ready 1-page handouts on various topics regarding fire and life safety.
- Held a WPV-Ready Community Chainsaw Safety class for residents.
- Provided hands-on Fire Extinguisher Training for residents.

Your contribution to EPIC Inc., including monetary support, is essential to continue our work engaging with the community through training, workshops, and various forms of media, as well as providing us with the ability to maintain a high-level of disaster response for residents.

Moving forward, some of our goals include:

- Building out and equipping the Woodside CERT trailer to match the PV CERT trailer as a secondary command post.
- Continuing with weekly radio checks to provide radio test and practice opportunities to connect CERT and community leaders in how to utilize the CERT radio systems for emergency coordination.
- Holding at least two CERT training courses each year.
- Providing advanced training such as Fire Fighter Rehab, Radio Communications, Incident Management Team Training, and WPV-CERT Incident Command Post Training.
- Continuing to provide pre-programmed WPV-CERT radios at a lower cost to our CERT graduates.
- Completing a new WPV-CERT website.

- Expanding our cadre of WPV-CERT instructors.
- Building and offering WPV-Ready Family First Aid kits (at a reduced cost) to residents and providing free training to supplement.
- Continuing to provide free preparedness webinars and training through WPV-Ready.
- Updating all preparedness material and creating a digital "new resident emergency preparedness resource library."
- Continue to attend Town functions to provide education and outreach as well as First Aid when necessary.
- Continue to support the organization of WPV-Ready Communities and identify neighborhood emergency preparedness leaders.

EPiC is asking for your continuing support. Last year Portola Valley contributed \$5000. This year I ask for a similar amount. I thank you in advance for your continued monetary support, and we look forward to your assistance in achieving these goals and enhancing the safety and preparedness of our shared community.

Sincerely,



Selena Brown  
President  
Emergency Preparedness in Communities, Inc.  
808 Portola Road  
Portola Valley, CA 94028



# WOODSIDE FIRE PROTECTION DISTRICT

BUREAU OF FIRE PREVENTION & LIFE SAFETY  
808 PORTOLA ROAD PORTOLA VALLEY, CA. 94028  
(650) 851-1594

[WWW.WOODSIDEFIRE.ORG](http://WWW.WOODSIDEFIRE.ORG)

KIMBERLY GIULIACCI – FIRE MARSHAL

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To: Woodside Fire Protection District Board Members

From: Kimberly Giuliacci, Fire Marshal Woodside Fire Protection District

Re: A Joint Work Plan with the Town of Portola Valley on Fire Safety

Date: November 16, 2023

Dear Board of Directors,

A work plan has been jointly prepared by staff of the Town of Portola Valley and the Woodside Fire Protection District, which is attached to this memorandum. The Town and the District have collaborated to release this work plan in light of their mutual interest in fire protection and emergency preparedness.

The work plan is intended to implement the seven mitigation requests from the Woodside Fire Protection District attached as Exhibit A to Town Resolution 2922-2023, as well as the 13 “Key Approaches” to fire safety, which were previously presented to the Portola Valley Planning Commission. Implementation of specific work plan items will require formal action by the Town Council or Woodside Fire Protection District Board of Directors.

Respectfully,

Kimberly Giuliacci  
Fire Marshal  
Woodside Fire Protection District

# Town of Portola Valley & Woodside Fire Protection District's Workplan

13 Key Approaches to Fire Safety + 7  
Requested Mitigations



# 7 + 13 Workplan Background

- Wildfires are part of California's present and increasing part of our future due to the effects of climate change
- Although wildfires have been an important natural process, recent changes in fire frequency, intensity and location are posing increasing threats
- More acres of California have burned in the last decade than the previous 90 years, and 8 of the State's 10 largest fires since 1932 have occurred in the last decade
- Lightning is a common cause of large wildfires, however
- In recent years, human activity has caused some of the largest fires (downed power lines or electrical sources)
- Wildfire's dramatic adverse impacts include:
  - Ecological
  - Erosion and water quality
  - Destruction of structures
  - Loss of life
  - Financial resources



# Background

- Development in fire-prone areas increases:
  - Likelihood of more destructive fires
  - Fire-fighting resources will be taxed, more habitat and people will be in harm's way
  - More structures will burn
- Imperative that local jurisdictions consider:
  - Wildfire impacts as part of the development review process
  - Where to best place new development
  - Mitigate fire impacts to the extent feasible

# Key Definitions

- **Wildland-Urban Interface** – generally defined as the area where the built environment meets or intermingles with the natural environment
- **Cal Fire land classifications** – “High” or “Very High” Fire Severity Zones are most severe
- **Chapter 7A** – More stringent Building Code that applies to Very High Fire Severity Zones under State law
- **Town Building Code** – Exceeds Chapter 7A, applies to whole Town
- **State Responsibility Area (SRA)** – Where State has responsibility for fire fighting
- **Local Responsibility Area (LRA)** – Local agency has responsibility for fire fighting
- **Cal Fire Maps** – State in process of updating LRA Maps, expected long ago, hope they are released soon



# Key Definitions

- **Home ignition risk and structure-to-structure fire spread** depend on two dominant sources of ignition:
  - Embers lofted by fire
  - Radiant or convective heat emitted from nearby fire
    - The greater the proximity of any structure to any other structure or fuel source, the greater the need for non-combustible construction materials



# Attorney General Guidance

Excellent resource, includes useful information, demonstrates that multiple State departments are now engaged in wildfire issues.

- Provides suggestions for how to best comply with CEQA when analyzing and mitigating a proposed project's impacts on ignition risk, emergency access, and evacuation
- Aimed at proposed development, such as residential, recreational, or commercial developments
- The extent to which it applies will vary
- Includes things to consider – issues, alternatives, mitigations
- Intended to assist lead agencies with their planning and approval of future projects
- Can draw from this guidance, even if not a formal CEQA review



# Key Approaches for Fire Safety

The District believes that that in working with the Town to do these things, it is confident that the Town will be safer than it ever has been in the past.

1. Keep and expand progressive prevention policies in the 2010 Safety Element
2. Pursue widening roads
3. Establish multiple access and egress routes
4. Meet Cal Fire Minimum Fire Safe Regulations in the Very High and High hazard areas within the district.
5. Conduct site specific individuated Wildfire Hazard Assessment Plans
6. Build to Chapter 7A (and 337 Residential Code) with local amendments
7. Enhance construction methods and materials to be noncombustible



# Key Approaches for Fire Safety Cont.

8. Limit exposure to flammable materials
9. Increase defensible space standards around structures
10. Adopt new requirements for fuel breaks in parcels in the SRA and LRA areas within the District
11. The district and Towns to adopt a map indicating the Very High and High Fire Hazard Severity Zones
12. Revisit the ADU and SB9 Fire Safety Checklist and consider adoption of appropriate ordinances(s)
13. Educate the public on key fire safety issues



# Role of Fire District

As Fire Marshal, I prefer not to comment on whether an area *should* be developed

- Understand that the Town has housing obligations under State law
- Town has contracted with expert consultants who are familiar with CEQA
- District must trust that that consultants have or will have done due diligence in determining the safest locations for development
- Encourage Town to refer to Attorney General guidance

Instead, the Fire District should focus on codes that will apply *if* development occurs in fire prone areas

- Enforcing the Fire Code approved by the Town
- Implementing new fuel mitigation Ordinances.
- Provisions for Emergency evacuation procedures based on fire and traffic modeling software being utilized by the District and Towns.





# Fire District Comments

- Fire modeling and other spatial and statistical analyses are valuable to quantify risks from projects – use these tools for future analysis of specific projects to the extent feasible.
- The addition of new development may impact the evacuation of project residents and the existing population.
  - Evacuation modeling should be considered at the time of project review and approval, when there is time to modify the project, not deferred to building permit review.
- Where highly combustible structures such as wood framed buildings are near one another, the hazard of structure-to-structure fire spread can increase dramatically.
  - Closer structure density should be accompanied by Fire Code amendments to mitigate concerns.
  - The District will provide recommendations based on the latest best practices.



# Fire District Comments

- There should be a project level, site specific, assessment of hazard and risk for development in areas of heightened hazard.
  - Goal is the prevention and/or containment of rapid-fire expansion and spread to neighboring homes and fuel complexes.
  - Methods to achieve this goal can vary based on the site so individual assessments are most effective. There is no one-size fits all solution.
  - Mitigation should be linked to risk, not just hazard.
  - Higher density development can complicate firefighting effectiveness and safety. Appropriate measures and enhanced access should be reviewed.



# Work Plan for the 7 + 13

## Moving Forward – Fire District

- Fire District is currently working on:
  - Adoption of a Fuel Mitigation and exterior Hazard Abatement Ordinance
  - Fuel breaks in SRA and LRA are on hold and will be assessed later
  - Implementation of the minimum fire safe regulations in the Very High and High Fire Severity Zones
  - Establishing multiple access and egress routes is ongoing
  - District to make recommendations for Town to consider on limiting exposure to flammable materials
  - District wide hazard and risk assessment



# Work Plan for the 7 + 13

## Moving Forward – Town

- Safety Element Draft is currently under review – Continue to implement the current 2010 Safety Element including the intended use of the Moritz map until adoption of the revised Safety Element.
- Establish enforceable fire prevention policies regarding development in Very High and High Fire Hazard Severity Zones.
- For evacuation routes, road widening strategies will be specified in the new safety element.
- Regarding access/egress routes: With transition of Town Staff, ensure communications continue with landowners. Include with next draft of Safety Element.
- Chapter 7A applies to the whole Town and must be updated every three years.
- The Town Council has expressed their interest in adopting the Housing Element by the end of March. The IS/MND must be adopted concurrently.





# Work Plan for the 7 + 13

## Moving Forward – Together

- Science, best practices and State laws are evolving – continue to evaluate and update local approach
- Adopt new district fire hazard map
- Implementation of Cal Fire Minimum Fire Safe Regulations to the Very High and High Fire Hazard Severity Zones
- Revisit the accessory dwelling unit (ADU) and SB9 fire safety checklist and consider the adoption of appropriate Ordinances
- Assess environmental impact of planned development on wildfire risk and public safety once WFPD hazard and risk assessment is complete.
  - Enhance zoning, subdivision and building codes to mitigate risk of fire spread between combustible structures and vehicles.
  - Enhance safety and reliability of power and communications utilities.



# Work Plan for the 7 + 13

## Moving Forward - Together

- Implement the Town wide Emergency Evacuation Plan prepared through the Emergency Preparedness Committee in collaboration with multiple agencies
- Consideration of site-specific individuated Wildfire Hazard Assessment Plans
  - Potential to model off Town process for Geologic Safety
  - Map(s) developed by Cal Fire and/or Fire District
  - Policy developed by District and Town
  - Potential to better capture local concerns than a CEQA analysis
- Enhance construction methods and materials to be noncombustible
- Educate the public on key fire safety issues.



# Questions from Board of Directors



# WOODSIDE FIRE PROTECTION DISTRICT

FIRE PREVENTION BUREAU  
808 PORTOLA ROAD PORTOLA VALLEY, CA. 94028  
(650) 851-1594

[WWW.WOODSIDEFIRE.ORG](http://WWW.WOODSIDEFIRE.ORG)  
DON BULLARD – FIRE MARSHAL

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Howard Young  
Interim Town Manager  
Town of Portola Valley  
765 Portola Road, Portola Valley, CA 94028

Re: Proposed Implementation of Woodside Fire Protection District's Mitigation Requests

Dear Mr. Young:

It was a pleasure meeting with you and other representatives from the Town of Portola Valley on May 19, 2023, to discuss the seven mitigation requests from the Woodside Fire Protection District attached as Exhibit A to Town Resolution 2922-2023, adopted on March 29, 2023 (The "Seven Mitigation Requests"). A copy of that resolution and the Seven Mitigation Requests is attached. The Town had requested that the district provide clarification on the implementation of the Seven Mitigation Requests. The following serves to confirm the district's clarification and proposed implementation of the Seven Mitigation Requests as discussed on May 19, 2023.

The goal of the Seven Mitigation Requests is to obtain enforceable standards to mitigate fire risk in the district. Both the Town and the District are in the process of taking steps to achieve that goal. The district is currently in the process of establishing a current Wildland-Urban Interface (WUI) for the District in accordance with Health & Safety Code section 13108.5 that would include designations of "Fire Hazard Severity Zones" in accordance with Government Code section 51179. The Town is currently in the process of updating its General Plan Safety Element.

Considering these efforts by the Town and the District, the District believes that the Seven Mitigation Requests may be implemented in a manner designed to achieve the desired goal as follows:

- a. Mitigation Requests # 1-4: These four mitigation requests are all connected to the Moritz Map, or a successor map approved by the District. Since the District is in the process of establishing a map designating the WUI for the District, the District requests that the Town coordinate its implementation of Mitigation Requests # 1-4 with the district's process to establish a WUI. This would promote an effective implementation of these Mitigation Requests. In that regard:
  - i. Mitigation Request # 1: In order to avoid duplication of efforts and avoid the potential for confusion and conflict, the district believes Mitigation Request # 1 may be implemented by the Town collaborating with the District in the District's preparation of a WUI in accordance with Health & Safety Code section 13108.5 that would include designations of "Fire Hazard Severity Zones" in accordance with Government Code section 51179. The purpose of this Mitigation Request is designed to implement effective and enforceable fire mitigation standards in the District and the District's



establishment of a WUI, identifying the Very High and High Fire Hazard Severity Zones, will serve that purpose.

- ii. Mitigation Request # 2: The goal of Mitigation Request # 2 is to establish enforceable fire prevention policies in the Town's Safety Element tied to an established WUI, that are at least as protective as the policies in the Town's 2010 Safety Element. The district requests that the Town coordinate the update of its Safety Element with the District's process to establish a WUI with the goal of establishing enforceable fire prevention policies regarding development in Very High and High Fire Hazard Severity Zones, as identified in the WUI, that are at least as protective as the policies in the 2010 Safety Element.
- iii. Mitigation Requests # 3 and #4: The District requests the Town coordinate the adoption of the requested fire safe development regulations to apply in the Very High and High Fire Hazard Severity Zones identified in the WUI to be established by the district. The district acknowledges its responsibility to enforce such fire safe development regulations. As required by state law, CalFire's minimum fire safe development regulations (14 CCR sections 1270.01 through 1276.05), will apply in all areas designated as State Responsibility Areas and Very High Fire Hazard Zone Areas in the WUI to be established by the district. Further consideration of application of the fire safe development regulations in High Fire Hazard Severity Zones will occur upon the designation of such zones in the WUI to be established by the district.

These clarifications do not change the district's position concerning the Moritz Map, as has been stated in previous correspondence from the District. The district requests that the Town continue to use the Moritz Map consistent with the Town's current Safety Element. As stated in Resolution 2922-2023, the Town, in updating its Safety Element, "will also adopt the Moritz Map and/or any successor map as a basis for evaluating the fire risk associated with specific sites in the Town." The Town also stated that it "anticipates the new Safety Element will contain fire prevention programs and policies at least as protective as the 2010 Safety Element and will contain a timeline for implementing said programs and policies expeditiously." The district appreciates the Town's commitment in this regard.

- b. Mitigation Request # 5: The goal of Mitigation Request # 5 is to establish enforceable procedures and standards by which the Town would review and determine the impact of proposed development projects on public health and safety as outlined in the referenced state housing laws. The district recognizes that, in connection with (1) accessory dwelling units, and (2) SB 9 urban lot splits in connection with the statutory sections referenced in Mitigation Request # 5, the Town has adopted procedures and standards by resolution. The district has no opinion on the mechanism by which the Town adopts such procedures and standards, so long as they are enforceable. The district will coordinate with the Town on any potential revisions to these policies and procedures.

As for such procedures and standards relating to (3) housing development projects and (4) bonus density concessions in connection with the state statutes referenced in Mitigation Request # 5, the district continues to request that such enforceable procedures and standards be adopted. The district recognizes that the Town must prioritize its limited resources and may prioritize other requests by the District over this request.

- c. Mitigation Request #6: A town-wide emergency evacuation plan has been prepared for the Town by the District, which will go before the Town Emergency Preparedness Committee for approval and recommendation that the Town Council approve and implement. The district

requests that the Town implement this plan and the District is willing to coordinate such implementation with the Town.

- d. Mitigation Request #7: The District requests that the Town update its Safety Element consistent with this Mitigation Request. The district will provide specific comments to the Town concerning the Town's General Plan Safety Element. The district is interested in using any available resources from CalFire in providing assistance and encourages the Town to utilize any available assistance from CalFire in completing the Town's General Plan Safety Element.

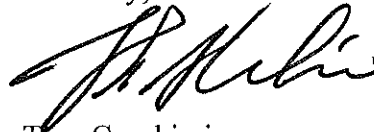
The district looks forward to its ongoing collaboration with the Town on promoting fire safety within the district.

Sincerely,



Don Bullard  
Fire Marshal  
Woodside Fire Protection District

Sincerely,



Tom Cuschieri  
Fire Chief  
Woodside Fire Protection District

**RESOLUTION NO. 2922-2023**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
ADOPTING THE INITIAL STUDY-- MITIGATED NEGATIVE DECLARATION AND  
THE MITIGATION, MONITORING AND REPORTING PLAN FOR THE HOUSING AND  
SAFETY ELEMENTS UPDATE AND CONFORMING GENERAL PLAN AND ZONING  
CODE AMENDMENTS**

**WHEREAS**, pursuant to the California Environmental Quality Act (CEQA), an Initial Study-Mitigated Negative Declaration (IS-MND), which is included as Attachment 1 to the March 22, 2023 Town Council Staff Report and incorporated by this reference, was prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments, collectively the "Project"; and

**WHEREAS**, pursuant to CEQA, a Notice of Intent ("NOI") to Adopt the IS-MND was prepared and provided to interested agencies, and to all members of the public who had previously requested notification; and posted at Portola Valley Town Hall notifying all interested parties of the availability and 30-day public review period commencing on October 31, 2022 and ending on November 29, 2022; and

**WHEREAS**, copies of the IS-MND were made available online, to members of the public who had previously requested notification, and by appointment at Portola Valley Town Hall in the Planning and Building Department; and

**WHEREAS**, opportunities for verbal comments on the IS-MND were provided during a November 16, 2022 Planning Commission hearing; and

**WHEREAS**, the IS-MND identified potentially significant impacts to the environment, including specific impacts to Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, which can and will be avoided or mitigated to less than significant levels through adoption and implementation of the included mitigation measures; and

**WHEREAS**, on February 15, 2023, the Planning Commission conducted a public hearing to review the Response to Comments memorandum addressing the verbal comments made by Members of the Portola Valley Planning Commission and public on November 16, 2022, the adequacy of the IS/MND and the recommended text changes to the IS-MND. The updated version of the Response to Comments memorandum is included as Attachment 1 in the March 22, 2023 Town Council Staff Report and incorporated by reference; and

**WHEREAS**, on February 15, 2023, the Planning Commission also heard a presentation from Fire Marshal Bullard and had extensive discussion on a Colleagues Memorandum from Commissioners Targ and Brothers regarding the Draft Initial Study/Mitigated Negative Declaration-- Proposed Project Design Features to Maintain and Enhance Environmental Quality, Safety and Community Quality of Life which was

included as Attachment 6 to the February 15, 2023 Staff Report (“Targ/Brothers Colleagues Memo”); and

**WHEREAS**, the Town is in the process of updating its Safety Element and during that process commits to address the actions requested by Fire Marshal Bullard at the Planning Commission’s February 15, 2023 meeting and email from the Woodside Fire Protection District’s attorney Ann Danforth to the Town Attorney dated March 29, 2023. For reference a copy of that email is attached as Exhibit A to this resolution. The Council intends to adopt the safety element on or before October 1, 2023. The Council anticipates the new Safety Element will contain fire prevention programs and policies at least as protective as the 2010 Safety Element, and will contain a timeline for implementing said programs and policies expeditiously. The Town will also adopt the Moritz Map and/or any successor map as a basis for evaluating the fire risk associated with specific sites in the Town; and

**WHEREAS**, the Planning Commission at a regular meeting on February 15, 2023 recommended approval of the IS-MND and updated Response to Comments and Text Changes and the Mitigation Monitoring and Reporting Plan (MMRP); and

**WHEREAS**, the Planning Commission’s February 15, 2023 resolution also recommended that the Town Council adopt the project design features listed as Exhibit A in the Targ/Brothers Colleagues Memo, excluding the financial terms, through the mechanism of Council’s choosing; and

**WHEREAS**, the Planning Commission’s February 15, 2023 resolution also recommended that the Town Council recommended that the Town Council further consider adopting the key approaches for Fire Safety presented by Fire Marshal Bullard in his February 15, 2023 presentation to the Planning Commission and included in the Planning Commission’s February 15, 2023 resolution as Exhibit B; and

**WHEREAS**, on March 15, 2023, the Town Council conducted a Study Session to review the IS-MND, the MMRP, the Response to Comments and Text Changes, the Housing Element, the Conforming General Plan Amendments and the recommendations in the Targ/Brothers Colleague’s Memo as attached to the March 15, 2022 Town Council Staff Report and incorporated here by reference; and

**WHEREAS**, on March 22, 2023, the Town Council conducted a public hearing to review the IS-MND, the MMRP, the Response to Comments and Text Changes the Housing Element, the Conforming General Plan Amendments and the recommendations in the Targ/Brothers Colleague’s Memo;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby adopts the IS-MND, the Updated Response to Comments and Text Changes, and the MMRP (as updated at the March 22 and 29, 2023 public hearing), prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments Project, attached as Attachments 2, 3 and 4, respectively, to the March 22,



2023 Staff Report. The updated MMRP is also included as Exhibit B to this resolution for clarity. This action is based on the following findings:

1. The IS-MND, Updated Response to Comments and Text Changes and the MMRP have been completed in accordance with the requirements of the CEQA statutes, and the CEQA Guidelines.
2. The IS-MND was prepared, published, circulated, and reviewed in accordance with the requirements of CEQA and the Town's CEQA Guidelines, and constitutes an adequate, accurate, objective, and complete analysis addressing all issues relevant to the approval of the proposed Project.
3. The Town Council has reviewed and considered the information contained within the IS-MND together with any comments received during the public review process and it reflects the independent judgment and analysis of the Town.
4. The IS-MND identifies all potentially significant adverse environmental impacts and feasible mitigation measures or standard conditions of approval that would reduce these impacts to a less-than-significant level. All of the mitigation measures identified in the IS-MND will be implemented, if applicable, once the Project is adopted. The Town Council finds that on the basis of the whole record before it, there is no substantial evidence that the Project, as mitigated in the IS-MND, will have a significant impact on the environment.
5. During the preparation of the Initial Study Checklist, it was determined that the Project would have no impact or have less-than-significant impact on the following environment factors: Aesthetics, Agriculture and Forestry Resources, Biological Resources, Energy, Hydrology/Water Quality, Land Use/Planning, Mineral Resources, Parks and Recreation, Population/Housing, Public Services, Transportation, Utilities/Service Systems, Wildfire, and Mandatory Findings of Significance. It was determined that the Project would have a potentially significant impact on one or more of the following environmental factors: Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources. Consistent with CEQA Statutes and CEQA Guidelines, the IS-MND contains a full and complete explanation as to how the potentially significant impact on these environmental factors are reduced to less-than-significant impact level by the incorporation of the required mitigation measures.
6. The administrative record is located in the Office of the Town Clerk who is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.
7. The above recitals are true and correct and material to this Resolution.

8. In making these findings, the Town Council relied upon and hereby incorporates by reference all correspondence, staff reports, and other written and oral testimony presented to it.

**BE IT FURTHER RESOLVED** that the Town Council hereby resolves that Topics 1, 2 and 5-8 of the March 22, 2023 Town Council Colleague's Memo will be incorporated into a Post Housing Element Plan.

Passed and Adopted this 29<sup>th</sup> day of March 2023.

By: Jeff D Aalfs  
Jeff Aalfs, Mayor

ATTEST:

Corie Stocker  
Corie Stocker, Acting Town Clerk

## Exhibit A

---

**From:** Ann Danforth <adanforth@publiclawgroup.com>  
**Sent:** Wednesday, March 29, 2023 5:18 PM  
**To:** Cara E. Silver  
**Cc:** Jon Holtzman  
**Subject:** List of Fire Safety Measures for New Safety Element and Municipal Code  
**Attachments:** 2023.03.29 ISMND Mitigations db.docx

Hello Cara: pursuant to our conversation today, I attach a list of Fire Safety Regulations that Fire Marshall Don Bullard believes are necessary to promote fire safety in Portola Valley. Please include them record of proceedings tonight.



Renne Public Law Group\*

*Named Top 20  
Boutique Law Firm 2019  
by the Daily Journal.*

**Ann Danforth**  
Of Counsel  
[adanforth@publiclawgroup.com](mailto:adanforth@publiclawgroup.com)  
(415) 848-7200



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## WFPD's Requested Mitigations

1. Adoption and codification by ordinance of the High and Highest Hazard areas identified in the Moritz map as High and Very High Fire Hazard Severity Zones in accordance with Government Code §51179 and WFPD's newly proposed WUI Ordinance 22-02. Such hazard zone designations should be updated as and when the district's updated assessment of wildfire hazard and risk is completed and released.
2. Codification by ordinance of the fire prevention policies in section 4151 of the 2010 Safety element regarding development in High and Highest Hazard areas identified in the Moritz map or any successor map approved by the district and Town.
3. Adoption and codification by ordinance of Cal Fire's minimum fire safe development regulations (14 C.C.R. §§ 1270.01 thru 1276.05) throughout all High and Highest Hazard areas identified in the Moritz map or any successor map approved by the district and Town, and designation of the Woodside Fire Protection District as the authority having jurisdiction under the Cal Fire regulations to administer and enforce their requirements within the Town's local jurisdiction.
4. Adoption and codification of a new Town ordinance amending Cal Fire's minimum fire safe development regulations, as adopted above, to require.
  - minimum property line setbacks of 30 feet for all new parcels and all new residential development within all High and Highest Hazard areas identified in the Moritz map or any successor map approved by the district and Town.
  - minimum building separation distance of 30 feet between all newly developed structures within a parcel in all High and Highest Hazard areas identified in the Moritz map or any successor map approved by the district and the Town, and
  - provisions for reduction of required setbacks and/or separation distances upon prior written district approval if (a) compliance is shown to be physically infeasible and (b) alternate means satisfactory to the district are demonstrated and implemented to achieve the same reduction of fire spread risk that the required set-back or separation distance would achieve. Such alternate means include but are not limited to the reduction of structure enthalpy through use of noncombustible wall and roof assemblies; elimination of exposed windows, doors, or apertures from closely spaced surfaces; installation of non-combustible fire walls between parcels and exposed structures.
5. Adoption and codification of a new Town ordinance to establish the procedures and standards by which the Town shall review and determine the impact of proposed development projects on public health and safety in accordance with the provisions of the following State housing law mandates:
  - Government Code §§ 65589.5(d)(2) ("a local agency shall not disapprove a housing development project ... unless it makes written findings, based upon a preponderance of the evidence in the record [that] ... [t]he housing development project ... as proposed would have a specific, adverse impact upon the public health or safety, and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low and moderate-income households"),



- Government Code § 65852.2(a)(1)(A) (relating to accessory dwelling units),
  - Government Code § 66411.7(d) (relating to SB-9 urban lot splits), and
  - Government Code §§ 65913.4(a)(6)(D) and 65915(e)(1) (relating to bonus density concessions)
6. Complete and adopt Town-wide Emergency Evacuation and Recovery Plan for wildfire, earthquake and similar town-wide emergencies, and staff and fund Town program to educate residents and implement the plan.
7. Update and amend the General Plan Safety element to
- Update and amend assessment of the environmental impact of planned development on wildfire risk and public safety once the Fire District's hazard and risk assessment is completed.
  - Expand and improve existing evacuation routes.
  - Enhance Zoning, Subdivision and Building Codes to mitigate risk of fire spread between and among combustible structures and vehicles that lack adequate separation.
  - Enhance safety and reliability of power and communications utilities.
  - Adopt and codify by ordinance the individuated wildfire risk assessment and abatement procedures and standards of NFPA Standard 1140 §§ 10.1 thru 26.2.6, designating the Woodside Fire Protection District as the authority having jurisdiction to administer and enforce NFPA 1140 within Town

## Exhibit B

### MITIGATION MONITORING AND REPORTING PROGRAM

This Mitigation Monitoring and Reporting Program (MMRP) was formulated based on the findings of the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for the **Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments** in the Town of Portola Valley. This MMRP complies with Section 15097 of the *CEQA Guidelines*, which requires that the Lead Agency “adopt a program for monitoring or reporting on the revisions which it has required in the project and the measures it has imposed to mitigate or avoid significant environmental effects.” The MMRP lists mitigation measures recommended in the IS/MND and identifies mitigation monitoring requirements.

The MMRP table below presents the mitigation measures identified in the IS/MND necessary to mitigate potentially significant impacts. Each mitigation measure is numbered according to the topical section to which it pertains in the IS/MND. As an example, Mitigation Measure AIR-1 is the first mitigation measure identified in the IS/MND in *Section III.C, Air Quality*.

The first column of the MMRP table identifies the mitigation measure. The second column identifies implementation action and responsibility, while the third column identifies the monitoring schedule or timing, and the fourth column names the party responsible for monitoring and the required monitoring action. The fifth column provides a place to record compliance with monitor dates and initials. These last columns will be used by the Town of Portola Valley to ensure that individual mitigation measures are monitored.

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/ Signature
<b>A. AESTHETICS</b>				
<i>Implementation of the project would not result in any significant aesthetics impacts.</i>				
<b>B. AGRICULTURE AND FORESTRY RESOURCES</b>				
<i>Implementation of the project would not result in any significant agriculture and forestry resources impacts.</i>				
<b>C. AIR QUALITY</b>				
<p><b>AIR-1: Dust Control Program.</b> During project construction, the contractor shall implement a dust control program that includes the following measures recommended by the Bay Area Air Quality Management District (BAAQMD) and these measures shall be included in contract specifications for construction of the project:</p> <ul style="list-style-type: none"> <li>▪ All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.</li> <li>▪ All haul trucks transporting soil, sand, or other loose material off-site shall be covered.</li> <li>▪ All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.</li> <li>▪ All vehicle speeds on unpaved roads shall be limited to 15 miles per hour.</li> <li>▪ All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.</li> </ul>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the AIR-1 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Fully implement all exhaust control measures required by AIR-1.</li> </ul>	<p>Ongoing throughout demolition, grading, trenching, and construction period.</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Make regular, periodic visits to the project site to ensure that all dust control mitigation measures required by AIR-1 are being implemented.</li> </ul>	

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/Signature
<ul style="list-style-type: none"> <li>▪ Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.</li> <li>▪ All construction equipment shall be maintained and properly tuned in accordance with manufacturer’s specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.</li> <li>▪ A publicly visible sign shall be posted with the telephone number and person to contact at the construction site regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD’s phone number shall also be visible to ensure compliance with applicable regulations.</li> </ul>				
<p><b>AIR-2: Quantified Emissions.</b> Proposed projects that would exceed the current BAAQMD’s screening criteria for operational criteria air pollutant emissions shall retain a qualified air quality consultant to quantify criteria air pollutant emissions and identify measures, as needed, to reduce the project’s average daily emissions below 54 pounds per day for ROG, NOx, and PM2.5 and 82 pounds per day for PM10, and reduce the maximum annual emissions below 10 tons per year for ROG, NOx, and PM2.5 and 15 tons per year for PM10. Quantified emissions and identified reduction measures shall be submitted to the Town for review and approval prior to the issuance of building permits.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the AIR-2 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Retain a qualified air quality consultant to quantify criteria air pollutant emissions and identify measures, as needed, to reduce the project’s average daily emissions below the thresholds (as defined).</li> </ul>	<p>Prior to issuance of the first building permit.</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure an air quality consultant is retained by the contractor.</li> <li>▪ Review and approve the quantified emissions and reduction measures as submitted by the qualified air quality consultant.</li> </ul>	



Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/ Signature
	<ul style="list-style-type: none"> <li>▪ Have the qualified air quality consultant submit the quantified emissions and reduction measures to the Town for review and approval.</li> </ul>			
<b>D. BIOLOGICAL RESOURCES</b>				
<i>Implementation of the project would not result in any significant biological resources impacts. **Note the project is subject to the Town's standard biological restrictions contained in Tables 2-6 of Appendix D-1 (Special Status Species) attached as Exhibit A.</i>				
<b>E. CULTURAL RESOURCES</b>				
<p><b>CULT-1: Accidental Discovery of Cultural Resources.</b> If cultural material is discovered during ground-disturbing activities on the Ford Field housing site, all work must halt within 50 feet of the find until the qualified archaeologist can determine the significance. No soil shall be exported from within the 50-foot buffer around the find until a determination of significance is made. The qualified archaeologist will then also determine if continued archaeological monitoring, testing, or data recovery is warranted.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the CULT-1 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Halt all construction activity within 50 feet of the project site if cultural material is discovered until appropriate action has been taken in accordance with CULT-1.</li> </ul>	Ongoing throughout demolition, grading, trenching, and construction period.	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure that a qualified archaeologist is retained by the contractor.</li> </ul>	
<p><b>CULT-2: Accidental Discovery of Archaeological Resources.</b> If archaeological material is discovered during ground-disturbing activities on The Sequoias or the Glen Oaks housing sites, all work must halt within 50 feet of the find until the qualified archaeologist can determine the significance. No soil shall be exported from within the 50-foot buffer around the find until a determination of significance is made. The qualified archaeologist will then also determine if continued archaeological monitoring, testing, or data recovery is warranted.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the CULT-2 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Halt all construction activity within 50 feet of the project site if archaeological material is discovered until appropriate action has been taken in accordance with CULT-2.</li> </ul>	Ongoing throughout demolition, grading, trenching, and construction period.	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure that a qualified archaeologist is retained by the contractor.</li> </ul>	

NOVEMBER 2022

PORTOLA VALLEY HOUSING AND SAFETY ELEMENTS UPDATE INITIAL STUDY  
MITIGATION AND MONITORING REPORTING PROGRAM

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/ Signature
<p><b>CULT-3a: Halt Construction Activity, Evaluate Find, and Implement Mitigation.</b> In the event that any previously unidentified cultural resource (historic/archaeological/paleontological/Native American) are uncovered during site preparation, excavation, or other construction activity, all such activity shall cease until these resources have been evaluated by a qualified consultant and specific measures can be implemented to protect these resources in accordance with sections 21083.2 and 21084.1 of the California Public Resources Code.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the CULT-3a requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Halt all construction activity if cultural resources (as defined) are uncovered until appropriate action has been taken in accordance with CULT-3a.</li> </ul>	Ongoing throughout demolition, grading, trenching, and construction period.	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure that a qualified consultant is retained by the contractor.</li> </ul>	
<p><b>CULT-3b: Halt Construction Activity, Evaluate Remains, and Take Appropriate Action in Coordination with Native American Heritage Commission.</b> In the event that any human remains are uncovered during site preparation, excavation, or other construction activity, all such activity shall cease until these resources have been evaluated by the County Coroner, and appropriate action taken in coordination with the Native American Heritage Commission, in accordance with section 7050.5 of the California Health and Safety Code or, if the remains are Native American, section 5097.98 of the California Public Resources Code.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the CULT-3b requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Halt all construction activity if human remains are uncovered until appropriate action has been taken in accordance with CULT-3b.</li> </ul>	Ongoing throughout demolition, grading, trenching, and construction period.	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Initiate coordination with the County Coroner and Native American Heritage Commission, if required.</li> </ul>	

**F. ENERGY**

*Implementation of the project would not result in any significant energy impacts.*

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/ Signature
<b>G. GEOLOGY AND SOILS</b>				
<p><b>GEO-1: Paleontological Resources During Construction.</b> Should any paleontological resources be encountered during construction activities, all ground disturbing activities within 50 feet of the find shall be stopped, the Town shall be notified by the applicant, and a qualified paleontologist shall be contacted and retained to assess the situation per Society of Vertebrate Paleontology standards. The qualified paleontologist shall consult with agencies, as appropriate, and make recommendations for the treatment of the discovery if found to be significant. If construction activities cannot avoid the paleontological resources, adverse effects to paleontological resources shall be mitigated. Mitigation may include monitoring, recording the fossil locality, data recovery and analysis, preparation of a technical report, and providing the fossil material and technical report to a paleontological repository, such as the University of California Museum of Paleontology. Public educational outreach may also be appropriate. Upon completion of the assessment, a report documenting methods, findings, and recommendations shall be prepared and submitted to the Town for review.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the GEO-1 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Fully implement all exhaust control measures required by GEO-1.</li> <li>▪ Contact a qualified paleontologist, if required.</li> </ul>	<p>Ongoing throughout demolition, grading, trenching, and construction period.</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure that a qualified paleontologist is retained by the contractor.</li> <li>▪ Review the technical report methods, findings, and recommendations, if required.</li> </ul>	
<b>H. GREENHOUSE GAS EMISSIONS</b>				
<p><b>GHG-1: Off-Street Electric Vehicle Requirements.</b> All developments shall demonstrate compliance with the off-street electric vehicle (EV) requirements in the most recently adopted version of CALGreen Tier 2 prior to the Town of Portola Valley issuing building occupancy permits. Alternatively, developments shall demonstrate consistency with a climate action plan adopted by the Town of Portola Valley that meets the criteria under State CEQA Guidelines Section 15183.5(b) and identifies</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the GHG-1 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Comply with off-street EV requirements as outlined in the Town Building Code, which</li> </ul>	<p>Prior to issuance of the first building occupancy permit.</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Ensure developments are consistent with the Town Building Code, which meets the CALGreen Tier 2 EV requirements.</li> </ul>	

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/Signature
community-wide measures that can be implemented to achieve the statewide GHG emissions targets of 40 percent below 1990 levels by 2030 and support the State’s goal of achieving carbon neutrality by 2045.	meets the CalGreen Tier 2 EV requirements.			
<u>GHG-2: Implement GHG-1.</u>	See GHG-1.			

**I. HAZARDS AND HAZARDOUS MATERIALS**

<p><b>HAZ-1: Phase I Environmental Site Assessment (ESA).</b> The following requirements related to potential hazardous materials contamination would not apply to residential renovations/additions (due to the limited soil disturbance involved with such projects) or properties where past land uses have included only residential or undeveloped open space (i.e., no previous agricultural, industrial, commercial, or transportation related use) and where placement of undocumented fill material has not occurred. Evidence of such past land use must be demonstrated to the Town through historic aerial photos, maps, and/or building department records.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Provide aerial photos, maps, and/or building department records for past land use to the Town.</li> <li>▪ Have the qualified environmental professional prepare a Phase I ESA.</li> <li>▪ Have the qualified environmental professional prepare a Phase II ESA, if required.</li> <li>▪ Prepare a Soil and Groundwater Management Plan, if required.</li> <li>▪ Take remedial actions at the project site, if required.</li> <li>▪ Implement any recommendations for additional investigation and/or remedial action planning identified in the Phase I and II ESAs and submit to the Town evidence of approvals from the appropriate federal, State, or regional oversight agency(ies) for any proposed remedial action plans.</li> <li>▪ Implement the recommendations of the third-party qualified environmental professional following their review of the Phase I and II ESAs, if required.</li> </ul>	<p>Prior to issuance of demolition, grading, or building permits.</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Review the Phase I ESA.</li> <li>▪ Review the Phase II ESA, if required.</li> <li>▪ Select a third-party qualified environmental professional to review Phase I and II ESAs and proposed remedial action plans, if required.</li> </ul>
<p>Prior to the Town issuing demolition, grading, or building permits for a proposed redevelopment or development project that would disturb soil (except for residential renovations/additions), the project applicant shall prepare a Phase I Environmental Site Assessment (ESA) for the project site and shall submit the Phase I ESA to the Town for review. If any Recognized Environmental Conditions (RECs) or other environmental concerns are identified in the Phase I ESA, the project applicant shall prepare a Phase II ESA to evaluate the RECs or other environmental concerns and shall submit the Phase II ESA to the Town for review and approval. Phase I and II ESA reports shall be prepared by a qualified environmental</p>			



Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/Signature
<p>professional and include recommendations for further investigation or remedial action, as appropriate, for hazardous materials contamination. Remedial actions may include, but not necessarily be limited to, the preparation and implementation of a Soil and Groundwater Management Plan, removal of hazardous materials containers/features (e.g., underground or aboveground storage tanks, drums, piping, sumps/vaults), proper destruction of water supply wells, removal and off-site disposal of contaminated soil or groundwater, in-situ treatment of contaminated soil or groundwater, or engineering/institutional controls (e.g., capping of contaminated soil, installation of vapor intrusion mitigation systems, and establishing deed restrictions).</p> <p>Prior to the Town issuing demolition, grading, or building permits, the project applicant shall implement any recommendations for additional investigation and/or remedial action planning identified in the Phase I and II ESAs and submit to the Town evidence of approvals from the appropriate federal, State, or regional oversight agency(ies) for any proposed remedial action plans.</p>				
<p>Prior to the Town issuing a certificate of occupancy, the project applicant shall submit to the Town evidence of approvals from the appropriate federal, State, or regional oversight agency(ies) for the completion of remedial action. If the project applicant indicates that in their view regulatory agency oversight/approval is not required for the proposed project based on the findings of the Phase II ESA and/or the proposed remedial actions, then the Phase I and II ESAs and proposed remedial action plans shall be reviewed by a third-party</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Submit to the Town evidence of approvals from the appropriate federal, State, or regional oversight agency(ies) for the completion of remedial action, if required.</li> </ul>	<p>Prior to issuance of certificate of occupancy.</p>		

NOVEMBER 2022

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/Signature
<p>qualified environmental professional selected by the Town and funded by the project applicant. The third-party qualified environmental professional shall either approve of the proposed investigation and/or remedial actions or provide recommendations for further investigation, additional/alternative remediation actions, and/or regulatory agency oversight for the project site. The project applicant shall implement the recommendations of the third-party qualified environmental professional prior to the Town issuing demolition, grading, or building permits.</p>				
<b>J. HYDROLOGY/WATER QUALITY</b>				
<i>Implementation of the project would not result in any significant hydrology/water quality impacts.</i>				
<b>K. LAND USE/PLANNING</b>				
<i>Implementation of the project would not result in any significant land use/planning impacts.</i>				
<b>L. MINERAL RESOURCES</b>				
<i>Implementation of the project would not result in any significant mineral resources impacts.</i>				
<b>M. NOISE</b>				
<p><b>NOISE-1: Screening-Level Vibration Analysis.</b> Where new development is proposed in the vicinity of vibration-sensitive receptors, require a screening level vibration analysis. If a screening-level analysis shows that the project has the potential to substantially disturb vibration-sensitive activities or result in damage to structures, then a qualified professional shall prepare a detailed vibration impact assessment to determine appropriate design standards and methods of construction to avoid potential vibration impacts, if feasible.</p>	<p>Project Sponsor:</p> <ul style="list-style-type: none"> <li>▪ Include the NOISE-1 requirements in the contract and performance standards for the project contractor.</li> </ul> <p>Project Contractor:</p> <ul style="list-style-type: none"> <li>▪ Conduct a screening-level vibration analysis.</li> <li>▪ Have a qualified professional prepare a detailed vibration impact assessment and submit to the Town.</li> </ul>	<p>Prior to issuance of demolition, grading, or building permits</p>	<p>Town of Portola Valley Planning &amp; Building Department:</p> <ul style="list-style-type: none"> <li>▪ Review the detailed vibration impact assessment, if required.</li> </ul>	

Mitigation Measures	Implementation Responsibility/Action	Timing	Monitoring Responsibility/Action	Date Completed/ Signature
<b>N. PARKS AND RECREATION</b>				
<i>Implementation of the project would not result in any significant parks and recreation impacts.</i>				
<b>O. POPULATION/HOUSING</b>				
<i>Implementation of the project would not result in any significant population/housing impacts.</i>				
<b>P. PUBLIC SERVICES</b>				
<i>Implementation of the project would not result in any significant public services impacts.</i>				
<b>Q. TRANSPORTATION</b>				
<i>Implementation of the project would not result in any significant transportation impacts.</i>				
<b>R. TRIBAL CULTURAL RESOURCES</b>				
<b>TRIBE-4: Implement CULT-3a and CULT-3b.</b> See CULT-3a and CULT-3b.				
<b>S. UTILITIES/SERVICE SYSTEMS</b>				
<i>Implementation of the project would not result in any significant utilities/service systems impacts.</i>				
<b>T. WILDFIRE</b>				
<i>Implementation of the project would not result in any significant wildfire impacts.</i>				
<b>U. MANDATORY FINDINGS OF SIGNIFICANCE</b>				
<i>Implementation of the project would not result in any mandatory findings of significance.</i>				

# **Addendum to MMRP**

## **Additional Policies**

### **(Not CEQA Mitigation Measures)**

#### Definitions

**GP** = General Plan

**HE** = Housing Element

**MMRP** = Mitigation monitoring and reporting program, part of the IS/MND

**PC** = Planning Commission

**PCCM** = Planning Commission Colleagues Memo dated February 8, 2023

**Post HE Plan** = Post-Adoption Housing Element Plan

**TC** = Town Council

**TC HE Subcommittee** = Town Council Post HE Plan Subcommittee

## Addendum to MMRP

### CEQA Guidelines/Local Guidelines and Thresholds

<b>Action</b>	<ol style="list-style-type: none"> <li>1. Within 6 months after HE adoption, establish CEQA guidelines per 14 CCR Section 15022.</li> <li>2. Within 8-12 months after HE adoption, establish local thresholds where reasonably feasible, per 14 CCR Section 15064.7(b), concerning topics such as aesthetics, parks and recreation, public services, traffic and wildfire safety to guide future development, with reference, where available, to approaches taken by jurisdictions that have adopted similar measures (such as Gilroy, Los Angeles, San Diego, Oakland and Laguna Niguel).</li> </ol>
<b>Process</b>	<p>Planning Staff and CEQA expert to address item 1 under this topic, and submit for TC approval. Planning Staff with CEQA and other consultants to develop framework for item 2 under this topic based on references to other jurisdictions adopting similar local parameters, then submit for discussion and review by the Planning Commission to tailor to community values and the Town's General Plan. It would then be submitted for adoption by the Town Council. One or more public awareness, education and comment meetings would be conducted after the initial PC study session.</p>
<b>Comments</b>	<p>The intent of item 1 under this topic is to comply with state requirements in adopting local CEQA guidelines, and the intent of item 2 under this topic is to clarify and standardize analysis and decision making in the environmental review process for future development projects in Town, with the intent to enhance the measures included in the IS/MND as appropriate to reflect our Town's ethos, and increase efficiency and consistency.</p> <p>Guidelines and thresholds could be derived from existing examples taken from other jurisdictions and would serve to frame the analyses of future project-level environmental impacts and mitigation measures for projects that are not exempt from CEQA, and be informed by public input. Any required General Plan amendments that may be identified in the initial process as being required to effect these actions could be implemented in the next update of the General Plan unless legally required to be adopted earlier.</p>



## Addendum to MMRP

### Supplemental Safety Measures

<b>Action</b>	Coordinate and ensure that the Town's ongoing safety-related activities also consider the cumulative projected increase, in Town population and housing units arising out of HE adoption, and adopt mechanisms to coordinate with neighboring jurisdictions with respect to safety measures such as the evacuation plan.
<b>Placement</b>	Also referenced in Safety Element <b>and</b> HE (see policy 6)
<b>Process</b>	<p>Staff and consultants would reach out to committees involved in the Safety Element process to confirm that such committees assessed and made recommendations to the Planning Commission and Town Council with respect to adjustments to evacuation routes and planning, building codes, and other safety measures (to address fire, geologic, flooding and other risks), specifically arising from the cumulative increase in population and housing units in the HE, adopted fire maps, other elements of the GP, and best practices.</p> <p>These efforts would be made in conjunction with the ongoing Safety Element update, which will be completed to the extent feasible within 6-9 months after the HE adoption.</p> <p>The Post HE Plan will outline details of conducting assessments of safety measures periodically in light of actual and projected housing growth to enable methodical and proactive approach.</p>
<b>Comments</b>	The goal of this effort is to optimize consistency, beyond what is required by CEQA, across the Safety Element, HE, and GP with respect to safety in light of the increase in the Town's population under the new HE, complementing ongoing efforts already in process.

**Town of Portola Valley and Woodside Fire Protection District Work Plan  
13 Key Approaches to Fire Safety + 7 Requested Mitigations**

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
1	MR #1	Establish a map designating the Wildland Urban Interface (WUI) including designation of Fire Hazard Severity Zones	WFPD with Town Collaboration	WFPD will participate in Cal Fire public review and amendment process. WFPD Board will consider adoption at completion of that process.	Draft Cal Fire map for public review expected in 2024 WFPD is waiting for Cal Fire to release the Local Responsibility Area (LRA) Fire and Resource Assessment Program (FRAP) maps.
2	KA #11	Adopt WUI map indicating the High and Very High Fire Hazard Severity Zones	WFPD with Town Collaboration	Adoption by WFPD when CalFire map is available. State law requires adoption of CalFire Map or local map that exceeds the same standards. See Housing Element Program 6-4.	
3	KA #12 and MR #5	Revisit the Accessory Dwelling Unit (ADU) and SB9 Fire Safety Checklist and consider adoption of appropriate ordinances(s)	Town with WFPD collaboration	Fire Safety Checklist currently in effect. See Housing Element Program 6-5. Revisit checklist and Code and evaluate need for changes when new fire hazard/WUI map is available. Update, as necessary, to comply with State ADU law.	Begin when new fire hazard map/WUI map is adopted.
4	KA #4, MR #3 and MR #4	Meet Cal Fire Minimum Fire Safe Regulations	WFPD with Town collaboration	Implement regulations In Very High Fire Hazard Severity Zones and potentially in the High Fire Hazard Severity Zones dependent on the CalFire Maps and the District's intent to adopt a WUI Fire Area that includes the High Fire Hazard Severity Zones.	Cal Fire amendments to Minimum Fire Safe Regulations operative on April 1, 2023.  The CalFire Minimum Fire Safe regulations currently apply in the Very High Fire Hazard Severity Zones (VHFHSZ) identified on the 2007 CalFire Maps. WFPD cannot determine where in the district, the Cal Fire Min. Fire Safe Regs.

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MR = Mitigation Request- received March 29, 2023 and letter received July 6, 2023

**Town of Portola Valley and Woodside Fire Protection District Work Plan  
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Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
					may apply beyond the 2007 CalFire Maps until the new maps show us where the VHFHSZ's are located within the LRA.
5	July 6 <sup>th</sup> Letter Text	Continue to Implement the Current (2010) Safety Element, including use of Moritz Map, to interpret and implement policies.	Town	2010 Safety Element will be in effect until adoption of revised Safety Element.	In effect
6	KA #1 and MR #2	Keep and expand progressive fire prevention policies included in the 2010 Safety Element. Coordinate this with the WFPD establishment of the WUI. Establish enforceable fire prevention policies regarding development in Very High and High Fire Hazard Severity Zones.	Town	Incorporate into Safety Element	In progress. Fire Marshal to review next draft prior to public review.

**Town of Portola Valley and Woodside Fire Protection District Work Plan  
13 Key Approaches to Fire Safety + 7 Requested Mitigations**

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
7	MR #7	As the Town updates the Safety Element, consider specific topic areas of particular concern to WFPD. Those include: environmental impact of planned development on wildfire risk and public safety once WFPD hazard and risk assessment is completed; enhancing zoning, subdivision, and building codes to mitigate risk of fire spread between combustible structures and vehicles; and enhance safety and reliability of power and communications utilities.	Town with specific comments from WFPD	Implement as part of Safety Element Update. Use resources from CalFire as well as National Institute of Standards and Technology (NIST) and Insurance Institute for Business and Home Safety (IBHS).	Underway, Fire Marshal to review next draft prior to public review.
8	MR #6	Implement the Town-Wide Emergency Evacuation Plan prepared through the Emergency Preparedness Committee in collaboration with multiple agencies.	Multiple agencies and jurisdictions	Town Council review and consider implementation of areas within Town's authority.  As requested in Mitigation Request #6 the District would like to see the Town adopt and implement the Emergency Evacuation Plan as other municipalities throughout California have done.	Underway
9	KA #2 and MR #7	Consider expanding and improving existing evacuation routes. Pursue widening roads.	Town	Incorporate into Safety Element	In progress. For evacuation routes, road widening strategies will be specified in Safety Element.

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**Town of Portola Valley and Woodside Fire Protection District Work Plan  
13 Key Approaches to Fire Safety + 7 Requested Mitigations**

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
			WFPD	Implement Minimum Fire Safe Regulations	Private street widening regulations to occur in Very High Fire Hazard Zones with implementation of Minimum Fire Safe Regulations in new developments and subdivisions consistent with the Minimum Fire Safe Regulations
10	KA #3	Establish multiple access and egress routes	WFPD	WFPD has access keys/agreements with private land owners	Ongoing
				WFPD will enforce Minimum Fire Safe Regulations	With implementation of Minimum Fire Safe Regulations
			Town	Continue to speak to adjacent landowners to add additional access. Include as Safety Element Program	With transition of staff, ensure communications continue with land owners. Include with next draft of Safety Element.
11	KA #5 and KA #8	Conduct site specific individuated Wildfire Hazard Assessment Plans	WFPD and Town	WFPD and Town to work together to develop process	Preliminary conversations. Expect to start implementation work after fire hazard map is adopted and Minimum Fire Safe Regulations in place.
		Limit exposure to flammable materials	WFPD	WFPD will implement and/or make recommendations for Town to consider	This would be part of the individuated assessments discussed below in number 16.



**Town of Portola Valley and Woodside Fire Protection District Work Plan  
13 Key Approaches to Fire Safety + 7 Requested Mitigations**

Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
12	KA #6	Build to Chapter 7A of the California Building Code (and 337 Residential Code) with local amendments	Town	See Housing Element Program 6-1. Adopt local amendments to Building Code. Housing Element Program to review codes every three years for opportunities to improve	Chapter 7A applies to whole Town. Most recent update completed in 2022. Ongoing every three years. Town leads amendments in consultation with WFPD.
13	KA #7	Enhance construction methods and materials to be noncombustible	Town and WFPD	Building Code already requires noncombustible exterior materials. Also see Housing Element Program 6-1.  Consider creating authority to require noncombustible building assemblies if buildings are constructed close together.	Building Code update completed in 2022.  WFPD will make recommendations to the Town to consider.
14	KA #13	Educate the public on key fire safety issues	WFPD/ Town Wildfire Preparedness Committee	See Housing Element Program 6-6. Range of community outreach tools.	Ongoing
15	MR #5	Establish procedures and standards for evaluation of development projects under certain State laws: <ul style="list-style-type: none"> <li>• Housing Accountability Act (Government Code Section 65589.5)</li> <li>• Density Bonus Law (Government Code Sections 65915-65918)</li> </ul>	Town	Town staff/attorney review applicable case law and best practices for review and determination of impact of proposed development projects on public health and safety. Receive feedback from WFPD. Present options for Town Council consideration.	WFPD acknowledges that the Town must prioritize other requests over this one. Proposed timing is after adoption of fire maps.

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**Town of Portola Valley and Woodside Fire Protection District Work Plan  
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Reference (Not Priority)	Source	Proposed Policy or Action	Responsible Party	Implementation Strategy	Status and Timing
16	MR #7 last bullet	Consider implementation of individuated wildfire risk assessment and abatement procedures as described in National Fire Protection Association (NFPA) 1140 or similar approach.	Town with specific recommendations from WFPD	WFPD provide specific recommendations for Town consideration. May be part of Safety Element update process or stand alone initiative.	Again, timing for this item would be somewhat consistent with getting the new CALFIRE FRAP maps and seeing what the designated Fire Severity Areas are within the district. However, the district will start working on a policy and procedure that the district feels will fit the purpose of individuated assessments and share the content with the Town as we move forward into 2024.
17	KA #9	Increase defensible space standards around structures	WFPD	WFPD Ordinance	Adopt standards consistent with State model defensible space program. WFPD is currently working on a Fuel Mitigation and Exterior Hazard Abatement Ordinance.
18	KA #10	Adopt new requirements for fuel breaks in parcels in the State Responsibility Area (SRA) and Local Responsibility Area (LRA) areas within the District	WFPD	WFPD Ordinance	WFPD will assess later.