

**AGENDA**  
**WOODSIDE FIRE PROTECTION DISTRICT**  
BOARD OF DIRECTORS MEETING

May 28th, 2024

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.

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*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, by 9:00 a.m. the day 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 staff 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. GENERAL 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 Presiding Officer. 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. CONSENT AGENDA**

*Items of a routine or non-controversial nature are placed on the consent agenda. The Board will take public comment on the agenda items before approval of the consent agenda. Speakers will be limited to three minutes, unless otherwise specified by the Presiding Officer. All items on the consent agenda are approved by one action. Any Board member may request that any item be withdrawn from the consent agenda for separate discussion and action.*

C1. Approval of Minutes of the April 30th, 2024, Meeting of the Board of Directors

C2. Accept Financial Reports April 2024

C3. Accept Statement of Accounts April 2024

C4. Accept Warrant List April 2024

C5. Accept Fiscal Year Spreadsheet 23-24

## **IV. REGULAR AGENDA BUSINESS ITEMS**

*Members of the public will be provided an opportunity to speak on each agenda item before or during the Board's consideration of the item. Speakers will be limited to three minutes, unless otherwise specified by the Presiding Officer.*

R1. Consider taking the following actions: (1) Adopt Resolution 24-03 establishing Defensible Space Provisions of the Standards and Guidelines for Defensible Space and Home Hardening (the "Guidelines") in accordance with District Ordinance # 24-01; and (2) find that the Defensible Space Provisions of the Guidelines are exempt from the California Environmental Quality for the reasons stated in District Ordinance # 24-01

R2. Adopt Resolution 24-04 authorizing the Fire Chief to sign an agreement for the acquisition of real property located at 3117 Woodside Road, Town of Woodside, California, for an amount not to exceed \$3.5 million, pay additional necessary closing costs including, but not limited to, escrow and title costs in an amount not to exceed \$25,000, and take all other actions necessary to complete the acquisition.

## **V. STAFF REPORTS**

- Training
- EMS
- Prevention
- Operations
- Facilities and IT

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

- District Updates

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

## **VIII. REQUESTS FOR ITEMS ON FUTURE AGENDAS**

## **IX. CLOSED SESSION**

## **ADJOURNMENT**

*Public records that relate to any item on the 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  
April 30th, 2024**

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

**Directors Present:** Miller, Holthaus, Cain

**Directors Absent:** None

**Staff:** Chief Cuschieri, Chief Douthit, Chief Nannini, FM Giuliacci, Finance Manager Liu

*Zoom Attendees:* Chief McKenzie, Chief Hird, Capt. Francisco

**Other Attendees:** Mike Wasserman *Zoom Attendees:* WFPD General Counsel Rubin Cruse (RPLG); Jane W., Jeanne Gadol, Eric Giuliacci, Rebecca Flynn, Susan McLaughlin, David Cardinal, Greg, Craig Taylor, Karen, John Foster, Wynn White, Karen Vahtra, Daniel Warren, Sarah Gilbert, PJ LH7 Stanford, Jonathan Kaplan, Neil Gonzalez (reporter), Lorrie Duval, Lynne, Gamiel Gran, Debbie Hudson, WPV-Ready, Lynna's iPhone, Len Gotlieb, Heidruntz, John Silver, Kathie Ratcliffe, Judith Mendelson, Louise Emerson, Jeanne Gadol, Kim, Laurie Barber, Eckstein, Alice Chiang

**Public Comment Non-Agendized Topics:** (Written as transcribed)

There were no public comments made on Non-Agendized Topics.

**III. CONSENT AGENDA** The Board considered the following consent agenda items:

- C1. Approval of Minutes of the March 26th, 2024, Meeting of the Board of Directors
- C2. Accept Financial Reports March 2024
- C3. Accept Statement of Accounts March 2024
- C4. Accept Warrant List March 2024
- C5. Accept Fiscal Year Spreadsheet 23-24

Director Cain motioned to approve the consent agenda and approve Items C1, C2, C3, C4, and C5 as submitted, 2<sup>nd</sup> by Director Holthaus. Motion passed 3-0.

**IV. REGULAR AGENDA BUSINESS ITEMS**

- R1. Receive a presentation from CPM- Mike Wassermann providing a Station 7 and 8 Station Project Update.

**Station Update**

**Station 7**

- The updated budget is still sitting at 30.59 million, construction budget is at 28.8 million.
- Waiting for final invoices and currently processing several months of back invoices that were recently submitted by Vance Brown.
- Hoping to close them all out by end of fiscal year.

- Notice of completion was recorded on March 20<sup>th</sup> and is occupied.
- Working on addressing some lack of compliance with the Americans With Disabilities Act.
- Recently submitted for a permit to the Town to start construction for the monopole, which would replace the Cellular on Wheels (COW).
- PG&E's power situation is seeing positive developments. They have made swift progress in engineering. The new solution involves a pole-mounted transformer, saving valuable space.

#### **Station 8**

- Budget is sitting at 1.4 million, with the construction at 7.6 million.
- Notice of completion was reported back on January 10<sup>th</sup>, 2024.
- Both the Fire District and the Building Department have signed off, still need to complete an Americans With Disabilities Act (ADA) inspection.

#### **Interim Station 7**

- Project budget increased slightly to 4.9 million, with the construction at 3.4 million. This reflects an increase of \$300,000.
- The station is 100% closed out.

The program balance is sitting at \$600,000.

The Board thanked Mike Wasserman.

- R2. 2nd Reading: Consider taking the following actions: (1) As introduced on March 26<sup>th</sup> 2024, and with subsequent corrections made of typographical and clerical errors, adopt Ordinance 24-01 (formerly numbered 23-03), "AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT OF SAN MATEO COUNTY, CALIFORNIA, ESTABLISHING FUEL MITIGATION AND EXTERIOR HAZARD ABATEMENT STANDARDS IN ALL STATE AND LOCAL RESPONSIBILITY AREAS WITHIN THE DISTRICT, REQUIRING DOCUMENTATION OF COMPLIANCE PRIOR TO SALE OF THE PROPERTY, ADOPTING FINDINGS OF FACT, AND DETERMINING THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT," and (2) find that Ordinance 24-01 is exempt from the California Environmental Quality Act for the reasons stated in the ordinance.

**Public Comment:** Written as transcribed.

**John Silver** – "Thank you. Excuse me, I'm still sort of catching my breath. I'm (Inaudible). I spent three years in public office, three times mayor (Inaudible). I didn't know this was your administrative headquarters, but I found it. After I first go into the Episcopal Church, (Inaudible). Okay. My name's John Silver. I live at 355 Portola Road. I served 16 years, roughly, on the town council. And after that, just had 13 years in the county planning commission. So, I've had a bit of experience in government. I think this ordinance is way overkill. We live in this area, not just Portola Valley, but the surrounding area. Not through zero risk, for reasonable risk, and this just gets the balance wrong. And I predict, if this ordinance is adopted, I don't know if it's subject to referendum, but I'll find out. And if it is, I promise you, it will be defeated at the ballot box. I promise you. It's not a threat, it's a promise. My local campaigns, my record's 23 to 2, which don't get me into the Hall of Fame, but it's a lot better than 2 to 23. I know what I'm talking about. And my neighbor, Kent Mitchell, was mayor of the town before I was, lives two houses away. I believe

he's written a -- you wouldn't want to call it a treatise, but Kent's a practicing attorney, sharp as a tack. He knows what he's talking about. I think he's written something pretty good about writing this ordinance, just (Inaudible: 15:35), you know, stating why it does it require it, and it needs to be scaled back. I mean, take your time and slow down. I've seen the town do things and get in trouble, because they went too fast, pushed it through, and lost a referendum. That was 21 years ago, and I'll never forget it. It was an unnecessary defeat and a waste of the public's time and money. I think that sums it up. But I really appreciate being heard, and I'm just curious. I don't know -- I don't see nametags here. Who's --"

Director Miller introduced the Board of Directors to John Silver.

**John Silver** – “Well, listen. Thanks for your service. I know what you do, and it's a thankless job. And you guys are just great. Thank you all. I mean, I couldn't speak more. Having seen service from the fire department elder clients whose lives are saved. One friend was a frequent former (Inaudible) nickname in the department. You saved his life more than one time, and you're fantastic. You're a wonderful asset, and please don't make this mistake. And thanks for hearing what I have to say.

**Rebecca Flynn** – “Hi. I sent a note, a couple hours ago, with concerns about this ordinance. It's really not ready for prime time. Fire Marshal Giuliacci just sent me a note back with responses and information about my concerns, and I really appreciate her taking the time to do that. Unfortunately, I'm even more alarmed now, because many of her statements are essentially completely contradictory from what's exactly written in the legal language of the ordinance in many situations. And she said; oh, we will put this in the guidelines, the non-existent guidelines, to provide more clarity on what's required and what's not. I mean, if the legal language says you have to remove, you have to create spacing between trees, but the guidelines are going to say; oh, it depends a little bit on whether or not you have, you know, what the fire inspector has said. And no, you don't have to do this. And your screening bushes, you just have to leave a four-foot gap between each ten foot of screening bushes. That's nowhere in the code. Nowhere in this ordinance, that I can find. So, I mean, to have different information being put in the guidelines than is legally in this document, you know, suggests to me that there's a little bit more thought that needs to go into this. And then my second point is also really important. This is a very punitive ordinance. You're not working with the community. You're using this ordinance to have an enormous section just about punishing people who don't have money. Because, you know, the reason why a lot of these places are not cleared out are because people don't have money, they're living on limited incomes. They don't have the money to clear out all the tree stumps that are sitting in front of their homes. They don't have the money to go and thin out all their trees. They don't have the money to, you know, to do all sorts of things that are required in this ordinance. And that money's not magically going to come to them out of thin air. And just simply removing the requirement for people to request an extension for three years would go a long way to making this ordinance more palatable to the community. I mean, that's a simple request, because it can be very humiliating to ask for help, you know, when you do need three years to be able to raise the money to make some of these major changes to your property, to remove all the bushes around your -- right directly on your house, to relandscape, you know, to get new screening bushes growing that are appropriate to this undefined list of vegetation that we have no idea which trees and bushes are allowed and which aren't. So, just simply add a minimum, simply just not requiring people to request a three-year extension, and just allowing people three years to get this work done, as long as they show some progress every year, without having to ask, would go a long way to making this more palatable. So, at a minimum, I would request that you do that if you have to. If you feel it necessary to somehow forge ahead with this tonight, despite the fact that there are so many problems with it. Thank you. I appreciate your listening to me.”

**Sarah Gilbert** – “Yes. You know, if you stop the screen share, I think it might be better. We could see bigger pictures of people. But, yeah, thank you for hearing my concerns about this. I think it has

improved over the time. And I know that a number of suggestions have been adopted. I am very happy to see fire resistant vegetation defined in this document now. However, it's not used anywhere in the document. And I think it would be really helpful if it, say, in the definitions of brush and hazardous vegetation, if it's specifically said that hazardous vegetation is not fire-resistant vegetation, so that people could understand that it gives them a much better sense of what is meant by hazardous vegetation, if you do that. Another place that it could be used is under the exceptions, under section five, the roadside vegetation. You could say that fire resistant vegetation is an exception there, and in the first ten feet from a road or five feet from the driveway. Whereas now it just says ground cover, which is pretty restrictive. I can see a whole lot of shrubs would have to be removed, and all-around Portola Valley. Another thing is the one size fits all approach, or two sizes, I guess. To tree management, I feel that this is counterproductive and will lead to significant degradation of our fire-resistant oak woodlands that are near homes. We at Portola Valley Ranch have consulted with fire ecologist, Carol Rice, numerous times. She has told us very clearly that these guidelines have been developed for conifer forests, which are highly flammable. They tend to torch and spew embers and cause the neighboring trees to torch. Whereas, she also stated very clearly that it's very rare for oak trees to torch. And if it does happen, it does not tend to cause a neighboring tree to torch. So, having just specific guidelines that are based on conifers being applied to oak trees will, I feel, really degrade our oak woodlands, which are pretty fire resistant. And if we had separate guidelines for more fire-resistant trees, I think that we could have a lot better compliance and people be much happier with the ordinance, not having to remove so many trees or prune them heavily or remove all the shrubs underneath the trees. And the more ground you open up for sunlight, the more you invite invasive plants. So, and as well as then, you end up degrading the habitat for ground dwelling wildlife by removing the understory. So, those are my concerns. Thank you for consideration of my comments.”

Director Miller expresses gratitude to Sarah for her insightful remarks. Director Miller clarifies that the ordinance does not entail removing trees unless they are dead or dying, emphasizing the importance of preserving mature live trees, particularly oaks. He assures that all trees are treated equally, highlighting that proximity to structures like roofs can pose a concern under the existing ordinance. Director Miller stressed that the removal of mature live trees is not part of the ordinance and would be detrimental.

**Dave Cardinal** – “Thanks. First, I think we're 100 times better off than we were, let's say, a year ago when something like this was first proposed. Kudos to Fire Marshal Giuliacci, who has bent over backwards to have multiple meetings, talk to everybody in the town, and all the towns, from what I know. I think that's great. You know, as a result, I'm not enough an expert to have any complaints really about the specifics. I do want to echo something that's been said before, which is; it would make me feel a lot better if the guidelines and the species list all were being done at the same time. And it is kind of confusing, and if guidelines are going to make it more clear, then why can't we make it more clear now? Would be my own thought, because otherwise, it's going to be unclear until some unspecified time in the future, which is going to cause, I think, issues. Thank you.”

Director Miller acknowledges Dave's concerns and clarifies that no houses in Portola Valley will be inspected this year, with the initial inspections slated for a distant area. He emphasizes that compliance is not expected upon inspection; rather, it initiates a dialogue. Director Miller anticipates guidelines being finalized soon but notes the complexity of collaboration with various perspectives. He assures that homeowners have time to make necessary adjustments, with potential non-compliance repercussions at least a couple of years away. Director Miller shares his personal preparations, stressing the importance of fire safety measures after witnessing the destructive potential of embers. He highlights the evolving nature of guidelines and expresses reluctance to penalize residents. Director Miller underlines the necessity of safety measures, citing insurance

requirements and the overarching goal of safeguarding lives and property. He emphasizes the communal responsibility in fire prevention and rescue efforts. Despite potential disagreements, Director Miller advocates for proactive measures to enhance safety without excessive government intervention.

Director Holthaus acknowledges David's concerns and affirms that the board has been attentive to community feedback over several months, striving to make appropriate adjustments. They emphasize the complexity of implementing the ordinance due to the unique characteristics of each property. As a gardener myself, I understand the challenges and financial constraints involved in complying with the ordinance's requirements. However, they stress the importance of addressing potential fire hazards such as dry leaves and debris in gutters, acknowledging that while compliance may not be easy, it is essential for improving overall safety in the community.

**Craig Taylor** – “I wanted to start by saying, that I strongly support the effort, and I hear that from the board as well. Clearly, we live in a WUI and the fire hazard is real. And all the input I'm getting from the residents of at least of our community, is not that they don't want to do anything, but that despite the outreach, I still have a lot of people who say; wow, I didn't even know this was happening. And that's my concern, is that we're generating this sort of allergic reaction to the district. And particularly given that, at least in my personal opinion, I've talked to Kim about this as well, is that, you know, the home hardening is the next thing that's coming up, and in some sense, that seems even more important than this. And if we end up, sort of to echo John Silver's response, if we end up with the public thinking that they want to do a referendum or something. I mean, that seems so crazy to me that we've gotten to that place. So, I appreciate this idea of starting the conversation. I think that's exactly the right message. Unfortunately, the ordinance doesn't send that message. It sends a very punitive message. And within one year, we can fine you and we can basically put a lien on your house. So, you know, I talked to Kim. I totally get where she's coming from. The ordinance doesn't say those things, and I think that's where we're having a lot of difficulty in the community.

So, the things I would recommend in, sort of, being pretty involved in this is, one, I do think it's worth getting the guidelines done, and the species list done before you approve this, so that you can go to people and say; look, here they are. Not here they are, after the fact. I'd also recommend a postal mailing to the entire district. And Kim and I have talked about it and there was one going out, but unfortunately it was going out as part of the chipper program, and it was going out in dribs and drabs. And not everybody has gotten it yet, and yet, potentially, this could get approved tonight. So, again, I think it's going to be one of these things that the district's going to say; oh, by the way, oh we already passed this, you know, last month. Tough luck. And that just feels like such a wrong message. So, I hope you guys will find a way to soften this, and I don't know if it's, you know, giving people the three years to comply or that, you know, we're committed to reviewing the ordinance in three years. But I think my message to you guys is finding a way to soften the impact. And I'm not talking about the impact of doing the work, I'm talking about kind of the political impact, because that's the one I'm worried about. I think that we absolutely need to do this. And Kim and I have talked about this. We know there's a five-year process. I mean, we're not going to magically be a fire safe community next year, and I think we all know that. But giving people an onramp that they feel is a real onramp, I think it's important. So, anyway, thank you for your time. I appreciate it. I appreciate what you guys are doing, and in particular, Kim. I mean, she's really been great and I think we're really lucky to have her. I just hope we can find a way to sort of find some way to get the ordinance delivered in a sort of softer way. Thank you.”

Director Miller expresses gratitude to Craig for raising the issue and acknowledges that not everyone may have received the recent mail regarding the matter. While efforts are made to disseminate information, reaching everyone can be challenging. Director Miller mentions the recent



distribution of mail to the district, aimed at addressing concerns like Craig's, although it may not have reached everyone yet.

**Craig Taylor** – “Well, I think if you talk to Kim, it ended up going out to the people who were in the chipping program. And I think, like, we were later in the shipping program, so we didn't get them. So, anyway, I think the idea is that despite Kim's going to all the stores and stuff and reaching out, I continue to get, you know, residents telling me; oh, I never heard about this thing. And I'm going; you need to pay attention. So, that's why I suggest the postal mailing as being pretty critical.”

Director Miller acknowledges Craig's concerns about the pace of implementation and agrees that expediting the process is desirable. However, Director Miller emphasizes the importance of prioritizing safety, suggesting that waiting for complete information dissemination might further delay safety measures. While Director Miller expresses interest in seeing the species list, they note that it won't fundamentally alter the ordinance's structure, which is based on established codes. Director Miller underscores the significance of completing the guidelines and assures efforts to expedite them. They commit to revisiting the ordinance in three years, as per past practices, and anticipate minimal enforcement actions in the interim. Director Miller shares their personal efforts in fire safety preparations, indicating a community-wide trend towards compliance.

**Dave Cardinal** – “I was just applauding. I think your answers are great, by the way. Yours and Randy's. So, you know, I'm fully on board, as I just hope we can get everybody on board. And like you said, the guidelines, it'd be great if they came out sooner rather than later. So, thanks.”

Director Miller expresses agreement with Dave's concerns and commits to taking a more active role in ensuring the prompt development of guidelines to alleviate such concerns. Director Miller highlights the complexity of government ordinances, noting that much of the information received from non-District sources is incorrect due to this complexity. They emphasize the necessity of clear guidelines to simplify understanding and implementation. Director Miller concludes by reiterating their agreement with Dave's sentiment.

**Craig Taylor** – “Well, can I just say just for the three-year commitment, I think would help me go back to the residents and at least allay some of their concerns. So, if there's some way to formalize that, that would be great. Thank you.”

Fire Marshal Giuliacci explains that there is a code adoption process every three years, during which local ordinances are reviewed. They anticipate initiating a formal review approximately six months prior to this, implying a formal review beginning in two and a half years. Since not all properties will have been inspected by then, they emphasize the importance of starting the review process with residents, allowing for feedback, especially from those who have already undergone home assessments. Fire Marshal Giuliacci underscores the significance of incorporating residents' experiences into the review process for improving the ordinance.

Fire Marshal Giuliacci begins by discussing concerns from residents receiving non-renewal notices from insurance companies, noting the vague reasons provided such as historical fires and vegetation density in the area. They recount a case where a resident was inaccurately assessed due to misrepresentation by the insurance company, highlighting the broader impact on the community's insurance status. Fire Marshal Giuliacci emphasizes the collective impact on neighborhoods rather than individual homes, expressing concern for those left without insurance coverage. They mention ongoing discussions at the state level regarding insurance laws but emphasize the current challenges faced by residents. Fire Marshal Giuliacci then delves into the ordinance's adoption, explaining its origins as a statewide model and the local adaptations made to fit Woodside's context. They stress the importance of the fire department's expertise in hazard assessment and decision-making to enhance

home survivability, particularly through home hardening measures. The discussion extends to the role of defensible space in preventing fire spread and facilitating firefighter access, as well as the limitations of available resources during large-scale fires. Giuliacci underscores the need for homes to withstand fires independently and outlines the ordinance's aim to mitigate risks for both residents and insurers.

**District Counsel Rubin Cruse with Renne Public Law Group** – “Just to provide information for the board and also the community. When the board will be considering the guidelines, the board can also, at that time, adopt a formal policy, saying that it will review the ordinance on whatever timeframe that the board wants to. If it says we want to review in three years, we will do that. And that can all be, of course, basically, laid down in writing as a policy of the board when it comes back to consider adoption of the guidelines.”

**Sarah Gilbert** – “Just very briefly. I just wanted to reiterate what others have said, that I think it's really important to get those guidelines out there, because when we talk to you, we talk to Kim, hear what's said, it sounds quite reasonable. When you read the ordinance, it doesn't sound very reasonable, really. And there's things in there that actually seem to conflict, within the ordinance. And so, I'm just afraid that people will panic as soon as that's passed, and some will start doing some drastic things to their property before they get the guidelines, which has the more reasonable take. So, if you could do those simultaneously, I think it would help a lot. That's it.”

Fire Marshal Giuliacci provides a timeline update, informing everyone that the ordinance guidelines will be presented for approval at the next board meeting in May. They explain that the guidelines are currently undergoing review by other committees to incorporate their expertise and input. Fire Marshal Giuliacci emphasizes that the guidelines will be a living document, subject to continuous improvement and adaptation based on feedback and evolving needs. They stress the importance of resident input in refining the guidelines to enhance understanding and interpretation of the ordinance.

**Karen Vahtra** – “Yeah. I had sent you in a letter, a lot of details in terms of the legal document. I'm a little concerned that if you make a legal document that's not really that accurate, that it's still a legal document. And I can see people coming to you, saying, you know, and having a lot of extra reviews. So, perhaps that if things come up during the next year that are challenging, that you could have a, you know, make perhaps a minor update of the ordinance and not wait those three years. And then my other real question is on the driveways. I think the California state kind of did a sloppy job on driveways, because to me, when I read that, it sounds like a suburban driveway. And we have 300-ft driveways here, 100-ft driveways. And I just can't imagine that it has to be all irrigated vegetation. So, that particular one just -- that's how I read the read the ordinance. I don't think everything from the state is perfect. So, I guess I would prefer to see the actual legal document. I'm not a lawyer, but I've been around enough of them, I guess. I'd actually see the legal document approved to be clear. I just feel like that's a better way to approach it. Not that the guidelines, to me, are something more that you would give to a homeowner, but I'm just seeing conflicts coming up because I'm sure there's going to be conflicts coming up. You know, there's going to be some angry homeowner and, you know, then you get into this war; oh, the guidelines says this, and then you're going to have a lot of reviews. So, as much as possible, that you could clean up the actual words from the state, that's just what I'm recommending I would feel better about.”

**Wynn White** – “So, first of all, I just want to acknowledge and thank, you know, the fire marshal, along with the district, working with the Ladera community, to making a number of changes to the Ordinance 24-01. You know, we continue to have, you know, a number of concerns, about various aspects of the ordinance. Its cost of implementation, its enforcement. We also are being realistic and recognize the ordinance is meant to significantly improve our fire preparedness safety and, you know, ultimately, our community safety. And so, I guess the realistic part of some of the discussions I had

earlier today is that we also recognize that the board, tonight, probably intends to approve, vote to approve the ordinance. And so, given such, I'd like to ask of the district, that a few different things. One is on the further education, the outreach. I can't recall who made this very similar comment. I think it was Craig there. You know, a lot of people that are still asking me; hey, what is this ordinance? What's it all about? Even though we've had it in our published newsletter, as well as our list server. And I know fire marshal has been tabling down at, you know, local businesses nearby. But there's a lot of people that still don't know a lot about this. So, we'll continue to do our part, we'll continue to communicate through our community channels, but I think whatever you can do to help further educate and outreach to inform homeowners as to what the newer ordinance entails and how to comply, it's going to go a long way. I think also another point is, there has been mention of identifying grants and that sort of thing. So, I think the request is to help identify some of these funding sources. You know, you've mentioned that the district has been looking to identify various different grants. And so, wherever these can be sourced or if there are programs, either individual residents or, you know, even, you know, maybe the LCA can potentially, you know, apply for on behalf of the community. You know, we'd like to have the district's assistance to help identify some of those. And if they're applicable, you know, and help those individuals which may qualify for them to help secure the funding. Because, you know, one of the principal concerns here is the cost of the changes that'll be required. And I'm not going to go into it. I had made a number of notes about the draft guidelines, but I think this has been beaten, you know, quite a few times all night long. But we really do need to see the guidelines. And the sooner we can get the guidelines, the better for everybody. And then, lastly, I do want to concur and agree with Craig's recommendation about having this three-year revisit, because I think that would also go a long ways in terms of helping people get on board and be more supportive of the ordinance. So, again, you know, I want to thank you for, you know, listening to the community, the concerns and incorporating, you know, a number of our recommendations into the ordinance. Thank you very much."

**Daniel Warren** – "I serve on the board of the Ladera Community Association, along with Wynn, and I've been engaging on the defensible space topic now for a few months. I appreciate the efforts of the fire department to protect our lives and properties, and I know this draft ordinance is being discussed for the right reasons. I'm very grateful for the amount of discussion we've had with Fire Marshal Giuliani and her efforts to engage on the topic. I'm going to echo many of the comments already made tonight, but I hope to provide a few other new angles on improving our collective fire resistance and safety will be a long process, and this is just one step. It's important work and we will need to make changes to adapt to the growing risk of wildfires. We understand this. However, we still have substantial reservations with the specific implementation details here. Although, we agree on the direction and roughly the end goal. I feel the board plans to pass this ordinance tonight, over the legitimate concerns of the community members it serves, and I just want to leave you with a few thoughts before you do it. Okay. So, first, we encourage you to be more proactive in education outreach before passing this law, threatening severe consequences. Making this draft advisory, instead of compulsory, while continuing to work on the guidelines and doing the first round of inspections, will encourage greater participation instead of resistance. Send fliers to mailboxes. I didn't get one yet. I haven't heard from anyone that has. Get email addresses for everyone individually, so that it doesn't go into their spam folders along with the rest of our listserv emails. And then do the individual inspections. Teach people the what and the why. As this ordinance is written, requesting an inspection is calling the cops on yourself. I can't recommend that to our community. That means that people that would voluntarily do 80 to 90% of the work, but might have reservations about the last 10 to 20%, will end up doing nothing. For example, people don't want to cut down the trees that have their trunks and many branches within 5 to 10ft of the house or roof, which we were told would be required, and it seems like you guys kind of reiterated it tonight. That makes us collectively less safe if people don't do the work that they would have otherwise do. I have spoken to many neighbors and most have no idea this is coming, despite all what we've tried to do to get their knowledge. With the dire consequences for disagreement and no path to an independent review short of litigation, this is going

to create unintended consequences for many people in the district. I know you are saying Ladera is not up next, but 2000 people in the district -- 2000 parcels are. So, item number two. This mandated work will be unaffordable to many people. Instead of passing the law now, instead line up grant money for funding and find volunteers or negotiate rates with landscaping and tree companies. Find the money to help take the sting out of the costs, notwithstanding the loss of enjoyment and property values that will come from this transformation. If Moran, Woodside, and Los Trancos can find the money, I urge you to find the grants for everyone in the district before mandating work, or help us figure out how to do it. Point us in the right direction and we can work on it as well. Forcing people to humiliate themselves by turning over all their financial details to prove they can't pay, and hope that the fire board will agree, is unnecessarily cruel. If people can't afford it in one year without any grants, some like they can't afford in three years either. They definitely won't be able to afford the more important and more expensive home hardening that's coming next. Also, please give everyone the three years you are willing to give people that can't afford it, since it'll be a challenge to find the right experts to make the changes in a beneficial matter. You don't want this to be a haphazard, quick, get it done within a year kind of move. Third item. Please work on the guidelines document and public view, and encourage participation within the community. I asked for the document directly and was told, no, it's only going to specific communities. This document is referenced by the ordinance in multiple places, but it's totally backwards to pass the law without the details of implementation. Work with us all to make it fit our risks, our local plant options, and the variety of reasons the landscaping has ended up the way it has. Much of it has been with very careful consideration for other factors and at significant cost. After this document is ready, then it's more appropriate to pass them together. You expect it to be ready next month, then wait until next month to pass the ordinance. Or as suggested earlier, make it all advisory until the first round of inspections has completed, and keep working on the guidelines as a living document, as suggested. Even though it's not explicitly written that way anywhere. And then the fourth and my final topic. Please leave the opportunities for continued refinement of this law and process, and formalize the opportunity to be updating it frequently. It has been suggested to us that the ordinance applying uniformly to the whole district, without regard for individual parcel risk, seems to be overstepping the legal authority granted by the statutes listed, and this concern has been too hastily dismissed. As this process gets going, please plan to update it to better fit the specifics of each neighborhood and individual parcel. We want to be partners in this journey and help educate our community and find ways to improve the fire safety without causing many detrimental effects. For example, potential issues of safety, security, privacy, property values, ecosystems and habitats, plants and tree health, beauty and enjoyment, sentimentality, hillside retention, obvious financial challenges, resources, availability of the people to do the work, the shade and climate consequences, and foundation support for all the trees that are too close to houses. But we need to feel that there's a path to do it together. So, in summary, please don't pass the ordinance tonight. Take just a little more time to get it right and to bring the community along. Thank you for your consideration and your continued efforts to keep us all safe.”

**Jane W** – “I also want to say that I appreciate, greatly appreciate the amount of work that has been done so far for our safety and protection. But I would prefer it if the guidelines were written and then incorporated into the ordinance, so that it's clear what people need to do and by when. I'm personally more concerned with the fact that a number of people in the area still have eucalyptus and eucalyptus groves, and if they went up in, you know, in fact, any of the flammable five, that would be the greatest risk to the majority of Portola Valley and Woodside, because they cause so much destruction, so quickly. I'd like to second Rebecca Flynn's comments that were sent via email, and verbally this evening. I also wondered which committees the guidelines were with at the moment, whether they were with conservation committees or environmental committees, because I do think that if we went with the ordinance as it is now, a lot of destruction would occur for the habitats of the wildlife and the flora and fauna that we have, because a lot of people don't even know what plants they have in their backyards. They don't know what the natives are. And yes, by all means, get rid of all the inflammable non-natives, but we do need to keep some of the native habitats so that our wildlife can

continue. If I cleared every native plant in our yard, I would just be left with the dusky footed wood rat nest, and then there would be nowhere for them to forage or build their nests out of. So, I can't condone concrete and hardcore everywhere, because these animals need to live and so do the insects. But, anyway, that's my personal bugbear, the wildlife in the environment, but thank you again for all that you're doing, but I do hope that you don't pass the ordinance this evening."

Fire Marshal Giuliacci stated that the drafts of the ordinance guidelines have been shared with the Conservation Committee and Wildfire Preparedness Committee of Portola Valley. These committees are currently reviewing the drafts, providing comments, feedback, and recommendations. The purpose is to collaboratively create guidelines that will aid residents in interpreting the ordinance effectively.

Jane W. asked if any outside environmental agencies looked at the ordinance.

Fire Marshal Giuliacci clarifies that the ordinance does not mandate specific actions regarding healthy living trees on properties. Recommendations for tree maintenance, such as pruning or thinning, are typically determined by the health of the specific species and are left to property owners to address with the guidance of arborists or experts. The ordinance emphasizes the importance of preserving certain ecological features and scenic trees, but it does not dictate specific tree management practices. Fire Marshal Giuliacci underscores the need for the guidelines to provide accurate recommendations in line with the ordinance's objectives.

Director Holthaus expresses their interest in the guidelines and seeks clarification on how they may impact the urgency of passing the ordinance. They suggest that having more clarity or extension of the timeline for the guidelines could be beneficial.

Fire Marshal Giuliacci references the Supreme Court ruling of *Kugler versus Yocum* from 1968, highlighting that it is consistent with established law for the board to authorize fire code officials to create guidelines. These guidelines can be submitted to the board for review and approval separately from the adoption of the ordinance. Giuliacci emphasizes that while the guidelines are not a requirement, they are being developed as a courtesy to assist homeowners in interpreting the ordinance. The aim is to make the regulations more understandable and accessible, as legal language can be complex and challenging to interpret.

Director Miller explains there is perspective on the relationship between ordinances and guidelines, drawing a comparison to how government laws typically function with statutes and accompanying guidelines. They express their belief that the ordinances themselves are unlikely to change, with guidelines serving as tools for interpretation. Director Miller anticipates the need for clarifications and expects the guidelines to evolve over time. They stress the importance of understanding that enforcement cannot occur until guidelines are established, reiterating the intention to give residents ample time for compliance. Director Miller emphasizes the importance of getting the guidelines right for their area while cautioning against attempts to alter the ordinance itself, as it was developed by fire scientists at the state level. They advocate for focusing efforts on refining local guidelines rather than seeking changes to the ordinance itself. Director Miller further expresses their belief that the process has reached a point where continued discussions may become counterproductive and delay progress. They acknowledge the significant changes made to the ordinance over the past six months based on community input. Director Miller emphasizes the need to move forward and implement the ordinance, recognizing that there will always be unintended consequences to address. They express a desire to mitigate financial burdens on residents and seek alternative funding sources to support compliance efforts. While Director Miller is personally prepared to proceed, they also acknowledge the importance of consensus within the community and are open to delaying the process if necessary. However, they assert their belief that the basic ordinance is unlikely to change significantly.

Director Holthaus expresses their belief that the ongoing meetings and community feedback have reached a point of diminishing returns. While they acknowledge the importance of late comments, they highlight the significant changes made based on community input and the commitment to continue incorporating feedback. Holthaus believes it's time to initiate the process, with opportunities for review and adjustment in the future as necessary. They advocate for taking the first step forward in implementing the ordinance.

Director Holthaus made a motion to (1) adopt Ordinance 24-01 (formerly numbered 23-03), entitled “AN ORDINANCE OF THE WOODSIDE FIRE PROTECTION DISTRICT OF SAN MATEO COUNTY, CALIFORNIA, ESTABLISHING FUEL MITIGATION AND EXTERIOR HAZARD ABATEMENT STANDARDS IN ALL STATE AND LOCAL RESPONSIBILITY AREAS WITHIN THE DISTRICT, REQUIRING DOCUMENTATION OF COMPLIANCE PRIOR TO SALE OF THE PROPERTY, ADOPTING FINDINGS OF FACT, AND DETERMINING THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT,” as introduced on March 26th 2024 and with subsequent corrections made of typographical and clerical errors as submitted by staff, and (2) find that Ordinance 24-01 is exempt from the California Environmental Quality Act for the reasons stated in the ordinance, 2<sup>nd</sup> by Director Cain. Motion passed 3-0.

## **V. STAFF REPORTS**

Director Miller appreciated the Staff Reports. He thought the CERT training summary was very good and enjoyed the photos and community involvement. As well he is looking forward to reading about the new sensor possibilities.

Fire Marshal Giuliacci announces the completion of mapping efforts and expresses hope for implementation around July. They plan to share a dashboard showcasing the capabilities of sensors, enabling access to real-time data on humidity levels, wind, dew points, and other weather conditions. Fire Marshal Giuliacci anticipates that the sensors will provide valuable information for monitoring fire risk and improving safety measures.

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

### **• District Updates**

- Fire Family Open House scheduled for June 1st at the new fire station, with invites to be sent out this week.
- Badge pinning ceremony planned for later in June.
- South Zone training division to conduct a week of training in Huddart Park next week, in collaboration with Redwood City and Menlo Park.
- Cal Fire to provide (4) Type 3 fire engines and two hand crews for wildland season, benefiting the SRA and MTZ.
- Redefinition of Med 2 job description in collaboration with Redwood City Fire to streamline EMS responsibilities.
- Firefighter Paramedic Chris O’Leary appointed as Training Captain, starting May 6th, rotating on a 2-year basis.
- SMCO Fire Chiefs Association selects AP Triton for evaluation of County EMS system, aiming to complete in 4 months.
- Dissolution process of Fire Net 6 South Zone radio group ongoing, to be completed by September 2024, integrating into ALS JPA’s radio system.

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

There were no written communications.

## **VIII. REQUESTS FOR ITEMS ON FUTURE AGENDAS**

### **IX. CLOSED SESSION**

CS1. PUBLIC EMPLOYMENT  
(Government Code section 54957)

Title: Firefighter Paramedic

CS2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code section 54956.8)

Property: 3117 Woodside Road, Town of Woodside, California

District Negotiator: Fire Chief Tom Cuschieri

Negotiating Parties: Owned by the Estate of Shirley Bayerle and administered by Jim Coffman

Under Negotiation: Instructions to negotiator will concern price and terms of payment

**Adjournment:** The public portion of the meeting was adjourned at 8:21 P.M. and the Board entered closed session.

Upon returning from closed session, there were no reportable actions from the closed sessions to report. The meeting was adjourned at 8:58 p.m.

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

Respectfully Submitted,

Tom Cuschieri – Board Secretary

*Woodside Fire Protection District  
Financial Statement*

<i>Tue, Apr 30, 2024</i>		<i>2022-2023</i>	<i>2023-2024</i>	<i>+ (-)</i>
<i>Cash Balance - April 1, 2024</i>		<b>\$30,421,896.17</b>	<b>\$29,366,687.43</b>	<b>(\$1,055,208.74)</b>
<b>ACCT</b>	<b>REVENUE</b>			
1021	<i>FY23-24 Secured 2nd PD 90pct</i>		\$6,453,469.78	
1021	<i>FY23-24 Unitary Rev 04/</i>		\$65,324.17	
1021	<i>FY23-24 PTAF 2nd Period</i>		(\$59,666.00)	
1021	<i>FY23-24 Secured Refunds 2nd</i>		(\$50,275.46)	
1041	<i>FY23-24 Sppl Secured 03</i>		\$40,141.68	
1042	<i>FY23-24 Sppl UnSecured 03/24</i>		\$352.06	
1043	<i>FY23-24 Redemp Suppl 03/24</i>		\$1,136.57	
1521	<i>Interest Allocation - Pool 1</i>		\$303,223.39	
2658	<i>ChargePoint Revenue-Mar 2024</i>		\$243.45	
4111	<i>City of Redwood City- BC Dagenais Q2-2024</i>		\$13,458.96	
4451	<i>Town of PV-Jan&amp;Feb 24 PR Tax</i>		\$1,876.94	
5156-1	<i>House Fund</i>		\$1,383.14	
5612	<i>Town of PV-Jan&amp;Feb 24 WC</i>		\$2,806.09	
5733-21	<i>Town of PV-Jan&amp;Feb 24 Chipping Maint</i>		\$4,722.80	
5733-22	<i>Town of PV-Jan&amp;Feb 2024 Mitigation</i>		\$26,802.25	
5733-3	<i>Inspection Fees (5733-3)</i>		\$17,479.89	
5733-72	<i>Sprinkler*Permit Program(5733-72)</i>		\$1,832.80	
5876-5	<i>SMCO - Union Bank Fees (Feb24)</i>		(\$167.34)	
5927-21	<i>SafeSitter Training Program</i>		\$100.00	
7011	<i>Los Trancom Program</i>		\$48,774.88	
7311-13	<i>Cal Water Grant for Nozzle</i>		32355	
		<b>\$6,282,521.36</b>	<b>\$6,905,375.05</b>	
		<b>\$36,704,417.53</b>	<b>\$36,272,062.48</b>	<b>(\$432,355.05)</b>
<b>EXPENDITURES :</b>				
	<i>SMCO Journal Entries void 1 check</i>		\$320.00	
	<i>April 2023-2024</i>	\$2,562,535.29	\$2,795,955.21	\$233,419.92
	<i>Cash Balance April 1, 2024</i>	<b>\$34,141,882.24</b>	<b>\$33,476,427.27</b>	<b>(\$665,454.97)</b>



*Woodside Fire Protection District  
Statement of Accounts*

<b>ACCT#</b>	<b>30-Apr-2024 Account</b>	<b>Amount Budgeted</b>	<b>Warrants DRAWN LAST MONTH</b>	<b>Warrants Drawn This Period</b>	<b>Warrants Drawn YTD</b>	<b>Budget Balance</b>	<b>% Used 10/12 Months</b>
4111	Salary	\$13,328,962	\$9,489,586	\$1,069,332	\$10,545,459	\$2,783,502	79%
4321	Dist Retirement	\$4,515,319	\$3,739,915	\$170,370	\$3,910,285	\$605,034	87%
4413	District Medical	\$2,278,426	\$1,713,255	\$216,287	\$1,927,665	\$350,761	85%
4415	Medicare	\$193,270	\$143,437	\$16,716	\$160,153	\$33,117	83%
4451	Dist Umpl Benefits	\$12,180	\$12,107	\$7	\$12,114	\$66	99%
4631	Dist Empl Benefits	\$39,789	\$27,402	\$2,598	\$30,001	\$9,788	75%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$20,367,945</b>	<b>\$15,125,702</b>	<b>\$1,475,311</b>	<b>\$16,585,677</b>	<b>\$3,782,268</b>	<b>81%</b>
5121-8	OCC*Strike Team	\$10,000	\$107,264		\$107,264	(\$97,264)	1073%
5121	Clothing	\$136,060	\$93,470	\$4,791	\$98,261	\$37,799	72%
5156	Household	\$46,750	\$24,490	\$8,268	\$31,376	\$15,374	67%
5165	Medical Expense	\$181,931	\$57,347	\$5,866	\$63,214	\$118,717	35%
5199	Office Expense	\$4,725	\$2,202	\$60	\$2,261	\$2,464	48%
5212	Computer Program	\$240,656	\$107,234	\$37,041	\$144,275	\$96,381	60%
5231	Small Tools	\$3,000	\$32	\$379	\$412	\$2,588	14%
5332	Membership	\$10,927	\$10,275	\$1,536	\$11,811	(\$884)	108%
5341	Legal Notices	\$36,682	\$36,682		\$36,682	(\$0)	100%
5415	Maint Equipment	\$367,000	\$219,954	\$57,147	\$277,101	\$89,899	76%
5416	Gas * Oil	\$126,048	\$93,596	\$21,145	\$114,740	\$11,308	91%
5417	Maint Tires	\$25,000	\$11,900		\$11,900	\$13,100	48%
5424	Maint Radio	\$20,100	\$8,214	\$12	\$8,225	\$11,875	41%
5426	Maint Office Equip	\$10,550	\$7,852	\$591	\$8,443	\$2,107	80%
5428	Maint Structure	\$49,000	\$31,341	\$8,560	\$39,901	\$9,099	81%
5611	Other Insurance	\$106,773	\$106,773		\$106,773	\$0	100%
5612	Workers Comp	\$913,721	\$937,658		\$934,852	(\$21,131)	102%
5638	Utilities	\$89,500	\$67,822	\$12,527	\$80,349	\$9,151	90%
5639	Radio Dispatching	\$12,475	\$5,920		\$5,920	\$6,556	47%
5641	Telephone	\$113,114	\$78,709	\$10,043	\$88,752	\$24,362	78%
5722	Trans * Travel	\$1,500	\$424	\$80	\$504	\$996	34%
5731	Training*Education	\$317,742	\$160,686	\$10,431	\$171,116	\$146,626	54%
5732	Health & Wellness	\$70,000	\$63,914	\$71,847	\$135,760	(\$65,760)	194%
5733	Fire Prevention	\$138,034	\$98,757	\$109,187	\$157,106	(\$19,072)	114%
5734	Seminars*Conf*Class	\$11,000	\$1,206		\$1,206	\$9,794	11%
5876	Profess Services	\$157,385	\$265,259	\$1,448	\$266,875	(\$109,490)	170%
5878	GIS*Mapping	\$100,000	\$14,972		\$14,972	\$85,028	15%
5927	Program Act. Exp.	\$41,437	\$24,924	\$5,750	\$30,574	\$10,863	74%
5928	Emergency Operations	\$6,000	\$4,592	\$102	\$4,694	\$1,306	78%
5966	Dist Spec Exp.	\$45,630	\$36,758	\$53	\$36,811	\$8,819	81%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$3,382,740</b>	<b>\$2,680,227</b>	<b>\$366,863</b>	<b>\$2,992,130</b>	<b>\$497,875</b>	<b>88%</b>
7011	LTVV/CMD	\$0	-\$20,454		-\$69,229	\$69,229	
7112	Interim * New Station(s)	\$5,000	\$0	\$4,007.43	\$4,007	\$993	
7211	Struct. Improvement	\$23,500	\$0		\$0	\$23,500	0%
7311	Equipment	\$155,250	\$140,187	\$32,644	\$140,475	\$14,775	90%
7410	Admin/808 Portola Rd	\$269,866	\$179,654	\$22,954	\$202,608	\$67,258	75%
<b>ACCT#</b>	<b>SUB-TOTAL</b>	<b>\$453,616</b>	<b>\$299,386</b>	<b>\$59,605</b>	<b>\$277,862</b>	<b>\$175,754</b>	<b>0%</b>
8811	Interim Station 7 (Reso)	\$9,495,047	\$5,692,342	\$894,176	\$6,586,518	\$2,908,529	69%
8612	Equip Reserves (Reso)	\$3,202,454	\$38,261		\$38,261	\$3,164,193	1%
8824	Retire/GASB Reserves (Reso)	\$3,643,572	\$0		\$0	\$3,643,572	
	<b>TOTAL</b>	<b>\$24,204,301</b>	<b>\$23,835,918</b>	<b>\$2,795,955</b>	<b>\$26,480,447</b>	<b>\$4,455,897</b>	<b>109%</b>

Woodside Fire QuickBooks  
Account QuickReport  
As of April 30, 2024

8:41 AM  
05/01/2024  
Cash Basis

Date	Num	Name	Split	Paid Amount
04/01/2024	568	STEFFORD	20000 · *Accounts Payable	-13,090.00
04/01/2024	CC-PAYMT	ELAVON MERCHANT SERVICES	5733-3 · Inspection Fees-Revenue with OT	-436.27
04/01/2024	03-02R		4321 · District Retirement	283,095.41
04/01/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-419.00
04/02/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-35.00
04/02/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-5.00
04/03/2024	EFT-DEBIT	CALPERS*HEALTH BENEFITS DIVISION	-SPLIT-	-183,657.28
04/03/2024	569	ACC BUSINESS	20000 · *Accounts Payable	-1,940.52
04/03/2024	570	ACME BAY AREA BACKFLOW	20000 · *Accounts Payable	-110.00
04/03/2024	571	AMERICAN PORTABLES	20000 · *Accounts Payable	-253.28
04/03/2024	572	ANTHONY ARMANINO	20000 · *Accounts Payable	-138.46
04/03/2024	573	AMANDA DALE	20000 · *Accounts Payable	-995.00
04/03/2024	574	BNY MELLON	20000 · *Accounts Payable	-720,855.23
04/03/2024	575	BUS & EQUIPMENT REPAIR	20000 · *Accounts Payable	-25,333.71
04/03/2024	576	CB APPLIANCE REPAIR	20000 · *Accounts Payable	-417.50
04/03/2024	577	CITY OF REDWOOD CITY*WATER	20000 · *Accounts Payable	-103.68
04/03/2024	578	CLARK PEST CONTROL	20000 · *Accounts Payable	-700.00
04/03/2024	579	COMCAST BUSINESS	20000 · *Accounts Payable	-1,848.05
04/03/2024	580	COUNTY COUNSEL, COUNTY OF SAN MATEO	20000 · *Accounts Payable	-172.90
04/03/2024	581	ERIK LOHMANN	20000 · *Accounts Payable	-168.00
04/03/2024	582	FIRE SAFE SAN MATEO COUNTY	20000 · *Accounts Payable	-15,200.00
04/03/2024	583	FIRST ARRIVING IO, INC.	20000 · *Accounts Payable	-2,314.41
04/03/2024	584	FUSION CLOUD SERVICES LLC	20000 · *Accounts Payable	-1,153.63
04/03/2024	585	GRAY QUARTER, INC.	20000 · *Accounts Payable	-28,461.00
04/03/2024	586	GYM DOCTORS	20000 · *Accounts Payable	-435.93
04/03/2024	587	HEALTH CARE DENTAL TRUST	20000 · *Accounts Payable	-28,952.80
04/03/2024	588	KAISER FOUNDATION HEALTH PLAN, INC	20000 · *Accounts Payable	-3,643.00
04/03/2024	589	KEENAN HIRD	20000 · *Accounts Payable	-679.76
04/03/2024	590	MATTHEW BENDER & CO., INC	20000 · *Accounts Payable	-83.22
04/03/2024	591	MES - CALIFORNIA	20000 · *Accounts Payable	-3,808.56
04/03/2024	592	METRO MOBILE COMMUNICATIONS	20000 · *Accounts Payable	-383.09
04/03/2024	593	MOBILE CALIBRATION SERVICES, LLC	20000 · *Accounts Payable	-591.25
04/03/2024	594	MOBIUS FIT	20000 · *Accounts Payable	-1,000.00
04/03/2024	595	NICOLAS MILLER-MORALES	20000 · *Accounts Payable	-995.00
04/03/2024	596	NTA LIFE BUSINESS SERVICES GROUP	20000 · *Accounts Payable	-22.50
04/03/2024	597	OPTI-FIT INTERNATIONAL, INC.	20000 · *Accounts Payable	-66,767.70
04/03/2024	598	PACIFIC GAS & ELECTRIC	20000 · *Accounts Payable	-1,871.21
04/03/2024	599	PACIFIC MOBILE STRUCTURES, INC	20000 · *Accounts Payable	-74,136.79
04/03/2024	600	PORTOLA VALLEY HARDWARE	20000 · *Accounts Payable	-342.54
04/03/2024	601	PRECISION HYDRO INC	20000 · *Accounts Payable	-4,750.00
04/03/2024	602	RECOLOGY SAN MATEO COUNTY	20000 · *Accounts Payable	-284.91
04/03/2024	603	RICOH USA, INC	20000 · *Accounts Payable	-490.44
04/03/2024	604	RingCentral Inc.	20000 · *Accounts Payable	-2,413.43
04/03/2024	605	SCL	20000 · *Accounts Payable	-3,098.58
04/03/2024	606	STEPHEN BELL	20000 · *Accounts Payable	-168.00
04/03/2024	607	TELECOMM ENGINEERING ASSOCIATES	20000 · *Accounts Payable	-77,366.88
04/03/2024	608	Total Compensation Systems, Inc.	20000 · *Accounts Payable	-1,275.00
04/03/2024	609	WAGeworks, INC	20000 · *Accounts Payable	-147.00
04/03/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-548.14
04/05/2024	P/R 03/24	ADP PAYROLL DEDUCTION	4111 · Salary	-443.30
04/05/2024	P/R MAR 24	ADP PAYROLL DEDUCTION	4111 · Salary	-4,548.48
04/05/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-46.55
04/08/2024	04-01		4111 · Salary	28.00
04/08/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-74.99
04/09/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-40.00
04/09/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-886.30
04/10/2024	EFT-DEBIT	ING LIFE INSURANCE & ANNUITY CO	4111 · Salary	-2,554.17
04/10/2024	EFT-DEBIT	CALPERS*457 DEFERRED PROGRAM	4111 · Salary	-25,933.27
04/10/2024	610	MARK DAGENAIS	4413 · District Medical	-2,600.00
04/10/2024	611	AMANDA DALE	20000 · *Accounts Payable	-984.84
04/10/2024	612	ANGELINA BULLARD	20000 · *Accounts Payable	-531.64
04/10/2024	613	APPELLIGENT DOCUMENT SOLUTION	20000 · *Accounts Payable	-125.00
04/10/2024	614	ARBA	20000 · *Accounts Payable	-679.32

Woodside Fire QuickBooks  
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Date	Num	Name	Split	Paid Amount
04/10/2024	615	BAYSIDE EQUIPMENT CO	20000 · *Accounts Payable	-1,177.78
04/10/2024	616	BEN IMBER	20000 · *Accounts Payable	-1,005.00
04/10/2024	617	C S F A	20000 · *Accounts Payable	-4,420.00
04/10/2024	618	CALIFORNIA WATER SERVICE CO	20000 · *Accounts Payable	-39.62
04/10/2024	619	CAPITAL PROGRAM MANAGEMENT	20000 · *Accounts Payable	-20,706.62
04/10/2024	620	CITY OF REDWOOD CITY*WATER	20000 · *Accounts Payable	-416.08
04/10/2024	621	DANIEL DEMPSEY	20000 · *Accounts Payable	-920.84
04/10/2024	622	DEREK ATLAS	20000 · *Accounts Payable	-2,448.37
04/10/2024	623	ENGINEERED FIRE SYSTEMS, INC	20000 · *Accounts Payable	-1,750.00
04/10/2024	624	HEALTH CARE EMPLOYEES MEDICAL TRUST	20000 · *Accounts Payable	-2,224.95
04/10/2024	625	HEISES & CANNON	20000 · *Accounts Payable	-395.00
04/10/2024	626	L.N. CURTIS & SONS	20000 · *Accounts Payable	-8,286.25
04/10/2024	627	N P F B A * LONG TERM CARE	20000 · *Accounts Payable	-255.00
04/10/2024	628	PRODIGY PRESS, INC	20000 · *Accounts Payable	-10,350.53
04/10/2024	629	RFI ENTERPRISES INC.	20000 · *Accounts Payable	-180.00
04/10/2024	630	ROBERT GRIFFITHS	20000 · *Accounts Payable	-257.55
04/10/2024	631	SAMBASAFETY	20000 · *Accounts Payable	-182.83
04/10/2024	632	SELENA BROWN	20000 · *Accounts Payable	-134.72
04/10/2024	633	STATE BOARD OF EQUALIZATION	20000 · *Accounts Payable	-1,363.00
04/10/2024	634	TROY TAUFER	20000 · *Accounts Payable	-168.00
04/10/2024	635	UKG KRONOS SYSTEMS LLC	20000 · *Accounts Payable	-23,554.86
04/10/2024	636	WAYNE TING & ASSOCIATES, INC	20000 · *Accounts Payable	-500.00
04/11/2024	637	MARSHALL HIRD	20000 · *Accounts Payable	-177.85
04/11/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-480.00
04/12/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-1,368.65
04/15/2024	P/R 041524	ADP PAYROLL DEDUCTION	-SPLIT-	-516,261.27
04/15/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-45.73
04/16/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-10.00
04/17/2024	638	AMERICAN MESSAGING	20000 · *Accounts Payable	-11.73
04/17/2024	639	ANTHEM BLUE CROSS	20000 · *Accounts Payable	-2,961.04
04/17/2024	640	ARNOLD FIRE EQUIPMENT LLC	20000 · *Accounts Payable	-5,590.00
04/17/2024	641	BCN*BENEFITS COMMUNICATION NETWORK	20000 · *Accounts Payable	-110.00
04/17/2024	642	BIN LIU	20000 · *Accounts Payable	-160.00
04/17/2024	643	BNY MELLON	20000 · *Accounts Payable	-1,500.00
04/17/2024	644	BRANDON CUSCHIERI	20000 · *Accounts Payable	-995.00
04/17/2024	645	CHRISTOPHER O'LEARY	20000 · *Accounts Payable	-450.00
04/17/2024	646	COMCAST BUSINESS	20000 · *Accounts Payable	-1,830.83
04/17/2024	647	FAILSAFE TESTING	20000 · *Accounts Payable	-1,891.58
04/17/2024	648	FIRE CATT, LLC	20000 · *Accounts Payable	-7,328.00
04/17/2024	649	L.N. CURTIS & SONS	20000 · *Accounts Payable	-5,071.45
04/17/2024	650	LORI AREVALO	20000 · *Accounts Payable	-160.00
04/17/2024	651	PAUL CONWAY SHIELDS	20000 · *Accounts Payable	-560.14
04/17/2024	652	Ricoh USA, Inc.	20000 · *Accounts Payable	-698.80
04/17/2024	653	SAN MATEO CO FIRE CHIEFS ASSOCIATION	20000 · *Accounts Payable	-1,535.76
04/17/2024	654	SMC INFORMATION SERVICES DEPARTMENT	20000 · *Accounts Payable	-356.52
04/17/2024	655	U.S. BANK CORP PAYMENT SYSTEMS	20000 · *Accounts Payable	-35,151.49
04/17/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-10.00
04/19/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-657.40
04/22/2024	656	SCARBOROUGH HOME & GARDEN	20000 · *Accounts Payable	-4,291.87
04/22/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-2,302.74
04/22/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-599.00
04/23/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-626.26
04/24/2024	EFT-DEBIT	CALPERS*RETIREMENT	-SPLIT-	-283,095.41
04/24/2024	657	All IN ONE BUILDING MAINTENANCE	20000 · *Accounts Payable	-585.00
04/24/2024	658	AMERICAN PORTABLES	20000 · *Accounts Payable	-253.28
04/24/2024	659	APPLE, INC	20000 · *Accounts Payable	-1,409.84
04/24/2024	660	C A P F	20000 · *Accounts Payable	-1,563.50
04/24/2024	661	CALIFORNIA WATER SERVICE CO	20000 · *Accounts Payable	-747.38
04/24/2024	662	CHRISTOPHER O'LEARY	20000 · *Accounts Payable	-168.00
04/24/2024	663	GREEN WASTE	20000 · *Accounts Payable	-432.35
04/24/2024	664	GUARDIAN	20000 · *Accounts Payable	-245.56
04/24/2024	665	KIMBERLY GIULIACCI	20000 · *Accounts Payable	-38.74
04/24/2024	666	LEGAL SHIELD	20000 · *Accounts Payable	-205.35

Woodside Fire QuickBooks  
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Date	Num	Name	Split	Paid Amount
04/24/2024	667	METRO MOBILE COMMUNICATIONS	20000 · *Accounts Payable	-9,729.84
04/24/2024	668	MIKE AND LISA DOUGLAS	20000 · *Accounts Payable	-17,303.27
04/24/2024	669	MOBILE CALIBRATION SERVICES, LLC	20000 · *Accounts Payable	-642.71
04/24/2024	670	NEW YORK LIFE	20000 · *Accounts Payable	-1,373.92
04/24/2024	671	NICHOLAS PASSANISI	20000 · *Accounts Payable	-168.00
04/24/2024	672	NorCal Powersports	20000 · *Accounts Payable	-6,113.94
04/24/2024	673	PACIFIC GAS & ELECTRIC	20000 · *Accounts Payable	-8,631.85
04/24/2024	674	PermitRocket Software LLC	20000 · *Accounts Payable	-10,650.00
04/24/2024	675	PORTOLA VALLEY HARDWARE	20000 · *Accounts Payable	-439.06
04/24/2024	676	R & S ERECTION NORTH PENINSULA, INC	20000 · *Accounts Payable	-295.00
04/24/2024	677	RAY O'LEARY	20000 · *Accounts Payable	-187.00
04/24/2024	678	ROBERT DOUTHIT	20000 · *Accounts Payable	-168.00
04/24/2024	679	SAN MATEO COUNTY FIREFIGHTERS L2400	20000 · *Accounts Payable	-6,347.00
04/24/2024	680	SCL	20000 · *Accounts Payable	-13,681.45
04/24/2024	681	SCOTT LORY	20000 · *Accounts Payable	-168.00
04/24/2024	682	TIMOTHY RICHARDS	20000 · *Accounts Payable	-168.00
04/24/2024	683	VERIZON WIRELESS	20000 · *Accounts Payable	-891.36
04/24/2024	684	WFPD ENGINE CO 35	20000 · *Accounts Payable	-480.00
04/24/2024	685	WFPD HOUSE FUND	20000 · *Accounts Payable	-1,320.00
04/24/2024	686	ZACK MARTIN	20000 · *Accounts Payable	-168.00
04/25/2024	EFT-DEBIT	CALPERS*457 DEFERRED PROGRAM	4111 · Salary	-24,933.27
04/25/2024	EFT-DEBIT	ING LIFE INSURANCE & ANNUITY CO	4111 · Salary	-2,554.17
04/29/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-1.46
04/30/2024	P/R 043024	ADP PAYROLL DEDUCTION	-SPLIT-	-413,393.33
04/30/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-232.00
04/30/2024	ACH-FSA	ADP CARD SERVICES	4111 · Salary	-997.77
04/30/2024	04-01		4321 · District Retirement	-283,854.19
<b>TOTAL</b>				<b>-2,795,955.21</b>

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

5/15/2024														
in \$000's		31-Jul-23	31-Aug-23	30-Sep-23	31-Oct-23	30-Nov-23	31-Dec-23	31-Jan-24	29-Feb-24	31-Mar-24	30-Apr-24	30-Apr-24	31-May-24	30-Jun-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Estimated	ACTUAL	Estimated	Estimated
Beg.Cash Balance		\$33,041	\$27,460	\$27,090	\$25,527	\$24,994	\$22,204	\$33,461	\$32,603	\$29,893	\$30,108	\$29,367	\$37,779	\$37,314
<b>EXPENSES:</b>														
Payroll		(\$824)	(\$1,029)	(\$893)	(\$891)	(\$1,401)	(\$945)	(\$921)	(\$1,056)	(\$1,080)	(\$952)	(\$888)	(\$952)	(\$952)
Overtime		(\$202)	(\$183)	(\$213)	(\$185)	(\$228)	(\$176)	(\$122)	(\$100)	(\$124)	(\$159)	(\$181)	(\$159)	(\$159)
Retirement		(\$1)	(\$341)	(\$172)	(\$166)	(\$170)	(\$164)	(\$187)	(\$171)	(\$170)	(\$376)	(\$170)	(\$376)	(\$376)
Monthly Expenses		(\$673)	(\$715)	(\$575)	(\$482)	(\$134)	(\$592)	(\$578)	(\$456)	(\$361)	(\$493)	(\$659)	(\$493)	(\$493)
SDRMA (WC Ins)		(\$903)												
Retirement*GASB														
New Engine			(\$38)	(\$13)	(\$41)									
Loan Payment											(\$711)	(\$721)		
Contingency Appropriations				(\$250)			\$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>(\$1,765)</b>	<b>(\$1,933)</b>	<b>(\$1,627)</b>	<b>(\$1,808)</b>	<b>(\$1,783)</b>	<b>(\$1,735)</b>	<b>(\$2,691)</b>	<b>(\$2,619)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>
Interim Sta. 7* Remodel* Sta.8		(\$1,176)	(\$123)	(\$2,592)	(\$5,602)	(\$2,214)	(\$168)	(\$3,132)	(\$1,335)	(\$144)		(\$177)		
<b>TOTAL EXPENSE</b>		<b>(\$5,977)</b>	<b>(\$2,429)</b>	<b>(\$4,708)</b>	<b>(\$7,368)</b>	<b>(\$4,147)</b>	<b>(\$1,795)</b>	<b>(\$4,940)</b>	<b>(\$3,118)</b>	<b>(\$1,879)</b>	<b>(\$2,691)</b>	<b>(\$2,796)</b>	<b>(\$1,980)</b>	<b>(\$1,980)</b>
<b>REVENUE:</b>														
1021	Property Tax Cur Sec					\$1,155	\$10,336	\$1,630		\$1,155	\$10,111	\$6,409	\$1,264	\$632
1031	Property Tax Cur Unsec				\$884					\$53				
1033	Prior Yr. - Unsecured Tax				(\$6)									
1041	Property Tax SB813		\$19	\$22	\$18	\$44	\$56	\$101	\$47	\$100	\$64	\$40	\$64	\$64
1521	Interest Earned (Allocation)	\$264			\$240			\$243				\$303		
1831	Homeowners Property Tax Relief							\$9	\$22		\$5		\$5	\$5
2658	Misc Revenue-JPA-Cell Towers	\$43	\$122	\$43	\$43	\$44	\$55		\$2	\$1	\$51		\$51	\$51
1046	ERAF		\$1,543					\$1,627						
	Reimbursements-Refunds, etc*													
	*State Comp*House Fund*Empl*VOIDS	\$89	\$354	\$80	\$356	\$114	\$157	\$432	\$358	\$43	\$131	\$153	\$131	\$131
	Strike Team monies received		\$21				\$159	\$27						
	Woodside Fire Foundation			\$3,000	\$5,300		\$2,280							
	<b>TOTAL REVENUE</b>	<b>\$396</b>	<b>\$2,059</b>	<b>\$3,145</b>	<b>\$6,835</b>	<b>\$1,357</b>	<b>\$13,052</b>	<b>\$4,082</b>	<b>\$407</b>	<b>\$1,352</b>	<b>\$10,362</b>	<b>\$6,905</b>	<b>\$1,515</b>	<b>\$883</b>
End Cash Balance/Total Reserves		\$27,460	\$27,090	\$25,527	\$24,994	\$22,204	\$33,461	\$32,603	\$29,893	\$29,367	\$37,779	\$33,476	\$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)	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$1,980)	(\$2,691)	(\$2,691)	(\$1,980)	(\$1,980)
Actual Expenses		(\$5,977)	(\$2,429)	(\$4,708)	(\$7,368)	(\$4,147)	(\$1,795)	(\$4,940)	(\$3,118)	(\$1,879)		(\$2,796)		
Difference +/-		\$3,086	\$83	\$2,728	\$5,147	\$2,167	(\$185)	\$2,960	\$1,138	(\$101)	(\$2,691)	\$105	(\$1,980)	(\$1,980)
Estimated Revenue		\$215	\$1,513	\$251	\$1,001	\$1,655	\$10,262	\$3,902	\$135	\$1,574	\$6,388	\$6,388	\$1,515	\$2,393
Actual Revenue		\$396	\$2,059	\$3,145	\$6,835	\$1,357	\$13,052	\$4,082	\$407	\$1,352	\$10,362	\$6,905	\$0	\$883
Difference +/-		\$181	\$546	\$2,894	\$5,834	(\$298)	\$2,790	\$180	\$272	(\$222)	\$3,974	\$517	(\$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>					
04/25/2024 11:01:50	MF24-3338	EL CAMINO REAL	ATN	Cancelled en route, did not arrive on scene.	94027
<b>Basic Incident City Name (FD1.16): Emerald Lakes</b>					
04/01/2024 15:03:49	DF24-657	EDGEWOOD	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
04/04/2024 21:46:06	WF24-559	LAKEVIEW	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
04/09/2024 05:19:05	WF24-575	MARIANI	Emerald Lakes	Lift Assist, no medical merit	94062
04/09/2024 17:51:32	WF24-580	LAKEMEAD	Emerald Lakes	Smoke detector activation (FAS)	94062
04/10/2024 10:04:25	WF24-582	FALLEN LEAF	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
04/10/2024 18:33:34	DF24-705	SUMMIT	Emerald Lakes	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94062
04/13/2024 11:08:09	DF24-722	SUMMIT	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
04/16/2024 19:14:17	WF24-603	FALLEN LEAF	Emerald Lakes	EMS call, excluding vehicle accident with injury (MED)	94062
04/17/2024 08:12:09	WF24-607	VERNAL	Emerald Lakes	Unauthorized burning, lacking permit but not threatening	94062
04/20/2024 15:19:04	WF24-624	SYLVAN	Emerald Lakes	Tree Down (TDOWN)	94062
04/27/2024 11:27:43	WF24-649	HILLCREST	Emerald Lakes	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): EPA</b>					
04/29/2024 14:25:56	MF24-3466	EUCLID	EPA	Cancelled en route, did not arrive on scene.	94303
<b>Basic Incident City Name (FD1.16): Kings Mountain</b>					
04/09/2024 00:11:33	DF24-693	SKYLINE	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
04/14/2024 14:30:34	DF24-725	SKYLINE	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
04/27/2024 17:18:00	WF24-652	KINGS MOUNTAIN	Kings Mountain	Cancelled en route, did not arrive on scene.	94062
<b>Basic Incident City Name (FD1.16): LAD</b>					
04/09/2024 11:45:13	WF24-576	LINARIA	LAD	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/18/2024 12:15:33	WF24-614	DURAZNO	LAD	EMS call, excluding vehicle accident with injury (MED)	94028
04/23/2024 00:30:47	WF24-633	LUCERO	LAD	Lift Assist, no medical merit	94028
04/23/2024 13:15:11	WF24-636	CONIL	LAD	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/23/2024 15:27:24	WF24-637	LUCERO	LAD	EMS call, excluding vehicle accident with injury (MED)	94028
04/30/2024 08:14:44	WF24-661	CONIL	LAD		94028
<b>Basic Incident City Name (FD1.16): LTW</b>					
04/05/2024 15:05:09	WF24-561	LOS TRANCOS	LTW	EMS call, excluding vehicle accident with injury (MED)	94028
04/18/2024 18:54:23	WF24-619	EL REY	LTW	Cancelled en route, did not arrive on scene.	94028
04/21/2024 07:45:37	WF24-627	EL REY	LTW	Cancelled en route, did not arrive on scene.	94028
<b>Basic Incident City Name (FD1.16): Menlo Park</b>					
04/02/2024 09:13:23	MF24-2733	SANTA CRUZ	Menlo Park	MVA with injuries (TA)	94025
04/02/2024 13:38:13	MF24-2742	SAND HILL	Menlo Park	(UTL) No incident found on arrival at dispatch address	94025
04/17/2024 22:01:57	MF24-3147	HACKER	Menlo Park	Cancelled en route, did not arrive on scene.	94025
04/18/2024 10:18:03	DF24-745	ALPINE	Menlo Park	EMS call, excluding vehicle accident with injury (MED)	94028
<b>Basic Incident City Name (FD1.16): Portola Valley</b>					
04/03/2024 16:49:25	WF24-548	NB 280	Portola Valley	Cancelled en route, did not arrive on scene.	94028
04/04/2024 00:33:59	WF24-549	DEER MEADOW	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/04/2024 08:42:57	WF24-551	DEER MEADOW	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/04/2024 14:08:43	WF24-556	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/04/2024 15:13:34	WF24-558	WAYSIDE	Portola Valley	Smoke or odor removal	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)
04/06/2024 18:37:09	WF24-569	SIoux	Portola Valley	Smoke Investigation - Not SLAC (SI)	94028
04/06/2024 22:53:04	WF24-570	APPLEWOOD	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/08/2024 17:42:50	WF24-574	RUSSELL	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/09/2024 11:53:36	WF24-577	HILLBROOK	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/10/2024 09:37:59	WF24-581	ESCOBAR	Portola Valley	False Alarm - Smoke detector activation due to malfunction (FAS)	94028
04/10/2024 18:21:28	WF24-583	BUCK MEADOW	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/11/2024 23:34:54	WF24-587	GAMBETTA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/12/2024 11:25:33	WF24-588	PORTOLA	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/13/2024 00:33:10	WF24-589	ALAMOS	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/13/2024 04:19:03	WF24-590	CORTE MADERA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/13/2024 12:47:58	WF24-593	MEADOWOOD	Portola Valley	Tree Down (TDOWN)	94028
04/13/2024 21:48:58	WF24-594	FAVONIA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/14/2024 09:41:18	WF24-595	CHEROKEE	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/14/2024 18:34:48	WF24-597	VALLEY OAK	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/16/2024 09:29:35	WF24-600	REDBERRY	Portola Valley	Flooding Conditions mitigation (Water Vac, Pump, Etc..) (PAW)	94028
04/17/2024 10:25:34	WF24-609	NATHHORST	Portola Valley	Public service, excluding Lift Assist (see 554) (PA)	94028
04/17/2024 13:47:28	WF24-610	PORTOLA	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/18/2024 00:48:54	WF24-613	PORTOLA	Portola Valley	Tree Down (TDOWN)	94028
04/18/2024 17:05:29	WF24-618	WESTRIDGE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/18/2024 21:00:29	WF24-620	CHEROKEE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/21/2024 08:19:06	WF24-628	PORTOLA	Portola Valley	Smoke detector activation (FAS)	94028
04/21/2024 23:19:01	WF24-631	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/22/2024 07:40:01	WF24-632	PORTOLA	Portola Valley	False Alarm - CO detector activation due to malfunction (FACM)	94028
04/23/2024 12:51:58	WF24-635	CAMPO	Portola Valley	False alarm or false call, other (FA)	94028
04/23/2024 16:15:01	WF24-638	PORTOLA	Portola Valley	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94028
04/23/2024 18:13:09	WF24-639	PORTOLA	Portola Valley	Gas leak (natural gas or LPG)	94028
04/23/2024 23:40:51	WF24-640	GOYA	Portola Valley	False alarm or false call, other (FA)	94028
04/24/2024 08:38:58	WF24-641	PORTOLA	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/24/2024 09:19:00	WF24-642	STONEGATE	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/24/2024 16:30:52	WF24-643	SHAWNEE	Portola Valley	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94028
04/28/2024 07:47:25	WF24-653	SKYLINE	Portola Valley	Cancelled en route, did not arrive on scene.	94028
04/28/2024 14:47:59	WF24-654	WILLOWBROOK	Portola Valley	EMS call, Bicyclist Down (MED)	94028
04/28/2024 15:55:33	WF24-655	PORTOLA	Portola Valley	Cancelled en route, did not arrive on scene.	94028
04/28/2024 23:14:55	WF24-656	RUSSELL	Portola Valley	EMS call, excluding vehicle accident with injury (MED)	94028
04/29/2024 12:06:48	WF24-657	CHEROKEE	Portola Valley	Public service, excluding Lift Assist (see 554) (PA)	94028

**Basic Incident City Name (FD1.16): Redwood City**

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)
04/04/2024 05:56:37	RF24-3704	NB 101	Redwood City	Cancelled en route, did not arrive on scene.	94063
04/08/2024 05:59:10	RF24-3842	OAK KNOLL	Redwood City	Arcing, shorted electrical equipment	94062
04/08/2024 12:50:03	RF24-3854	SUSSEX	Redwood City	(UTL) No incident found on arrival at dispatch address	94061
04/17/2024 10:14:53	RF24-4204	HARVEST	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94061
04/30/2024 01:02:49	WF24-660	COLTON	Redwood City	EMS call, excluding vehicle accident with injury (MED)	94062
<b>Basic Incident City Name (FD1.16): Skylonda</b>					
04/01/2024 18:05:42	WF24-543	BIG TREE	Skylonda	Odor of Gas, gas scare (HMI)	94062
04/14/2024 16:12:16	DF24-726	LA HONDA	Skylonda	MVA with injuries (TA)	94062
04/16/2024 03:03:16	WF24-599	MORSE	Skylonda	EMS call, excluding vehicle accident with injury (MED)	94062
04/20/2024 13:14:04	DF24-761	LA HONDA	Skylonda	Motor vehicle accident with no injuries. (TA)	94062
<b>Basic Incident City Name (FD1.16): SNC</b>					
04/04/2024 12:22:38	RF24-3714	PORTOFINO	SNC	Cancelled en route, did not arrive on scene.	94070
<b>Basic Incident City Name (FD1.16): Unincorporated South of 92</b>					
04/04/2024 07:19:31	WF24-550	NB 280	Unincorporated South of 92	MVA with injuries (TA)	94062
04/10/2024 18:48:27	DF24-706	EDGEWOOD	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	94062
04/18/2024 14:49:16	WF24-616	SB 280	Unincorporated South of 92	MVA with injuries (TA)	94062
04/18/2024 16:11:33	DF24-747	CANADA	Unincorporated South of 92	EMS call, excluding vehicle accident with injury (MED)	94062
04/20/2024 16:34:43	DF24-763	ALPINE	Unincorporated South of 92	Motor vehicle accident with no injuries. (TA)	94020
04/20/2024 17:26:05	DF24-764	PAGE MILL	Unincorporated South of 92	MVA with injuries (TA)	94020
04/21/2024 16:58:03	DF24-772	SKYLINE	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	94020
04/22/2024 17:10:54	DF24-781	SKYLINE	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	94020
04/22/2024 17:40:29	DF24-782	ALPINE	Unincorporated South of 92	(UTL) No incident found on arrival at dispatch address	94020
04/27/2024 13:49:54	DF24-806	SKYLINE	Unincorporated South of 92	Cancelled en route, did not arrive on scene.	94020
<b>Basic Incident City Name (FD1.16): Woodside</b>					
04/01/2024 18:24:08	WF24-544	WOODSIDE	Woodside	Cancelled en route, did not arrive on scene.	94062
04/01/2024 23:50:34	WF24-545	FARM HILL	Woodside	Motor vehicle accident with no injuries. (TA)	94062
04/02/2024 14:02:55	WF24-546	WOODSIDE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/03/2024 06:06:18	WF24-547	GLEN	Woodside	Cancelled en route, did not arrive on scene.	94062
04/04/2024 09:57:14	WF24-552	NB 280	Woodside	Motor vehicle accident with no injuries. (TA)	94062
04/04/2024 10:11:00	WF24-553	SB 280	Woodside	Motor vehicle accident with no injuries. (TA)	94062
04/04/2024 14:07:39	WF24-555	FARM HILL	Woodside	Smoke detector activation (FAS)	94061
04/04/2024 14:27:12	WF24-557	CANADA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/05/2024 10:51:01	WF24-560	WARD	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/05/2024 16:15:06	WF24-562	ELEANOR	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/05/2024 19:14:18	WF24-563	WOODSIDE	Woodside	Cancelled en route, did not arrive on scene.	94061
04/05/2024 20:43:17	WF24-564	YOSEMITE	Woodside	Lift Assist, no medical merit	94062
04/06/2024 14:07:17	WF24-568	CANADA	Woodside	EMS call, Bicyclist Down (MED)	94062
04/08/2024 01:13:05	WF24-571	WOODSIDE	Woodside	Cancelled en route, did not arrive on scene.	94062
04/08/2024 12:21:20	WF24-572	SB 280	Woodside	Motor vehicle accident with no injuries. (TA)	94062
04/08/2024 14:03:39	WF24-573	MOUNTAIN HOME	Woodside	False Alarm - Alarm Sounding (FA)	94062
04/09/2024 12:15:26	WF24-578	JEFFERSON	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)
04/09/2024 15:05:27	WF24-579	ENTRANCE	Woodside	Wires Down, Power line down (WDOWN)	94062
04/11/2024 02:03:41	WF24-584	FARM HILL	Woodside	MVA with injuries (TA)	94061
04/11/2024 07:57:57	WF24-585	SAND HILL	Woodside	(UTL) No incident found on arrival at dispatch address	94028
04/11/2024 13:27:51	WF24-586	HARDWICK	Woodside	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94062
04/13/2024 09:07:56	WF24-592	CALIFORNIA	Woodside	Tree Down (TDOWN)	94062
04/14/2024 11:11:50	WF24-596	LA HONDA	Woodside	Tree Down (TDOWN)	94062
04/14/2024 18:55:41	WF24-598	LA HONDA	Woodside	MVA with injuries (TA)	94062
04/16/2024 10:28:19	WF24-601	OLIVE HILL	Woodside	Cancelled en route, did not arrive on scene.	94062
04/16/2024 19:08:36	WF24-602	CANADA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/16/2024 21:05:40	WF24-605	GRANDVIEW	Woodside	Odor of Gas, gas scare (HMI)	94062
04/16/2024 21:58:19	WF24-606	WOODSIDE	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/17/2024 15:48:12	WF24-611	ELEANOR	Woodside	MVA with injuries (TA)	94062
04/17/2024 22:58:05	WF24-612	PHILLIP	Woodside	Lift Assist, no medical merit	94062
04/18/2024 15:07:16	WF24-617	FARM HILL	Woodside	False Alarm - Unintentional (Accidental) Alarm system activation, no fire (FA)	94061
04/18/2024 22:41:46	WF24-621	LINDENBROOK	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/20/2024 12:55:40	WF24-622	LA QUESTA	Woodside	Cancelled en route, did not arrive on scene.	94062
04/20/2024 14:51:13	WF24-623	FARM HILL	Woodside	EMS call, excluding vehicle accident with injury (MED)	94061
04/20/2024 17:02:07	WF24-625	WOODSIDE	Woodside	Motor vehicle accident with no injuries. (TA)	94062
04/20/2024 19:51:34	WF24-626	SOUTHGATE	Woodside	Outside equipment fire	94062
04/21/2024 16:07:08	WF24-629	PORTOLA	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/21/2024 18:06:21	WF24-630	WINDING	Woodside	False Alarm - Smoke detector activation due to malfunction (FAS)	94062
04/25/2024 10:05:31	WF24-645	HIGHLAND TE	Woodside	Cancelled en route, did not arrive on scene.	94062
04/26/2024 00:53:35	WF24-646	LA HONDA	Woodside	MVA with injuries (TA)	94062
04/27/2024 11:49:25	WF24-650	BUCK	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/27/2024 15:31:24	WF24-651	HIGH	Woodside	EMS call, excluding vehicle accident with injury (MED)	94062
04/29/2024 18:03:38	WF24-658	ALAMEDA DE LAS PULGAS	Woodside	MVA with injuries (TA)	94061
04/29/2024 18:39:40	WF24-659	STILL CREEK	Woodside	Tree Down (TDOWN)	94062
04/30/2024 20:22:42	WF24-662	CALIFORNIA	Woodside	(UTL) No incident found on arrival at dispatch address	94062
04/30/2024 21:56:38	WF24-663	SAND HILL	Woodside		94062
<b>Basic Incident City Name (FD1.16): WSB</b>					
04/13/2024 07:22:32	WF24-591	CHURCHILL	WSB	False Alarm - Smoke detector activation (Dust, Construction, etc..) (FAS)	94062
04/16/2024 15:47:32	MF24-3111	SANTA CLARA	WSB	EMS call, excluding vehicle accident with injury (MED)	94061
04/23/2024 10:59:33	WF24-634	WOODSIDE	WSB	EMS call, excluding vehicle accident with injury (MED)	94062

#### 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

## WFPD Board of Directors

### Zoom Meetings 2024

1/30/2024 <https://youtu.be/FcgTSaGsqxY>

2/27/2024 <https://youtu.be/p9NUFqEmTEQ>

3/26/2024 <https://youtu.be/6imBzWXkk64>

4/30/2024 <https://youtu.be/AUy-r6SHFO8>

**RESOLUTION 24-03**

**A RESOLUTION OF THE WOODSIDE FIRE PROTECTION DISTRICT ADOPTING THE DEFENSIBLE SPACE PROVISIONS OF THE STANDARDS AND GUIDELINES FOR DEFENSIBLE SPACE AND HOME HARDENING AND FINDING THAT THE DEFENSIBLE SPACE PROVISIONS ARE NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, on April 30, 2024, the Board of Directors of the Woodside Fire Protection District (the “District”) adopted Ordinance 24-01, establishing fuel mitigation and exterior hazard abatement standards in all state and local responsibility areas within the District; and

WHEREAS, Section 3(f) of Ordinance 24-01 provides that the Fire Code Official shall prepare Standards and Guidelines for Defensible Space and Home Hardening (the “Guidelines”), which shall serve as a supplemental instruction and interpretation resource for Ordinance 24-01; and

WHEREAS, the Guidelines shall not be construed to make new requirements not authorized by Ordinance 24-01; and

WHEREAS, the Fire Code Official has prepared the Defensible Space Provisions of the Guidelines and submitted them to the Board of Directors for approval; and

WHEREAS, the Home Hardening provisions of the Guidelines will be submitted to the Board of Directors for approval at a later date.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby approves the Defensible Space Provisions of the Standards and Guidelines for Defensible Space and Home Hardening, which are attached to this resolution and incorporated herein.

BE IT FURTHER RESOLVED, that the Board of Directors finds that the Defensible Space Provisions of the Standards and Guidelines for Defensible Space and Home Hardening are exempt from the California Environmental Quality Act (CEQA) for the reasons stated in Section 11 of Ordinance 24-01, which section is hereby incorporated by reference to this resolution.

PASSED, APPROVED, and ADOPTED this 28th day of May, 2024 at a regular meeting of the District Board held at 808 Portola Valley Road, Portola Valley, California 94028 with the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated:

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

ATTEST:

\_\_\_\_\_  
Board Secretary

# 2024

*A Guide to*

## DEFENSIBLE SPACE & HOME HARDENING



An interpretation of the  
Fuel Mitigation  
Ordinance No. 24-01  
Version 1, Spring 2024



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# Prepare Your Home and Property for Wildfire

Hardening your home and addressing ornamental vegetation adjacent to your structure are critical elements in structure survivability.

Defensible space requirements are outlined in the Fire Code, International Wildland Urban Interface Code and WFPD Fuel Mitigation Ordinance



**SCOPE.** This standard and guideline provide the minimum requirements necessary for the maintenance of a property's defensible space and home hardening. Defensible space shall be in accordance with Woodside Fire Protection District Ordinance No. 24-01 and home hardening shall be in accordance with the 2022 California Fire Code, Building Code, and Residential Code.

**PURPOSE.** We have built many homes in the Wildland Urban Interface (WUI), where homes are now often surrounded by forested areas. This guideline is to provide mitigation measures, strategies, and tactics in order to reduce structure ignitability through defensible space and home hardening. One of the primary objectives of landscape maintenance in wildfire-prone regions is fuel reduction. Regular maintenance, including clearing away flammable debris and creating defensible space, helps break the continuous fuel supply, limiting the potential for a small fire to escalate into a large and destructive wildfire. In addition, recognizing that home-hardening through improved architectural design, ember and ignition resistant material selection, and retrofitting existing buildings are the most important factors in improving home survival during wildfires.

Home destruction largely results from direct firebrand ignitions, or lofted burning embers, and fires spreading on the ground within the community. When homeowners take action to lessen the ignitability of the home ignition zone, they dramatically increase the survivability of their home (Cohen, Quarles 2011).

Property owners can start to take action by creating defensible space. Defensible space is the area between a house and an oncoming wildfire that acts as a buffer that slows the fire and provides an opportunity for firefighters to defend the home. Defensible space is created and maintained through the proper management and modification of vegetation in the area immediately surrounding your home.

Next property owners can harden their homes. Fire-resistant building materials and designs are extremely effective at reducing structural ignitions. These include a wide variety of materials combined with engineering and design choices for nearly every aspect of home construction. Ranging from relatively expensive materials such as tempered glass and upgraded roofing, to simple, inexpensive but effective features such as fine wire mesh covering attic and basement vents. Many of these features can be retrofitted or applied to new construction. While new construction and substantial remodels within the Fire District are required to use ignition, resistant materials meeting the standards of Chapter 7A of the CBC (California Building Code), owners of existing homes are

strongly encouraged to make simple but effective upgrades. By applying new knowledge and approaches based on research and observations that have changed the understanding of home ignition during wildfires and can be more effective to reduce the loss of structures during wildfires. The focus is to reduce overall community risk by reducing home ignition potential during a wildfire.

An effective home ignition zone (HIZ) assessment makes it clear that while no one can guarantee a house will survive an extreme wildfire, effectively treating the HIZ can dramatically increase the chances of structure survival and the collective benefits of property owners' actions increase structure survival by increasing an entire community's ignition resistance.

Your home may be the most valuable investment you ever make. If you live in a high-risk fire hazard area, protect against the chance of losing that investment by creating defensible space and [hardening your home with fire-resistant construction materials and design](#).

## **Inspection Process**

Free residential home assessments are available year-round to assist residents by providing specific requirements and recommendations to reduce their home ignition potential. Please schedule your inspection to have an opportunity to meet one-on-one with a defensible space inspector to assess your property for potential hazards and mitigation measures in accordance with applicable fire codes and local ordinances.

- 1) 2,000 parcels will be inspected every year. To view your community's schedule, please visit (<https://www.woodsidefire.org/our-district/vegetation-management-defensible-space/home-assessments>). A video is also available that will help outline how an inspection is conducted. (<https://youtu.be/fjJATG9Hugc>)
  - a. In order to make this program run efficiently and successfully, we ask that all residents call to schedule an inspection.
  - b. Upon arrival, an inspector will knock on your door for you to accompany them on a walk around your property.
  - c. If you are not home, the inspector will leave a door hanger informing they had been by. Please call to schedule an inspection for your home.
- 2) Homeowners have the option to schedule a home assessment inspection at any time during the year if they are in the zones of inspection by calling Administration Office at 650-851-1594 or email [info@woodsidefire.org](mailto:info@woodsidefire.org).
- 3) Should an owner like to have a jump start on getting work done, they can go to our website and use the self-assessment tool to conduct their (pre-inspection). This will assist the property owner in understanding what will be expected during their inspection year.

## Incentive Programs

- [Los Trancos and Vista Verde Defensible Space Program - Click here for more Information](#)  
**\$5,000.00** is available each calendar year per household on a first come, first served basis until budgeted yearly funding has been depleted. Each property owner may receive **50% reimbursement on approved items and/or work completed.**

### *Mission of the Program*

The Home Hardening and Defensible Space program should collectively protect the entire community of the Los Trancos County Maintenance District (LTCMD) while developing a fair program that allows every resident to participate.

- [Town of Woodside Defensible Space & Home Hardening Matching Fund Program - Click here for more Information](#)

For approved projects, the Town will reimburse you 50% of the cost of creating defensible space and/or home hardening, up to a maximum of **\$3,000.**

### *Mission of the Program*

The Town of Woodside is committed to reducing the threat of wildfire in their community. In support of this effort, the Town Council has established the **Defensible Space and Home Hardening Matching Fund Program.**

## Enforcement Process

The Fire District understands that this Ordinance will require much time, energy, and resources, especially on large properties and that owners will not be cited for non-compliance with the ordinance so long as they can show evidence of substantial progress toward compliance within the past 12 months.

- Re-inspections of the same violation shall incur an hourly re-inspection fee reflected in the Fire District's fee schedule at the time of re-inspection for every hour of re-inspection after the third inspection of the same violation, at the same location, within a one-year period.
- The Fire District makes every effort to work with property owners in developing a plan to comply. Should recommendations and requirements be ignored, the fire district may conduct abatements and handle accounting, assessment, and collection of abatement costs, including recordation of liens as may be established by Fire District Ordinances.
- The Fire Code Official may, at his or her discretion, issue an administrative citation for violations of this Ordinance, in lieu of abating a parcel.



## **Phased Compliance due to Qualified Circumstances**

- A person who is financially unable to comply with this Ordinance or make substantial progress to compliance within one year may file a Modification request for Phased Compliance.
- A Person who has any ownership or possessory interest or easement obligation interest in or control of any Parcel may also file for a modification request for phased compliance, if there are practical difficulties in complying or making substantial progress to compliance. For example:
  - The need to establish new Fire Resistive Vegetation to prevent erosion prior to removing existing Hazardous Vegetation.
- Request shall not exceed a period of 3 years.

### **Submittal Process for a Modification Request**

- A written letter sent to WFPD making the request and why you are unable to make substantial progress to compliance within one year (via email [info@woodsidefire.org](mailto:info@woodsidefire.org)) or USPS.
- Supporting documents or materials may be requested that demonstrate either financial inability or other practical difficulties.
- Once received, documents will be reviewed. The Fire District shall issue a written determination listing the reasons for the determination to issue or not issue the modification request for phased compliance.

### **REMEMBER**

The goal of defensible space is to:

- eliminate pathways for a wildfire to burn directly to the home
- reduce radiant heat exposures
- reduce the potential for embers to ignite vegetation and other combustible materials adjacent to the home
- provide a safe place for fire personnel to defend the home and allow safe routes for evacuation

Defensible space is also important to:

- Help protect firefighters when they are defending your home.
- Creating defensible space does not mean you need a ring of bare dirt around your home! Through proper planning, you can have both a beautiful landscape and a fire safe home.

*“First Responders can’t be in parity with protecting the environment if homeowners don’t engage in reducing the ignitability of their home.” Jack Cohen*

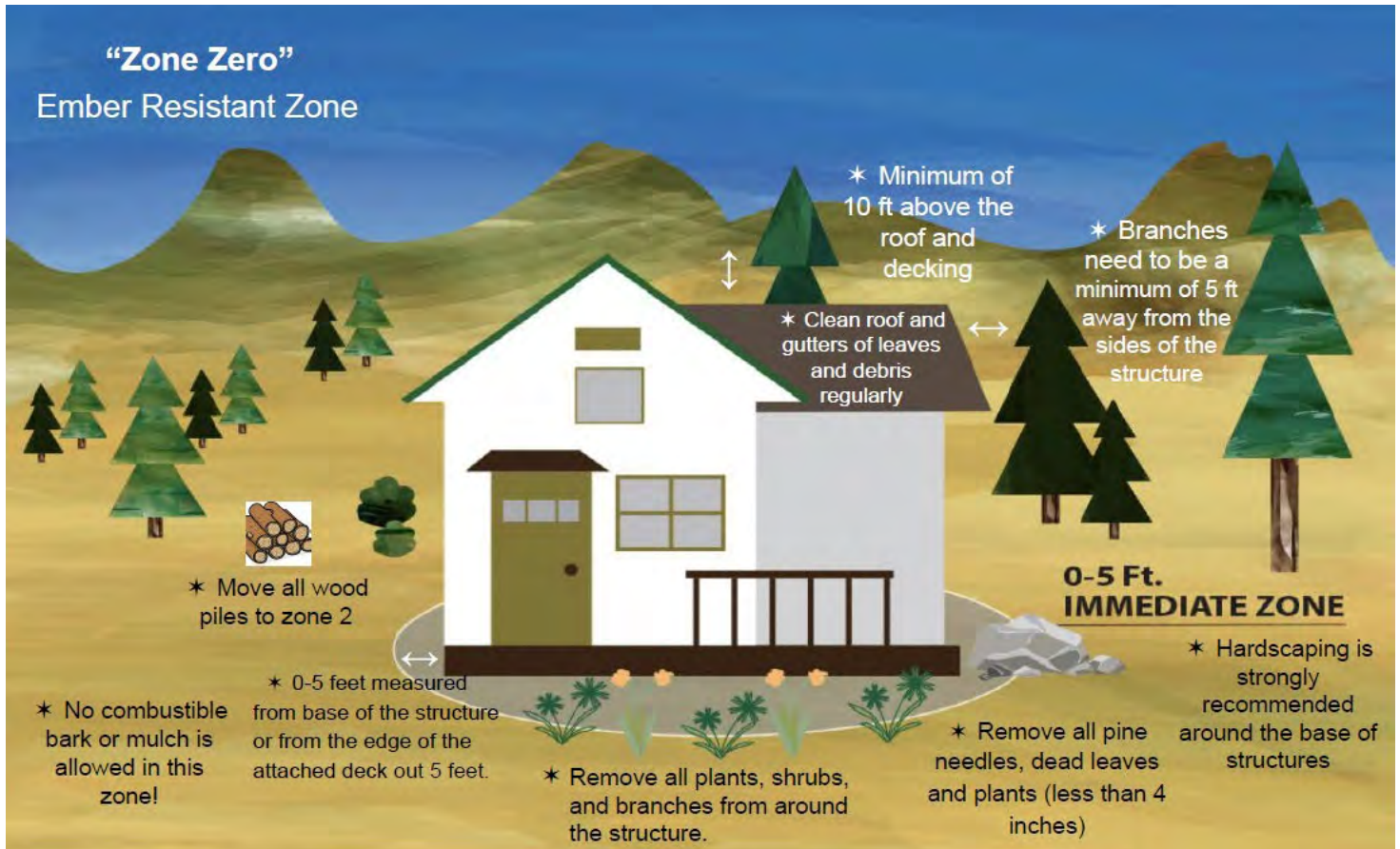
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## DEFENSIBLE SPACE

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### **ZONE 0 EMBER RESISTANT or IMMEDIATE ZONE: (0 – 5 FEET) - REQUIREMENTS** **FURTHER ZONE 0 DETAILS & RECOMMENDATIONS CAN BE FOUND IN APPENDIX A**

[What is Defensible Space? Get to Know your Zero Zone – Click here for video](#)



- **VEGETATION:**

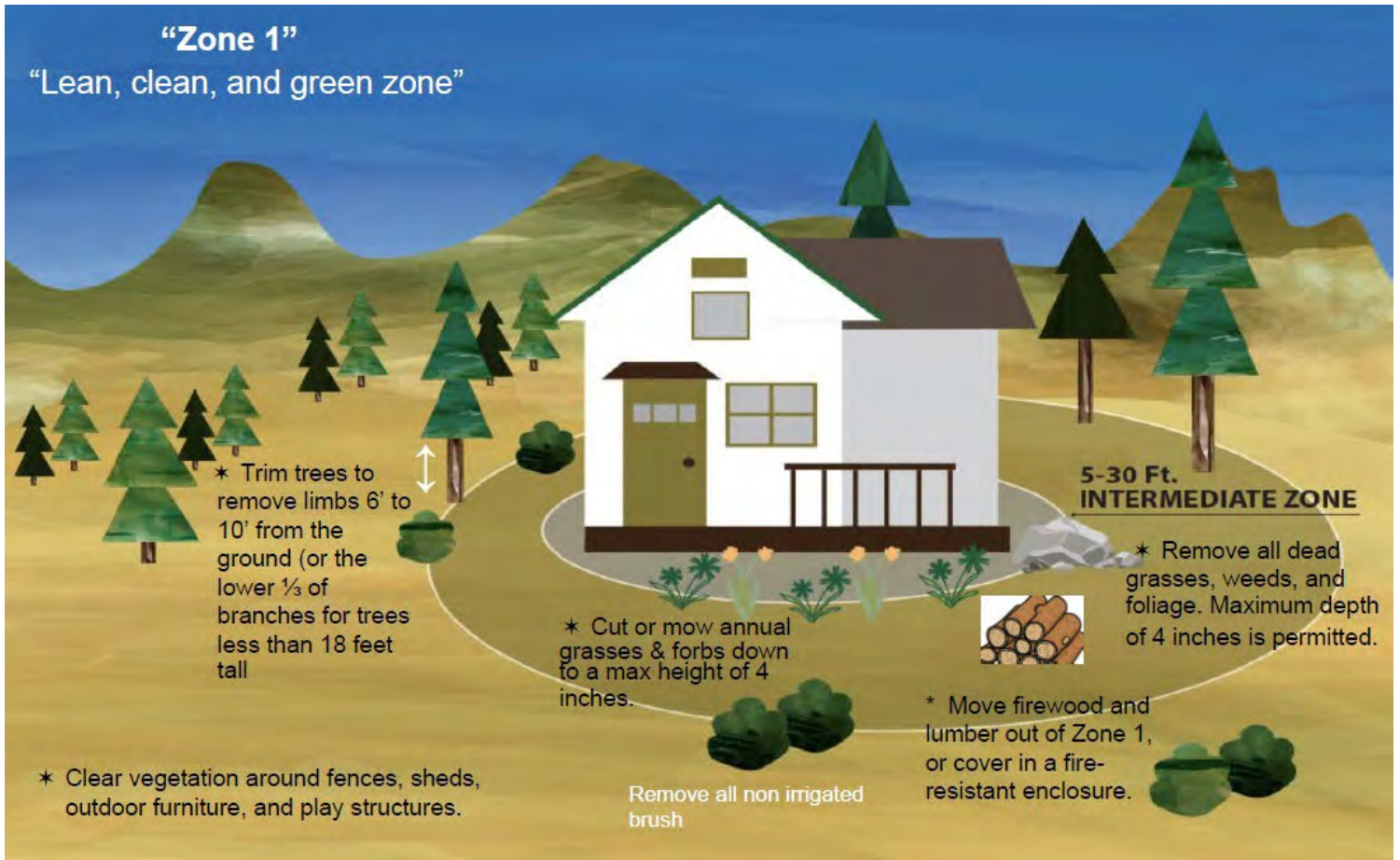
- No hazardous vegetation within 5 feet of any structure; hardscaping is recommended.
- Remove all combustible ground cover, such as wood mulch, chips, bark, and gorilla hair.
- Remove all **dead** and **dying** weeds, grass and forbs, plants, shrubs, trees, and vegetation debris (leaves, needles, cones, bark, etc.)
- Remove tree limbs that extend into this zone and 10 feet above the roof and decking.
- Trim trees to create 10 feet of clearance from the chimney outlets that burn solid fuels.
- Relocate exposed wood piles to zone 2.
- Grasses and forbs must be either removed or irrigated and cut to less than 4 inches.
- Removal of fire-hazardous plants such as juniper, cypress, pine, acacia, eucalyptus, and bamboo.

- **FURNISHINGS:**

- Remove combustible outdoor furniture. Replace with metal or non-combustible varieties.
- Replace jute or natural fiber doormats with heavy rubber or metal grates.
- Remove or relocate all combustible materials, lumber, storage, and patio accessories.

**ZONE 1 LEAN, CLEAN & GREEN, or INTERMEDIATE: (5 – 30 FEET)**  
**FURTHER ZONE 1 DETAILS & RECOMMENDATIONS CAN BE FOUND IN APPENDIX A**

[Wildfire Watch "How to Make a Landscape fire-safe" - Click here for video](#)



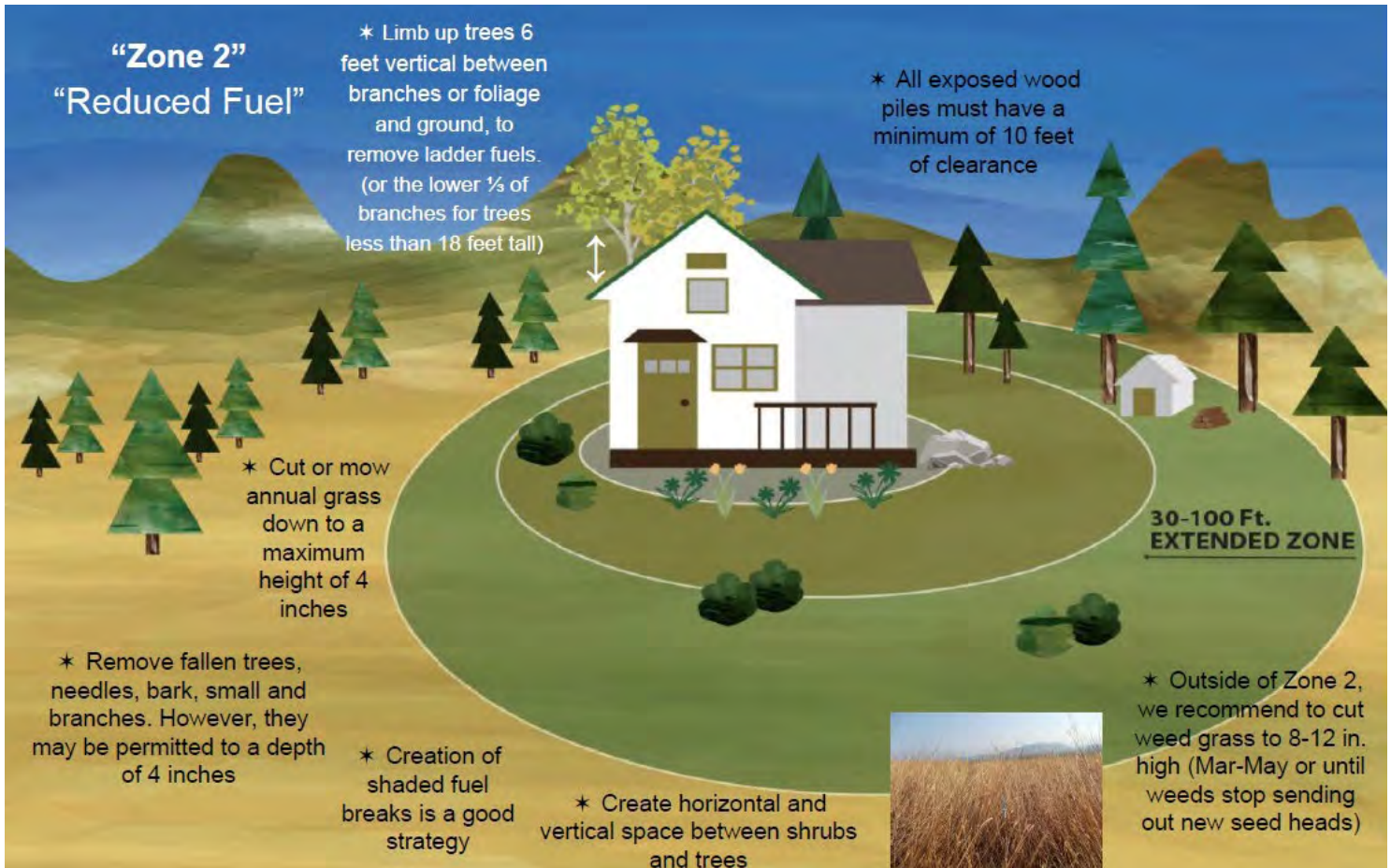
- Remove all fallen leaves, twigs, bark, cones, and small branches; shall be permitted to a maximum depth of 4 inches.
- Trim trees to remove limbs 6' to 10' from the ground. (or the lower 1/3 of branches for trees <18 ft.
- Remove branches that overhang your roof or within 10' of chimneys that burn solid fuel.
- Cut annual grasses and forbs to a maximum height of 4 inches.
- Move exposed firewood, lumber and other combustible material to Zone 2 (> 30 feet from house) or cover in a fire-resistant enclosure or secured certified material (see Appendix A for details)
- Maintain regularly, focusing on the areas closest to structures.

*"Fuel is the only thing we have control over."*

Revisions for clarity, consistency & readability are ongoing. Thank you for your patience.

**ZONE 2 FUEL REDUCTION or EXTENDED: (30 – 100 FEET)**  
**FURTHER ZONE 2 DETAILS CAN BE FOUND IN APPENDIX A**

[Zone 2 – Fuel Reduction Zone - Fire Safe Marin - Click here for Video](#)



- Cut or mow annual grasses and forbs (wildflowers) down to a maximum height of 4 inches. Wildflowers shall be cut after blooming, usually after June 15<sup>th</sup>.
- Create horizontal space between shrubs and trees.
- Limb up trees 6 ft vertical or the lower 1/3 of branches for trees less than 18 ft tall. Create vertical space between grass, shrubs and trees by removing ladder fuels.
- Creation of shaded fuel breaks is a good strategy.
- Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 4 inches.
- All exposed wood piles must have a minimum of 10 feet of clearance, down to bare mineral soil, in all directions. Or can use hardscape like gravel, flagstone, concrete or other non-combustible materials. Exposed wood piles are to be 30 feet away from any structure (including neighbors).

*“Home survival is a function of things you do on your property, at your home and vegetation and combustibles on your property; walk out your doors, put your back against the wall, look down, and then straight out – you do NOT want to be looking at combustibles. Your home needs to resist embers that will come to your home.”*

Steve Quarles

Revisions for clarity, consistency & readability are ongoing. Thank you for your patience.

## ACROSS ALL ZONES: (0 – 100 FEET)

- **ACCESS ROADS: 0-10 ft Horizontally & 13 ft 6 in Vertically**

Extends from 0ft to at least 10ft horizontally from the edge of roads and 13ft 6in overhead. Property owners are responsible for vegetation adjacent to roads. Private access roads are critical for evacuation and first responder access. Maintenance is required year-round.

- Trim / Thin / Prune / Cut Back vegetation 13ft 6in unobstructed overhead (vertical) clearance and 10' from sides of roads (horizontally) in the same manner as Defensible Space Zone 1.
- Remove dead or dying vegetation, encroaching on roadway, located within 10 horizontal feet of the roadway.
- Consider removal of hazardous vegetation, (flammable five) such as juniper, cypress, pine, acacia, eucalyptus, and bamboo that are within 10 feet of the roadway.
- Plantings shall be fire smart and must not extend into the roadway.
- Address numbers must be clearly visible from the road, with at least 4" numbers on a contrasting background. Reflective or lighted numbers are best for existing structures only.
- Create vertical spacing between shrubs, and lower tree limbs.
- Cut all grasses.



- **DRIVEWAYS: 0-5 ft Horizontally & 14 ft Vertically**

Extends from 3ft to at least 5ft horizontally from the edge of roads and 13ft 6in overhead. Property owners are responsible for vegetation adjacent to driveways. Driveways are critical for evacuation and first responder access. Maintenance is required year-round.

- Trim / Thin / Prune / Cut Back vegetation 13ft 6in unobstructed overhead (vertical) clearance and 5' from sides of roads (horizontal) in the same manner as Defensible Space Zone 1.
- Address numbers must be clearly visible from the road, with at least 4" numbers on a contrasting background. Reflective or lighted numbers are best for existing structures only.

- Remove dead or dying vegetation, encroaching on roadway, located within 5 horizontal feet of the roadway.
- Consider removal of all plants such as (flammable five) juniper, cypress, pine, acacia, eucalyptus, and bamboo that are within 5 feet of the driveway.
- Create vertical spacing between shrubs, and lower tree limbs.
- Cut all grasses.

Vegetation to be removed along critical evacuation route.



Clear combustible debris from driveway so that you can evacuate, and first responders can reach your home.

- **CLIMBING VINES: Remove all climbing vines from structures within 100 feet of structures.**
  - Unless, climbing vines greater than ½ inch in diameter that are irrigated, cleared of dead material, do not constitute a ladder fuel, located and maintained so that they do not cause damage to any part of the structure.
  - A well-maintained, healthy vine on a free-standing support, **not structure** is permitted in Zones 1 & 2 meeting the above criteria.
  - This does not apply to new construction, nor to the planting of new climbing vines on existing Structures. It is not permitted at all.
- **OUTBUILDINGS & LIQUID PROPANE GAS (LPG) STORAGE TANKS:**  
(Outbuildings are non habitable structures with roof & no walls, <120 sq ft.)
  - Maintain 10 feet of bare mineral soil around Liquid Propane Gas (LPG) storage tanks and Outbuildings.
  - Remove all dead or dying vegetation for an additional 10 feet

- **FENCES:**

Fences are **one of the most common ways** that wildfires spread to homes. [Did You Know...Fences? - Click here to watch video.](#)

- No screen, fence, or other structure made of bark, mulch, or wood chips is allowed within 100 feet of a Structure or within 10 feet of the paved edge of the road.
- Any new combustible fence shall have a separation distance of at least 6 feet from any structure unless the last 6 feet of fence connecting to the structure is constructed of non-combustible materials.
- Fence recommendations: <https://firesafemarin.org/articles/fencing-out-fire-fire-resistant-fences-and-gates/>

- **GROUND-MOUNTED PHOTOVOLTAIC SYSTEMS, EQUIPMENT, & ENERGY STORAGE SYSTEMS**

- For cluster of panels <1,500 sq ft: Initial 5 feet shall meet the Zone 0 standards. The subsequent 5 feet shall meet the Zone 1 standards. Total of 10 feet of clearance.
- For cluster or panels great than 1,500 sq ft: Initial 5 feet shall meet the Zone 0 standards. The remainder shall meet the Zone 1 standards.

## RECOMMENDATIONS BEYOND ZONE 2 INFORMATION ONLY

- **Addressing Tree Hazards**

A home which has been properly prepared to resist the embers generated by wildfires has a high chance of survival. It is the embers generated by large amounts of combustible material that ignites homes during wildfires. These embers land in combustible materials immediately adjacent to the home, enter the home through improperly screened vents, ignite leaves on roofs and gutters and can enter a home through small openings in the exterior. A home can be surrounded by burning trees and still survive. When thinking about tree hazards, consider the placement, species, and maintenance.

If it helps to ease your nerves, know that the mere presence of trees (even some fire-hazardous species like eucalyptus, pines, and firs, etc.) does not necessarily indicate that an “extreme” fire hazard exists. Single specimens of most tree varieties can usually be maintained in a way that minimizes the hazard. Remember, trees don’t magically burst into flames, even during a wildfire. Some types of fuel, usually on the ground, carry the fire into the tree. Eliminating these “ladder fuels” is often more important than the tree species itself.

It is rare that WFPD will ever recommend the removal of a healthy living tree. Usually, proper maintenance is all that is required to keep the tree fire safe. We recommend that you contact a licensed arborist to examine any trees on your own property that cause you concern; they will make recommendations on ways to improve their health and resistance to fire.

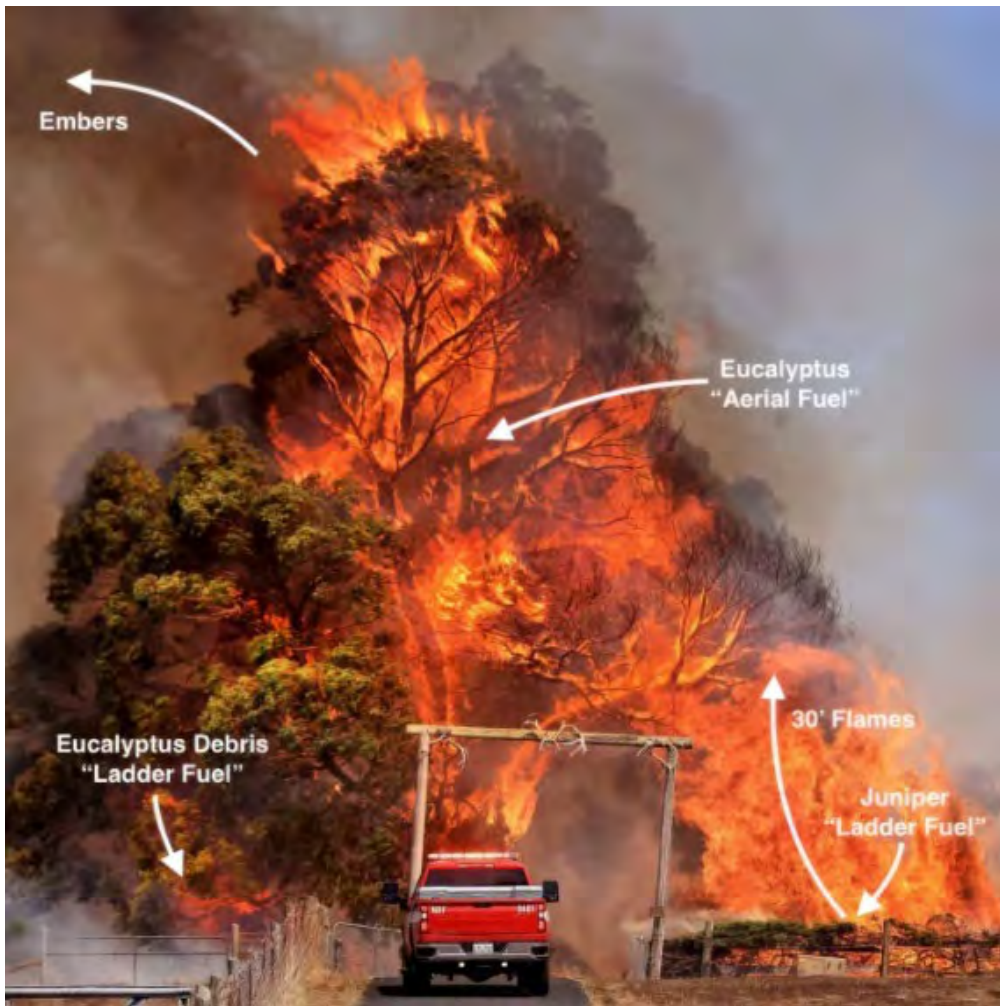
- **Tree Trunks with diameters of 12 inches or more:** Single specimens of standing dead trees in zone 2 or beyond with only major limbs remaining that are of likely benefit to wildlife will be allowed at the discretion of the Fire Code Official.
- **Tree trunks greater than 8 inches in diameter** can be left in place on the ground to decay over time if the entire trunk surface is in contact with the ground and cut into smaller logs.
  - **For trunks in zone 1 & 2,** either relocate or chip and spread around your property.
- **Maintaining Oak Woodland:** Healthy oak canopies should be maintained. Healthy oaks are slow to ignite, are fire resistant, and can suppress growth of invasive plants that are often highly flammable. California bay trees can overtop oaks, are a greater fire risk, and can spread Sudden Oak Death to some oaks and other trees. Reducing the number of California bay trees (*Umbellularia californica*) may help maintain a healthy oak canopy.

- **Removal of eucalyptus trees, highly recommended, but not required by ordinance. At the least, here are recommendations to make eucalyptus tree more resistant to ignitions during a wildfire:**

- Remove vegetation around the base of the trees.
- Remove the bark which peels back annually.
- Remove small diameter lower limbs up to at least one-third of the tree’s height.
- Remove the leaves that fall onto rooftops.
- **Contact your local fire department or a licensed arborist for an evaluation of the trees in question.**

Revisions for clarity, consistency & readability are ongoing. Thank you for your patience.





Eucalyptus must be properly maintained for safety. Ladder fuels interspersed with lower limbs of the tree is the biggest threat. Leaf and bark litter shall be removed. Or consider removal of the tree if you cannot maintain it.

- **Removal of Junipers is highly recommended, but not required by ordinance. Junipers: Juniper does not belong in the landscaped environment or defensible space zones of structures in California:**

Junipers are coniferous plants in the genus *Juniperus* of the cypress family Cupressaceae. Junipers (*Juniperus* spp.) are one of the hardiest, most versatile, and drought-tolerant shrubs. They are also one of the most fire prone species and are sometimes referred to as a “gasoline bush” by firefighters. They are conifers with prickly young foliage that becomes flatter and softer with age. All junipers are recommended to be removed within 100’ of structures or 10’ of roads and driveways.

- **Trees, Shrubs, Hedges**
  - Select appropriate plants for hedges.
  - Plant hardwood trees, like maple, poplar, and cherry that are less combustible than conifers like pine and fir.
  - Maintain your trees carefully, being sure to limb up and remove “ladder fuels” and shrubs beneath trees.
  - Choose shrubs that are low growing, with minimal dead material and supple leaves.



- **Your Part in the Community:** Can include 100-200 feet depending on the layout of the houses. Many homes do not have 100' of space between structures and parcel lines. Property owners are required to maintain defensible space to their property line. California and local laws do not require you to create defensible space on property you don't own. Work with your neighbor to gain permission to clear defensible space on their property if it will help protect your home! In most cases, the most effective solution is a cooperative approach between neighbors.
  - Grazing is a good option for maintaining defensible space on open land near homes.

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## *HOME HARDENING*

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### **THIS SECTION WILL BE COMPLETED AND ADDED AT A LATER TIME**

- Identify their home's vulnerabilities to wildfires and embers;
- Introduce ignition and ember resistant design and materials;
- Provide home-hardening and retrofitting resources;
- Encourage building modifications to reduce the likelihood of structural ignitions during wildfires;

#### **WHAT DO THE PHRASES "FIRE HARDENED" AND "HARDENING HOMES" MEAN?**

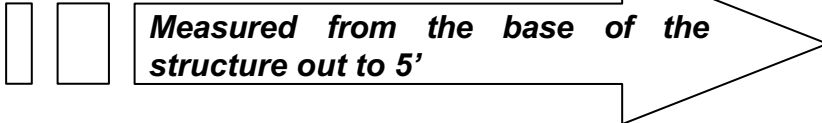
"Fire hardened" describes a building or structure that is prepared for wildfire and an ember storm. It does not mean fireproof. Home hardening addresses the most vulnerable components of your house with building materials and installation techniques that increase resistance to heat, flames, and embers that accompany wildfires.

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## APPENDIX A – ZONE 0, ZONE 1, ZONE 2

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**Zone 0 Why should you care about “Zone Zero”?** It’s the area closest to your house, from 0 to 5 feet. This includes the surfaces of the structure itself, plants, decks, outdoor furniture, and the outside walls and coverings. This area is the most vulnerable and should be aggressively maintained to keep fire or embers from igniting materials that can spread the fire to your home. When wildfire embers land in this area, they ignite any combustible material which in turn can ignite your home. Gravel mulch and hardscaping are very effective in this area.



❖ **Other things you can do to protect your home from wildfire:**

❖ **Smart Spending for Zone Zero:**

<https://firesafemarin.org/articles/smart-spending-for-zone-zero/>

- Remove all dead and dying weeds, grass and forbs (or cut to less than 4 inches), plants, shrubs, trees, and vegetation debris (leaves, needles, cones, bark, etc.).
  - Check your roofs, gutters, decks, porches, and stairways.
- No vegetation is recommended within 5 feet of any structure.
- Remove tree limbs that extend into this zone. (minimum of 5 feet away from the sides of the structure, minimum of 10 feet above the roof and decking).
- Ensure all branches are a minimum of ten feet (10 ft.) away from chimney and stovepipe outlets for appliances/fireplaces that burn solid fuels.
- Relocate combustibles from under decks or overhangs.
- Examples of hardscape: gravel, flagstone, permeable pavers or blocks, pervious or porous concrete, bare ground, or other noncombustible materials.
- Replace combustible fencing, gates, trellis, and arbors attached to the Structure(s) with noncombustible features. For existing fences, consider providing a separation distance of at least 6 feet from any structure unless the last 6 feet of fence connecting to the structure is constructed of non-combustible material.
- Relocate garbage and recycling containers outside of this zone unless in a secured, fire-resistant enclosure or covered with a secured, fire-resistant material.



Good use of gravel mulch and hardscape walkway in Zone 0



Firesafe vegetation setback 5 feet with gravel path

**Embers (Firebrands) and Mulch.** Embers, also known as firebrands, are the leading cause of building ignition during wildland–urban fires. This is attributed both to direct ignition of material on, in, or attached to the building, and indirect ignition where they ignite vegetation or other combustible material near the building, which results in a radiant heat and/or direct flame contact exposure that ignites the building. Indirect ignition of a building can occur when embers accumulate on and ignite nearby combustible fuel such as mulches, pine needles, wood and bark chips, and recycled rubber, resulting in radiant heat or flame constant exposure. **No combustible bark or mulch is allowed in this zone.** Mulch helps plants retain moisture, but it will burn too! Use in zone 1 or 2, but not more than 2” layers.

✓ Use inorganic, noncombustible mulch (rock, stone, or gravel mulch), or hardscape.

The safest and lowest maintenance Zone 0 is hardscape. As an exception to the rule of no plants in Zone 0, plants are permitted if they are: herbaceous (non-woody); hydrated and healthy; maintained free of dried or dead material; low-growing; and growing on non-combustible substrate (bare soil, gravel). Keep in mind that ground cover plants that spread by runners or trailing stems can form a net that traps dead material such as fallen leaves.

**Examples of ground covers to consider are:**

- ✓ *Armeria maritima* (Common Thrift)
- ✓ *Asarum caudatum* (Wild Ginger)
- ✓ *Clinopodium douglasii* (Yerba Buena)
- ✓ *Fragaria vesca* (Woodland Strawberry)
- ✓ *Oxalis oregana* (Redwood Sorrel)
- ✓ *Phyla nodiflora* (Common Lippia)
- ✓ *Sisyrinchium bellum* (Blue-eyed Grass)

**Note:**

- ✓ All plants can burn regardless of how they are marketed.
- ✓ Fire safe landscaping requires maintenance (pruning, irrigation, clean-up)
- ✓ Select low growing, open structured, less resinous, higher moisture content plants.
- ✓ Native and drought tolerant can be options, if maintained well.
- ✓ Avoid planting near windows.





0-5 ft “noncombustible zone” to reduce chance of flame contact exposure

Effective defensible space must be present on all sides of the home



Where the lawn begins, that’s where you can consider placing your planters’ boxes.

[Why is Zone Zero so important to maintain following these guidelines above – Click here for video](#)

### **Zone 1: 5-30ft. – Lean, Clean and Green**

In this zone, 5-30 ft. from the home, remove dead vegetation and debris and maintain spacing between shrubs and trees. Remove “ladder fuels” (i.e. trees or shrubs that are growing under other trees) because they can increase the probability of fire moving into the tree canopy. Keep vegetation in this zone irrigated. Hardscape and plant islands or beds can help maintain horizontal separation to reduce the spread of fire.

- Recommend the use of only fire-smart plants and keep them healthy and well-irrigated.
- Recommend removal of “Gorilla Hair” or shredded bark mulch.
- [Use only compost or heavy bark mulch to maintain soil moisture, or for erosion control.](#)
- Choose only [fire-smart plants](#), and keep them healthy and well irrigated.
- Removal of [fire-hazardous plants](#) is highly recommended.
- Not a requirement but, consider the removal of fire-hazardous plants (The Flammable Five) such as juniper, cypress, pine, acacia, and eucalyptus. And bamboo. These species are not permitted in new construction or for existing structures, the planting of.
- Consider spacing between shrubs, at least 2 times the height of the mature plant. Add space on steeper slopes.

- Move firewood & lumber to *Zone 2* or cover with material that is certified as fire-retardant according to the NFPA 701 Method 2 Standard. The covering must be secured to the ground and completely enclose the wood pile. Or an enclosure that will not allow embers to penetrate.
  - **Maintain 10 feet of clearance around the covered wood pile**, down to hardscape, bare mineral soil, or a non-combustible ground cover.
- Remove combustibles around and under decks and awnings.
- Landscape in islands with built in hardscape around to create pathways around, in and out of your property.



Rock wall firebreak for island beds  
By April Owens



Home hardened courtyard patio with cement stone pavers, colorful rock mulch  
By April Owens



## Zone 2: 30-100ft. – Fuel Reduction

Zone 2 extends from 30ft to at least 100ft. Fuels need to be reduced in this zone. Dead grass, weeds, plants, and shrubs should be removed. Shaded fuel breaks that favor the growth of large native species by removing the understory, ladder fuels, and invasive species can favorably modify wildfire behavior while providing the foundation for a healthy and resilient forest.



Fire safety protection, trees limbed up with no shrubbery as shaded fuel break creates a park like setting.



Grass and dead material removed and trees limbed up.



Rock lined cut flower garden bed, island planting, wide mulched paths, and discontinuous vegetation. Note well maintained exit row. - Design by April Owens

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## APPENDIX B – PLANT & TREE SPACING GUIDELINES

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### Plant and Tree Spacing Guidelines for Zones 1 and 2

Ordinance 24-01 imposes certain vertical and horizontal spacing requirements, with the Fire Code Official being authorized to determine appropriate minimum clearance distances. In order to assist in meeting these requirements, Ordinance 24-01 provides plant spacing guidelines for general reference. Creating space between plants in the yard, both vertically and horizontally, **slows or stops the spread of fire**. Horizontal spacing can be achieved by planting in clusters called plant islands or beds. Hardscape materials like stone, gravel, and boulders help create this space and can be used as attractive pathways throughout the garden. Vertical space is created by limbing up trees and reducing the height of plants near or under the trees. This eliminates a feature called ladder fuels which can spread fire from grass to brush to the trees themselves. Remember that [on hillsides more space is needed](#) between trees and shrubs to reduce fire spread. Space around plants creates a fuel break to slow the spread of fire to a house. Design your yard with these principles in mind:

1. **Use mulch or low-growing ground cover beneath trees to prevent fire from traveling from ground to the canopy.**
2. **Group plants in “islands” separated by hardscaping to interrupt the pathway of fire.**
3. **Use a variety of hardscape and mulch textures to add interest to your firescaping.**
4. **Functional features, like walkways, paths, and planting boxes can be strategically used as fire breaks in aesthetically pleasing ways. (This principle addresses the two photos below).**
5. **Replace large lawns with sections of grasses, flowers, pathways and beds to minimize the need for continuous watering.**



Dense vegetation in contact with tree limbs leads to rapid fire spread, particularly on slopes. The goal is to create a fuel break between the vegetation and the structure (your home), so that the vegetation cannot carry the fire to the structure and ignite it.





## Vertical Spacing

The spacing between grass, shrubs, and trees is crucial to reduce the spread of wildfires. The amount of spacing needed is determined by the type and size of brush and trees, as well as the slope of the land. For example, a property on a steep slope with larger vegetation requires greater spacing between trees and shrubs than a level property that has small, sparse vegetation.

- Remove all tree branches at least 6 feet from the ground or the lower 1/3 of branches from trees less than 18 feet tall.
- Allow extra vertical space between shrubs and trees. Lack of vertical space can allow a fire to move from the ground to the brush to the tree tops like a ladder.

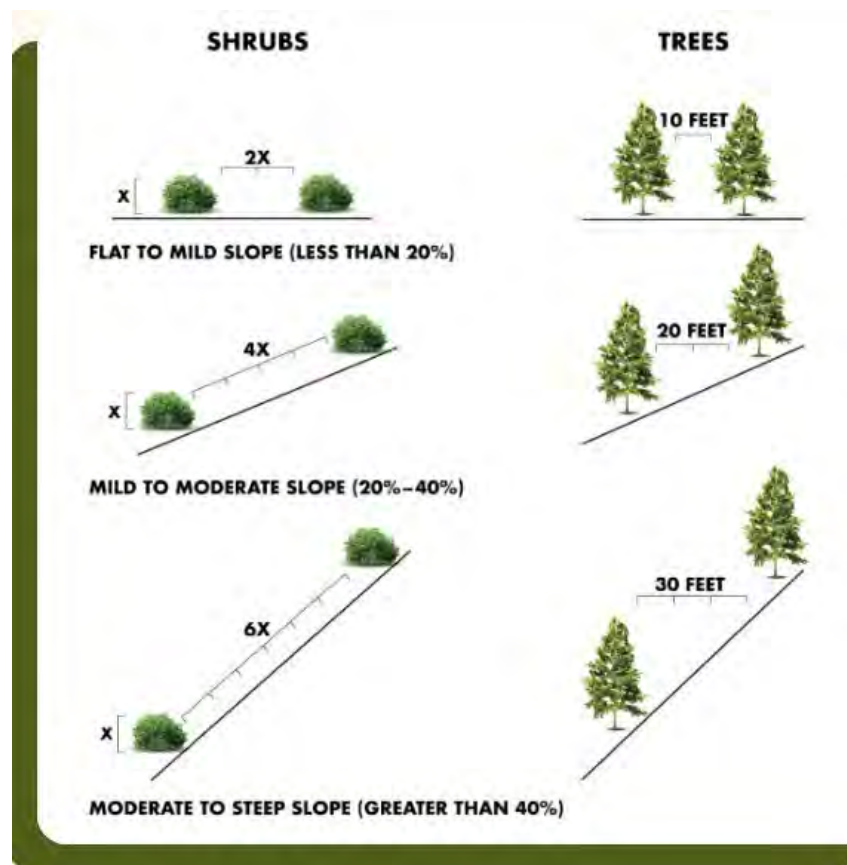
To determine the proper vertical spacing between shrubs and the lowest branches of trees, use the formula below.



## Horizontal Spacing

The goal is to create a fuel break from the vegetation to the structure (your home), so the vegetation does not ignite the structure, or the structure ignites the vegetation.

Horizontal spacing depends on the slope of the land and the height of the shrubs or trees. Check the chart below to determine spacing distance recommendations.



## PRIVACY SCREENS – Permitted outside of Zone 0

As homeowners seek to enhance their privacy and create aesthetically pleasing landscapes, the use of plant privacy screens has become increasingly popular. These screens, composed of densely planted vegetation, serve as natural barriers to shield properties from prying eyes. However, in wildfire-prone regions, these seemingly harmless landscaping choices may pose unforeseen risks.

- **The Fire Risk:** While lush, green plant privacy screens may be visually appealing, the vegetation within them can become fuel for wildfires. Many of the plants commonly used in privacy screens, such as evergreen shrubs like Italian cypress and tall grasses like bamboo, are highly flammable. In the event of a wildfire, these plants can contribute to the rapid spread of flames, putting both property and lives at risk. [Privacy Screens - click to watch video](#)
- **Firebreaks and Defensible Space:** In wildfire-prone regions, creating defensible space around a property is crucial for minimizing fire risk. Plant privacy screens can inadvertently hinder the establishment of effective defensible space by providing continuous fuel for fires. Homeowners should carefully consider the spacing and composition of their privacy screens to ensure they do



not impede the creation of firebreaks, which act as barriers

Dense bamboo privacy screen. Bamboo is very flammable and difficult to maintain. Note the leaf litter at the bottom of the plants. Better Homes and Gardens.

to slow or stop the advance of wildfires.



Hedge privacy screens are flammable because the inside of the plant is dry material.

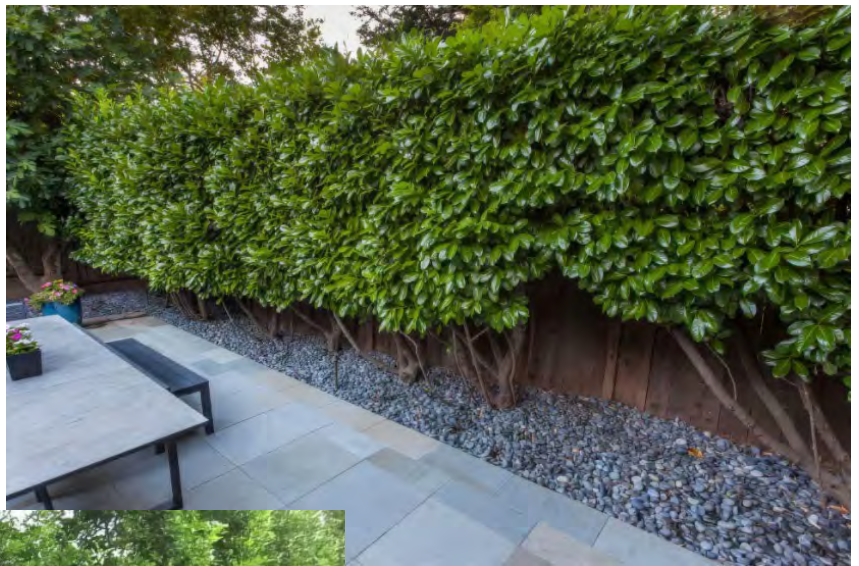
- **Plant Selection and Maintenance:** Homeowners can mitigate the risks associated with plant privacy screens by carefully choosing plant species and implementing regular maintenance practices. Opting for plants with high moisture content, low flammability, and a slower rate of growth can help reduce the risk of the vegetation becoming a fire hazard. Additionally, routine pruning and removal of dead or dry plant material can limit the potential for wildfires to spread through the screen.

Privacy Screening → Not a wall of plants



# A Few Well-Placed Plants to INTERRUPT SIGHTLINE

Well pruned English Laurel evergreen privacy hedge with rock mulch.  
(Firewise Garden, San Anselmo, CA)



Use of trees for privacy.

(Don Pedro Décor & Design)

- **Alternative Solutions:** For homeowners who prioritize privacy but are concerned about the fire risk associated with plant privacy screens, there are alternative solutions to consider. Hardscaping options, such as fences and walls made from fire-resistant materials, can provide effective privacy barriers without introducing combustible elements into the landscape.

While plant privacy screens can offer a sense of seclusion and natural beauty, their use in wildfire-prone areas requires careful consideration of the associated risks. Homeowners must strike a balance between privacy and safety by selecting fire-resistant plant species, maintaining their vegetation, and being mindful of local regulations. By taking these precautions, homeowners can enjoy the benefits of privacy screens without compromising the safety of their property and surrounding communities in the face of wildfire threats.



Consider use of well maintained trees, limbed up, gravel mulch underneath, for privacy.

- If your privacy screen is outside of Zone 0, add fuel breaks. Horizontal breaks of minimum 5 feet.
  - Groups of vegetation growing together less than 10 feet in total foliage width may be treated as a single plant.
- **Tips**
  - Visit your local nursery to assist with drought-tolerant and fire smart plant
  - Examples: Pineapple Guava, Cherry tree, Podocarpus gracilior, Rhamnus

**Always be sure to select the [right tree for the right place](#).**

The information contained on this page is derived from several print and online sources:

- University of California Publication 8228. Home Landscaping for Fire. 2007. University of California, Davis. <https://anrcatalog.ucanr.edu/pdf/8228.pdf>
- <http://www.readyforwildfire.org/> Wildfire is Coming: Are You Ready. CAL FIRE. 2012.
- [Urban Forestry Associates](#). Ray Moritz, Urban Forester and Fire Ecologist.

**Other Landscaping Examples:**

The photo shows the use of planters, various mulches, hardscape, and plant separation. These plants are well separated, and several different methods are used to create horizontal spacing including stone steps, mulch, lawn and planter boxes.



Plant “islands” or beds are a good placement strategy. In the photo, several different mulches are used including gravel, wood chips, and decomposed granite to help create space between plants. Plants are grouped together, and boulders are both aesthetically pleasing and aid in plant separation. There should be no plants immediately adjacent to the home.



In the photo, plants are grouped and separated with hardscape and mulch. Flagstones create space and pathways. Different rock materials are attractive. Stone walls can help stop fire from spreading.



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## APPENDIX C – APPROVED VEGETATION

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The following sources contain examples of types of vegetation that can be considered as smart plants:

- 1) Fire Safe Marin – Fire Smart Plants, Garden, Spacing, Pruning and much more.  
<https://firesafemarin.org/?s=fire+smart+plant>
- 2) Portola Valley Conservation Committee has a guide to [Understory Habitat and Defensible Space](#) which advises where, when, and how we can sustain local plant communities and wildlife habitat as we manage vegetation for fire safety.
- 3) Portola Valley Conservation Committee's list of Low Fire Hazard California Native Plants  
<https://www.portolavalley.net/home/showpublisheddocument/14083/637425259236670000>
- 4) Town of Portola Valley Conservation Committee's list of [Landscape Plants](#) is coded for multiple traits, including fire risk:



"High fire hazard" plants have characteristics that can make them highly flammable, such as very small leaves, dense twiggy growth, and aromatic oils.



"Low fire hazard" plants have characteristics that make them less likely or slower to catch fire.

- 5) Firescaping with Native Plants, San Mateo County, California  
<https://www.woodsidefire.org/our-district/vegetation-management-defensible-space/fire-smart-plants>
- 6) Examples of ground covers to consider are:
  - ✓ *Armeria maritima* (Common Thrift)
  - ✓ *Asarum caudatum* (Wild Ginger)
  - ✓ *Clinopodium douglasii* (Yerba Buena)
  - ✓ *Fragaria vesca* (Woodland Strawberry)
  - ✓ *Oxalis oregana* (Redwood Sorrel)
  - ✓ *Phyla nodiflora* (Common Lippia)
  - ✓ *Sisyrinchium bellum* (Blue-eyed Grass)

## REPLACEMENT CONSIDERATIONS

- After removing highly flammable plants, such as junipers, cypress, and bamboo. Consider these four concepts when choosing replacements:
  - 1) Size at maturity
  - 2) Drought tolerant
  - 3) Easy to maintain.
  - 4) Considering Ecology as a Whole (plants that bring birds and bees)
- Once you have chosen your plants remember:
  - 1) Plant in islands
  - 2) Nothing that burns next to the house.
- Fire Smart Landscape Basics - <https://firesafemarin.org/create-a-fire-smart-yard/firescaping/>  
Firescaping uses fire-resistant designs and materials, in conjunction with careful selection of plants, to strategically resist the spread of fire to your home.



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## *APPENDIX D – DEFINITIONS*

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**AERIAL FUELS.** Standing and supported live and dead combustible materials not in direct contact with the ground and consisting mainly of foliage, twigs, branches, stems, cones, bark, and vines.

**APPROVED VEGETATION.** Plants, shrubs, trees, groundcovers, and other vegetation approved by WFPD which exhibit properties, such as high moisture content, little accumulation of dead vegetation, and low sap or resin content, that make them less likely to ignited, contribute heat, or spread flame in a fire. Typically, vegetation must be irrigated to be fire resistant. (See appendix A)

**BUILT FUELS.** Combustible structures, including buildings and infrastructure.

**CROWN FIRE.** A fire that advances from top to top of trees or shrubs more or less independent of a surface fire.

**DEFENSIBLE SPACE.** The selection, location, grouping, and maintenance of vegetation on the property in such a manner that the opportunity for fire to burn directly to a structure is minimized and so that property can be defended.

**EMBERS.** *see firebrand.*

**EXPOSURE.** The contact or vulnerability of an entity, asset, resource, system, or geographic area with a potential hazard.

**FIRE-ADAPTED COMMUNITY.** A human community consisting of informed and prepared citizens collaboratively planning and taking action to coexist with wildland fire.

**FIREBRAND.** Any source of heat, natural or human made, capable of igniting wildland fuels, flaming or glowing fuel particles (embers) that can be carried naturally by wind, convection currents, or by gravity into unburned fuels.

**FIRE INTENSITY.** Commonly referred to as *fire line intensity*, this is the amount of heat energy that is generated by burning materials.

**FIRE-SMART VEGETATION.** Fire-resistant plants that do not easily ignite, and their foliage and stems do not contribute to fire intensity. Supple leaves that are moist or have high water-content. Characteristics include:

1. Watery sap with little odor
  2. Plants with an **open-growth structure** (space between branches)
  3. No dead wood
  4. Thick bark that does not peel away from the trunk.
- You can ensure your plants will be more resistant to wildfire by regularly watering, fertilizing them with compost, and clearing away dry debris.
  - Using drip irrigation can help both conserve water and deliver enough water to your plants.
  - Pruning or thinning shrubs and trees to have a more open structure will help ensure they do not accumulate dead material within themselves. Some plants have even adapted to survive the devastating

effects of wildfire. Incorporating these hearty, fire-resistant plants into your own garden can help reduce wildfire risk on your property. These plants can also slow the spread of fire if it threatens your house.

- Even fire resistant plants can be damaged or killed by fire, especially if they are not maintained and kept healthy. There is no consistent standardized measure of plant flammability, so do not rely on plants with a 'firesafe' label to naturally resist fire without any attention or cultivation. Instead, ensure proper irrigation of plant beds and prune plants to keep them resistant to fire.
- Plants native to your area can flourish more easily and have their own strategies to protect themselves from wildfire. For example, with some plants, the roots remain intact and can help prevent erosion as the plant recovers from fire damage.

**FIRE WEATHER.** Weather conditions which influence fire ignition, behavior, and suppression.

**FIREWISE USA:** A voluntary program administered by the National Fire Protection Association that teaches people how to adapt to living with wildfire and encourages neighbors to work together and take action to prevent losses. Some communities have applied the term "firewise" more broadly to refer to wildfire mitigation activities.

**FUELS.** All combustible materials in the wildland-urban interface, including but not limited to vegetation and structures.

**FUEL TREATMENT.** Manipulation or removal of fuels to reduce the likelihood of ignition or to lessen potential damage and resistance to control (e.g., lopping, chipping, crushing, piling, and burning).

**GROUND COVER.** Consisting of irrigated, approved vegetation. Irrigated green grass, succulents or similar plants may be used as ground cover, no taller than 4 inches.

**GROUND FUEL.** All combustible materials below the surface litter, including duff, tree or shrub roots, punky wood, peat, and sawdust, that normally support a glowing combustion without flame.

**Fuel is...anything that will burn.**

- **Dry or dead vegetation**
- **Wood siding, roofing, fencing, decking**
- **Woody shrubs or perennials**
- **Landscape mulch, wood chips**

**HAZARD.** Any real or potential condition that can cause damage, loss, or harm to people, infrastructure, equipment, natural resources, or property.

**HAZARDOUS VEGETATION (HAZARDOUS PLANTS).** Fire-Hazardous Plants.

All plants can burn, but the ease of ignition, rate of consumption, and generation of heat may be vastly different between species of vegetation.

Fire-hazardous plants include species that ignite readily and burn intensely, and typically share certain characteristics:

[How to Address Tree Hazards - Fire Safe Marin](#)

[Defensible Space/Vegetation Management | Portola Valley, CA](#) (The Flammable Five)

- They are usually blade-leaf or needle-leaf evergreens.
- They have stiff, woody, small or finer lacey leaves.
- Their leaves and wood usually contain volatile waxes, fats, terpenes or oils (easily identified, since crushed leaves have strong odors).
- Their sap is usually gummy, resinous, and has a strong odor.
- They usually contain plentiful fine, twiggy, dry, or dead materials.
- They may have pubescent (hair covered) leaves.
- They may have loose or papery bark.
- These plants flame (not smolder) when preheated and ignited with a match.

- The condition of a plant is as important as its species when considering fire. Even some fire-hazardous specimens can be fire-resistant if properly maintained.
- Depending on its growth form and access to water, the same species may be fire resistant in one environment and fire-prone in another. Water-stressed plants that are in poor condition are more fire-prone.
- Many fire-prone species become explosively flammable when poorly maintained. South-facing slopes, windy areas, sites with poor soils, and urban landscapes are more stressful for plants, and enhance any plant's ability to burn.

**HOME IGNITION ZONE (HIZ).** Also see *structure ignition zone*. The area where the factors that principally determine home ignition potential during extreme wildfire behavior (high fire intensities and burning embers) are present. The characteristics of a home and its immediate surroundings within 100 feet comprise the HIZ.

**HYDROPHOBIC SOILS.** Resistance to wetting exhibited by some soils, also called water repellency.

**INITIAL ATTACK (IA):** A preplanned response to a wildfire given the wildfire's potential. Initial attack may include sizing up, patrolling, monitoring, holding action, or suppression.

**LADDER FUELS.** Fuels that provide vertical continuity from surface fuels into the crowns of trees or shrubs with relative ease. They help initiate and assure the continuation of crown fires.

**MITIGATION.** The act of modifying the environment or human behavior to reduce potential adverse impacts from a natural hazard. Mitigation actions are implemented to reduce or eliminate risks to persons, property, or natural resources, and can include mechanical and physical tasks, specific fire applications, and limited suppression actions.

**NATURAL HAZARD.** Source of harm or difficulty created by a meteorological, environmental, or geological event; also affected by topography.

**PREPAREDNESS.** Activities that lead to a safe, efficient, and cost-effective fire management program in support of land and resource management objectives through appropriate planning and coordination.

**PRESCRIBED FIRE.** Any fire intentionally ignited by management actions in accordance with applicable laws, policies, and regulations to reduce fuel load and fire hazard.

**PREVENTION.** Activities directed at reducing the incidence of fires, including public education, law enforcement, personal contact, and reduction of fuel hazards (fuels management); actions to avoid an incident, to intervene for the purpose of stopping an incident from occurring, or to mitigate an incident's effect to protect life and property.

**RESILIENCY.** The ability to prepare and plan for, absorb, respond, recover from, and more successfully adapt to adverse events.

**RISK.** A measure of the probability and consequence of uncertain future events.

**RISK ASSESSMENT.** Product or process that collects information and assigns values to risks for the purpose of informing priorities, developing, or comparing courses of action, and informing decision making.

**STRUCTURE FIRE.** Fire originating in and burning any part or all of any building, shelter, or other structure.

**STRUCTURE IGNITION ZONE (SIZ):** Also see *home ignition zone*. The area around a specific structure and associated accessory structures, including all vegetation that contains potential ignition sources and fuels.

**SUPPRESSION.** A wildfire response strategy to “put the fire out” as efficiently and effectively as possible while providing for firefighter and public safety.

**SURFACE FIRE.** A fire that burns loose debris (e.g., dead branches, leaves), and low vegetation on the surface of the ground.

**SURFACE FUEL.** Fuels lying on or near the surface of the ground, consisting of leaf and needle litter, dead branch material, downed logs, bark, tree cones, and low-stature living plants.

**URBAN CONFLAGARATION.** A large, destructive fire that spreads unimpeded by fire suppression efforts or barriers, destroying large areas of structures and infrastructure.

**VALUES.** Identified by a community as having measurable or intrinsic worth that could be negatively resources, community infrastructure, and economic, environmental, and social values.

**WILDLAND.** An area in which development is essentially nonexistent, except for roads, railroads, power Structures, if any, are widely scattered.

**WILDLAND FUELS.** All vegetation (natural and cultivated).

**WILDFIRE.** An unplanned wildland fire, including unauthorized human-caused fires and escaped prescribed Fire management objectives may vary based on site-specific circumstances and conditions.

**WILDLAND FIRE.** Any non-structure fire that occurs in vegetation or natural fuels.

**WILDLAND URBAN INTERFACE (WUI):** Any developed area where conditions affecting the combustibility of natural and cultivated vegetation (“wildland fuels”) and structures or infrastructure (“built fuels”) allow for the ignition and spread of fire through these combined fuels.

**WILDFIRE HAZARD.** The combination of the likelihood of a fire occurring and the intensity of the fire. Also refers to the wildland or built fuels present in a given area, or the combustibility of a given fuel type or fuel complex in general; exacerbated by weather and topography

**WILDFIRE RISK.** The wildfire hazard with the addition of the factors that contribute to susceptibility, or the impact of a wildfire on highly valued resources and assets.

**ZONES.** Zone 0 (0-5 feet) Ember resistant or Immediate zone: non-combustible landscape. Zone 1 (5-30 feet) Lean, Clean, and Green or Intermediate zone: Reduce fuels continuity. Zone 2 (30-100 feet) Fuel Reduction or Extended Zone: Wide spacing and high pruning.

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## *RESOURCES*

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- 1) Use this [low-cost retrofit list](#) developed by Cal-fire as a best practices guide to ensure your home is more ignition-resistant from wildfires.
- 2) [“How to create Fire-Smart Landscaping with UC Marin Master Gardens” Click here for Video](#)
- 3) <https://firesafemarin.org/zone-2-fuel-reduction-zone/#gsc.tab=0>

**RESOLUTION 24-04**

**A RESOLUTION OF THE WOODSIDE FIRE PROTECTION DISTRICT AUTHORIZING THE  
FIRE CHIEF TO SIGN AN AGREEMENT FOR THE ACQUISITION OF CERTAIN REAL  
PROPERTY**

WHEREAS, Health & Safety Code section 13861 authorizes the Woodside Fire Protection District (the "District") to acquire real property; and

WHEREAS, the Board of Directors desires to delegate authority to the District's Fire Chief to acquire certain real property located at 3117 Woodside Road, Town of Woodside, California, under certain terms and conditions.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby authorizes the District's Fire Chief to sign an agreement for the acquisition of real property located at 3117 Woodside Road, Town of Woodside, California, for an amount not to exceed \$3.5 million, pay additional necessary closing costs including, but not limited to, escrow and title costs in an amount not to exceed \$25,000, and take all other actions necessary to complete the acquisition.

PASSED, APPROVED, and ADOPTED this 28th day of May, 2024 at a regular meeting of the District Board held at 808 Portola Valley Road, Portola Valley, California 94028 with the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated:

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

ATTEST:

\_\_\_\_\_  
Board Secretary

## PROPERTY PURCHASE AGREEMENT

**THIS AGREEMENT** dated as of May \_\_, 2024 is entered into by and between the Woodside Fire Protection District, a Fire Protection District organized pursuant to Health & Safety Code section 13800. Seq. (“**District**”) and the Estate of Shirely Marie Ewen Bayerle (deceased) by James Hughey Coffman, Executor of the Estate of Shirley Marie Ewen Bayerle (“**Grantor**”) (collectively, the “**Parties**” and individually a “**Party**”). This Agreement shall become effective (the “**Effective Date**”) on the date that both Parties shall have executed and delivered this Agreement.

### RECITALS

**WHEREAS**, the Grantor is the owner of the property located at 3117 Woodside Road, Woodside, California in the County of San Mateo, State of California (APN No. 072-191-060), which is more particularly described, in Exhibit "A," to Exhibit "1" which is attached hereto and incorporated herein (the "**Property**"); and

**WHEREAS**, the Grantor desires to sell the Property to the District, and the District desires to purchase the Property from the Grantor; and

**NOW, THEREFORE**, in consideration of the covenants and agreements contained herein, the parties hereto agree as follows:

**1. PURCHASE AND SALE.**

Grantor agrees to sell the Property to the District, and the District agrees to purchase the Property from the Grantor, on the terms and conditions set forth in this Agreement.

**2. PURCHASE PRICE AND COSTS.**

2.1 Property

2.1.1 The total purchase price for the Property shall be \$3,500,000 (the “**Purchase Price**”), payable by the District to the Grantor in accordance with the terms of this Agreement.

2.1.2 Within two (2) business days of the Effective Date, an escrow shall be opened at First American Title Company, 222 DeAnza Road, San Mateo, California 94402, Shelly Siegman, (650) 356-1700 (“**Escrow Holder**”), to process the Property purchase. Each Party shall execute instructions to Escrow Holder as are consistent with this Agreement prior to close of escrow.

2.1.3 Within two (2) business days following the Effective Date, the District shall pay into escrow for the benefit of Grantor the amount of \$350,000 (the “**Deposit**”) for the purchase of the Property. The remainder of the Purchase Price, \$3,150,000, shall be paid into escrow twenty (20) days prior to close of escrow. The Deposit shall become non-refundable following the expiration of the Inspection Period unless the District delivers to Grantor a written notice terminating this Agreement on or before the expiration of the Inspection Period or unless this Agreement is terminated as a result of a default by Grantor.

- 2.1.4 A portion of the Deposit equal to the amount of One Hundred and 00/100 Dollars (\$100.00) ("**Independent Contract Consideration**") which amount Grantor and the District agree has been bargained for as consideration for Grantor's execution of this Agreement and agreement to sell the Property to the District on and subject to the terms and conditions of this Agreement, including, without limitation, the grant to the District of the right to conduct its due diligence investigation of the Property and the grant to the District of the right to terminate this Agreement on or before the Inspection Period in connection with such due diligence investigation, shall be independent of any other consideration or payment provided for in this Agreement and is non-refundable in all events. Such Independent Contract Consideration shall be released by the Escrow Holder to Grantor promptly following the Escrow Holder's receipt of the Deposit.
- 2.1.5 On or before the Closing, Grantor shall deliver into escrow a grant deed in the form attached hereto as Exhibit A (the "**Grant Deed**").
- 2.1.6 The purchase and sale contemplated in this Agreement shall close (the "**Closing**") at the office of Escrow Holder by delivery to the District of the Grant Deed and payment of the Purchase Price to Grantor.
- 2.1.7 The District's obligation to proceed to Closing shall be conditioned upon Grantor's performance of all of its obligations in this Agreement, provided that District may in the District's sole discretion elect to waive failure by Grantor to perform any particular obligation and proceed to Closing. Grantor's obligation to proceed to Closing shall be conditioned upon the District's performance of all of its obligations in this Agreement, provided that Grantor may in Grantor's sole discretion elect to waive failure by the District to perform any particular obligation and proceed to Closing.
- 2.1.8 This Agreement shall commence on the date it is signed by both Parties and the Closing shall occur no later than June 30, 2024, or an earlier date upon agreement of the Parties.
- 2.2 Escrow and Fees.
- 2.2.1 The District shall pay the escrow fees and the cost of the District's title insurance policy.
- 2.2.2 Grantor shall, at Grantor's own cost, pay the documentary transfer tax.
- 2.2.3 The District shall, at the District's own cost, pay notary and recording fees.
- 2.2.4 Any other closing costs charged by the Escrow Holder shall be allocated in accordance with the customs observed in San Mateo County.
- 2.3 Prorations. Non-delinquent, real property taxes and assessments for the Property shall all be prorated as of the Closing on the basis of a 365-day year. Except as otherwise set



forth above, any real property taxes or assessments which cannot be ascertained with certainty as of the Closing shall be prorated on the basis of the Parties' reasonable estimates of such amounts and shall be the subject of a final proration as soon thereafter as the precise amounts can be ascertained, but in no event later than one hundred eighty (180) days after the Closing. This Section 2.3 shall survive the Closing.

#### 2.4 Closing Deliveries

2.4.1 At least one (1) business day prior to Closing, Grantor shall deposit (i) the Grant Deed executed and acknowledged by Grantor, (ii) an executed an affidavit in compliance with Section 1445 of the Internal Revenue Code of 1986, as amended, certifying that Grantor is not a "foreign person" or otherwise subject to federal tax withholding in connection with this transaction, and (iii) an executed California Withholding Exemption Certificate (Form 593).

2.4.2 At least one (1) business day prior to Closing, the District shall deposit (i) funds necessary to close this transaction including, without limitation, the balance of the Purchase Price and the District's share of closing costs and prorations.

2.4.3 Grantor and the District shall each deposit such other instruments as are reasonably required by the Escrow Holder or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with the terms hereof, including, without limitation, a transfer tax affidavit, a preliminary change in ownership report and appropriate resolutions and authorizations, as applicable, necessary to meet the Escrow Holder's reasonable requirements for closing the purchase and sale transaction described herein.

### 3. CONVEYANCE OF TITLE.

3.1 Upon execution of this Agreement, the District shall order and promptly deliver copies to Grantor of a preliminary title report on the Property from First American Title Insurance Company ("**Preliminary Report**"), copies of all documents relating to title exceptions referred to in the Preliminary Report, and a current American Land Title Association ("**ALTA**") survey in a form satisfactory to the District, certified to District ("**Survey**").

3.2 The right of possession and use of the Property shall commence upon the Closing, which shall occur upon the recordation of the Grant Deed and the delivery of the Purchase Price to Grantor. The District's right to possession and use of the Property shall begin no later than the Closing.

3.3 Title to the Property shall be conveyed to the District by Grant Deed subject only to the following exceptions (the "**Permitted Exceptions**") (i) non-delinquent taxes and assessment, a lien not yet due and payable; (ii) such other exceptions and reservations shown on the Preliminary Report, which are approved, or deemed approved, by the District, (iii) all matters set forth on the Survey, (iv) any exceptions caused by the action of the District or the District's Representatives and (v) the standard preprinted exceptions and exclusions contained in the Title Policy. The District shall have until

ten (10) days following the Effective Date within which to notify Grantor in writing of the District's disapproval of any exceptions set forth in the Preliminary Report ("**Disapproved Exceptions**"). In the event of the District's disapproval of any Disapproved Exceptions, the Grantor, at his sole election (to be exercised by written notice to the District within three (3) business days after receipt of the District's notice of disapproval), shall have the right to elect to remove or otherwise remedy the Disapproved Exceptions. If the Grantor cannot or does not elect to eliminate or otherwise remedy the Disapproved Exceptions within said 3-day time period, the District shall have the right to terminate this Agreement on or before the expiration of the Inspection Period by notifying Grantor of its election to do so. If the District does not so terminate this Agreement, then all matters in the Preliminary Report shall be deemed approved by the District and become Permitted Exceptions except for those Disapproved Exceptions that Grantor shall have agreed to remove or remedy. If the District elects to terminate this Agreement, all sums and documents deposited in escrow shall be returned to the Parties who respectively deposited the same, and the District shall pay any escrow fees accrued. Failure of the District to provide written disapproval of any matters set forth in the Preliminary Report within the above time period or to deliver a termination notice shall be deemed approval of all matters set forth in the Preliminary Report except for those Disapproved Exceptions that Grantor shall have agreed to remove.

- 3.4 Taxes for the fiscal year shall be cleared and paid in the manner required by Revenue and Taxation Code Section 5086.
- 3.5 Title to the Property shall be evidenced by the commitment of the Title Company to issue a standard American Land Title Association policy of title insurance with liability in the amount of the Purchase Price showing title to the Property vested in the District (the "**Title Policy**").
- 3.6 Grantor shall use reasonable efforts to remove personal property from the Property but does not commit to remove all personal property from the Property. Any personal property remaining on the Property after close of escrow shall be considered abandoned and may be removed or destroyed by District at the District's cost and expense.

#### 4. **CONTINGENCY.**

- 4.1 The District's obligation to purchase the Property is subject to the contingency described in subsection 4.1.1 below ("**Contingency**"). The Contingency is for the sole benefit of the District and may be waived or deemed satisfied by the District in the District's sole and absolute discretion. If the District does not approve the Property and does not elect to waive the Contingency, the District's sole remedy shall be to terminate this Agreement by delivering written notice to Grantor of its election to do so on or before the expiration of the Inspection Period. Grantor shall have no obligation to remedy the Contingency. If this Agreement terminates as a result of the failure of the satisfaction of the Contingency, all sums and documents deposited in escrow shall be returned to the Parties who respectively deposited the same, the parties shall be released from all of their obligations hereunder except for those that survive the

termination of this Agreement and the District shall pay any escrow fees accrued. If the District fails to terminate this Agreement on or before the expiration of the Inspection Period, it shall conclusively be deemed that District has waived such Contingency, such Contingency shall conclusively be deemed satisfied and the Deposit shall become non-refundable to Grantor except in the event of a default by Grantor.

4.1.1 The District shall have access to the Property at reasonable times upon twenty-four (24) hours' prior written notice and shall have the right to conduct, at the District's expense, building inspections, soil tests, engineering feasibility studies, environmental investigations, and such other studies, tests, and inspections with respect to the physical condition of the Property as the District may desire. The District may not conduct any invasive testing without the prior written consent of Grantor, which consent shall not be unreasonably withheld. The District shall repair all damage to the Property caused by such tests and inspections and return the Property to the condition in which it existed immediately prior thereto. The District shall have fifteen (15) days from the Effective Date (the "**Inspection Period**") to conduct such tests and studies, and to give written notice to the Grantor of any conditions unacceptable to the District. The District shall indemnify, defend, protect and hold Grantor harmless from all costs, expenses (including, without limitation, reasonable attorneys' fees) liabilities, claims and damages including, without limitation, mechanics' liens, relating to or arising from the testing, investigation, and inspection activities of the District, or its agents, consultants or contractors ("**District Representatives**"), on the Property. The District shall maintain commercial general liability insurance, on an occurrence basis, and providing for a combined single limit in the minimum amount of Two Million Dollars (\$2,000,000.00) per occurrence. Prior to any entry onto the Property by the District or District Representatives, the District shall have provided Grantor with a certificate of insurance evidencing such coverage and naming Grantor as an additional insured thereunder. All such liability insurance shall be primary and not contributing with any insurance maintained by Grantor.

4.2 District acknowledges and agrees that District is knowledgeable and experienced in real estate matters and that by the expiration of the Inspection Period, District will have conducted, or had the opportunity to conduct, a commercially reasonable investigation and made all of the appraisals, inspections, reviews, investigations, studies, surveys, tests, soil borings, reports and inquiries that District deems necessary or convenient in connection with its purchase of the Property and the development, financing, construction, use, operation and disposition of the Property.

## 5. **REPRESENTATIONS AND WARRANTIES BY GRANTOR.**

5.1 Grantor makes the representations and warranties in subsections 5.1.1 through 5.1.4, each and all of which shall survive the Closing and recordation of the Grant Deed.

5.1.1 Grantor has the power and authority to enter into this Agreement and is authorized to consummate the transactions contemplated hereby.

- 5.1.2 Neither entering into this Agreement nor the performance of any of Grantor's obligations under this Agreement will violate the terms of any contract, agreement, or instrument to which the Grantor is a party.
- 5.1.3 Grantor has neither engaged nor dealt with any broker or finder in connection with the sale contemplated by this Agreement. Grantor shall pay, and shall hold the District harmless from and against, any commission or finder's fee payable to any person who (or legal entity which) represents or claims to represent the Grantor.
- 5.1.4 Grantor has not been served (by means of formal, legal service of process as required by law) with any litigation, and no arbitration proceedings have been commenced, which do or will affect any aspect of the Property or the Grantor's ability to perform its obligations under this Agreement.
- 5.2 If after the date of this Agreement, but prior to the Closing, either Grantor or the District should become aware of any existing or new item, fact or circumstance which renders a representation or warranty of Grantor set forth herein incorrect or untrue in any material respect (collectively, the "**Representation Matter**"), then such party shall promptly give written notice thereof to the other party. The District shall have the right, in its sole discretion, to either (i) waive in writing and proceed to acquire the Property on the terms set forth in this Agreement hereunder, with no further obligation or liability on the part of Grantor as to such Representation Matter and without any reduction in the Purchase Price or (ii) terminate this Agreement no later than ten (10) days after the date such party become aware of such Representation Matter, and the Earnest Money and any other amounts paid by the District to Grantor shall be immediately returned to Buyer. Upon such termination, neither party hereunder shall have any further obligations or liabilities under this Agreement except as specifically set forth herein.

6. **REPRESENTATIONS AND WARRANTIES BY THE DISTRICT.**

6.1 The District makes the following representations and warranties in this Section 6, each and all of which shall survive the Closing.

6.1.1 The District has neither engaged nor dealt with any broker or finder in connection with the sale contemplated by this Agreement. The District shall pay, and shall hold Grantor harmless from and against, any commission or finder's fee payable to any person who (or legal entity which) represents or claims to represent the District.

6.1.2 The District is a Fire Protection District formed in accordance with the laws of the State of California which has the power and authority to enter into this Agreement and to consummate the transactions contemplated hereby. The District and the specific, individual Parties signing this Agreement on behalf of the District represent and warrant that (a) the District has the full right, power and authority to enter into this Agreement and to consummate the transactions contemplated hereby, (b) the parties signing this Agreement on behalf of the District have the full legal power, authority, and right to execute and deliver this Agreement and (c) neither

entering into this Agreement nor the performance of any of the District's obligations under this Agreement will violate the terms of any contract, agreement, instrument or order to which the District is a party or is bound.

6.1.3 The District is a governmental entity.

6.1.4 The District does not intend to use the improvements located on the Property as a residence or for human habitation at any time and intends to demolish the structure located on the Property.

**7. INTENTIONALLY DELETED.**

**8. CONTRACTS AFFECTING THE PROPERTY.**

8.1 There are no leases or other service contracts affecting the property except for utility service contracts with Pacific, Gas & Electric Company and the local water company, both of which shall be terminated as of the Closing.

**9. AS-IS SALE**

9.1 Subject only to Grantor's representations and warranties set forth in this Agreement, at the Closing (if such Closing occurs), District's shall acquire the Property strictly "AS-IS" and "WITH ALL FAULTS" in all respects (including, but not limited to, environmental matters and any hazardous materials that may be located on, in, under or about the Property), in the condition of the Property that exists as of the expiration of the Inspection Period. Except with respect to those representations and warranties made by Grantor in this Agreement, District acknowledges and agrees that: (i) neither Grantor nor any trustee, agent, attorney, employee, consultant, broker or other representative of Grantor (collectively, "**Grantor's Representatives**") has made any representations or warranties of any kind or nature whatsoever, either express or implied, oral or written, with respect to the Property or any matters related thereto or to this Agreement; and (ii) District is not relying on any representation or warranty, express or implied, oral or written, with respect to the Property or this Agreement. In particular, but without limitation, District acknowledges and agrees that, except as otherwise expressly provided herein, neither Grantor nor any of Grantor's Representatives has made any representations or warranties with respect to: (a) the status, conditions to, accuracy, completeness or transferability of any permits or approvals for the Property, or the acreage, use (past or current), condition, title, general plan or zoning designation, or occupation or management of the Property; (b) the status of, or compliance with, applicable local, municipal, regional, state or federal statutes, laws, codes, ordinances, regulations, determinations, rules or requirements relating to zoning, subdivision, planning, environmental matters, hazardous or toxic waste matters, or compliance with CC&RS; (c) the condition of the soils, subsoils, water or water rights, topography, utilities, circulation systems or off-site improvements; or (d) the ability or time required to obtain governmental approvals and permits for District's intended use or any use whatsoever; (e) the suitability of the Property for any and all activities and uses which the District may conduct or wish to conduct thereon, including the possibilities for future development, (f) the Property's habitability, merchantability, marketability, profitability or fitness for a particular purpose, (g) the quality, condition, state of repair or lack of repair of the Property . Grantor shall not

be liable or bound, in any manner, by any oral or written statements, premises, representations, warranties, projections, real estate broker's or others' "set-ups" or information pertaining to the Property or the Property's operation, none of which shall be deemed a part of this Agreement unless expressly set forth and incorporated herein and/or in any of the documents to be executed by Grantor at Closing pursuant to this Agreement.

- 9.2 The District acknowledges and agrees that (i) the District is a governmental entity and (ii) Grantor is a fiduciary in the course of the administration of a decedent's estate and accordingly, Grantor is exempt from the requirement to deliver, and accordingly will not deliver, to the District the Real Estate Transfer Disclosure Statement and other disclosures that would otherwise be required under California Civil Code Sections 1102 and 1103. The District further acknowledges and agrees that Grantor has never lived in the Property and does not have any documentation in his possession relating to the Property. Any documents that Grantor may in the future furnish to the District relating to or concerning the Property is furnished solely as an accommodation to the District, "AS-IS" without representation or warranty of any kind whatsoever and such information shall not be relied upon by the District.
- 9.3 Subject to Section 9.5 below, effective as of the Closing, the District for itself and its affiliates, officers, directors, employees, designees, agents, successors and assigns (collectively, the "**District Affiliates**"), shall release and forever discharge Grantor and the Grantor's Representatives and their heirs, successors and assigns (the "**Released Parties**") from and waives any right to proceed against the Released Parties for, any and all claims, obligations, responsibilities and/or liabilities that the District may have or hereafter acquire against any of the Released Parties for any cost, loss, liability, damage, expense, demand, action, cause of action or judgment arising from, related to or in connection with the Property including, without limitation any of the matters set forth in Section 9.1 and any information furnished by the Released Parties and/or any of Grantor's Representatives under or in connection with this Agreement.
- 9.4 The release set forth in Section 9.3 includes claims of which the District is presently unaware or which the District does not presently suspect to exist which, if known by the District, may materially affect the District's release of the Released Parties. The District nevertheless hereby intends as of the Closing hereunder to release, discharge and acquit Grantor from any such unknown causes of action, claims, demands, debts, controversies, damages, costs, losses and expenses to the extent related to the matters released in Section 9.3 above. Accordingly, the District hereby assumes the above-mentioned risks and hereby expressly waives as of the Closing with respect to the matters released by the District pursuant to Section 9.3 above any right the District may have under Section 1542 of the California Civil Code, which reads:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

District \_\_\_\_\_

9.5 Nothing in this Agreement shall be deemed to release or relieve Grantor from liability, and the District shall not be deemed to have waived or released Grantor for or from any claims, damages, liabilities, losses, actions, causes of action, demands, judgments, costs or expenses (including, without limitation, attorneys' fees or court costs) to the extent arising from or related to (i) any breach of or inaccuracy in the representations and warranties made by Grantor in this Agreement or (ii) any breach by Grantor of any of Grantor's covenants under this Agreement.

9.6 The provisions of this Section 9 shall survive the Closing.

## 10 DEFAULTS.

10.1 THE PARTIES HERETO AGREE THAT GRANTOR'S ECONOMIC DETRIMENT RESULTING FROM THE REMOVAL OF THE PROPERTY FROM THE REAL ESTATE MARKET FOR AN EXTENDED PERIOD OF TIME AND ANY CARRYING AND OTHER COSTS INCURRED AFTER THE REMOVAL OF THE PROPERTY FROM THE REAL ESTATE MARKET ARE IMPRACTICABLE OR EXTREMELY DIFFICULT TO ASCERTAIN. THE PARTIES HERETO AGREE THAT THE DEPOSIT IS A REASONABLE ESTIMATE OF THE DAMAGES THAT WILL BE INCURRED BY GRANTOR IN THE EVENT ESCROW FAILS TO CLOSE HEREUNDER FOLLOWING THE EXPIRATION OF THE FEASIBILITY PERIOD DUE TO A DEFAULT OR BREACH OF THIS AGREEMENT BY THE DISTRICT. THE DISTRICT AGREES THAT IN THE EVENT ESCROW FAILS TO CLOSE HEREUNDER DUE TO SUCH DEFAULT BY THE DISTRICT, THEN GRANTOR, AS ITS SOLE REMEDY, AT LAW AND IN EQUITY, FOR SUCH DEFAULT, SHALL BE ENTITLED TO RETAIN THE DEPOSIT AS LIQUIDATED DAMAGES PURSUANT TO SECTIONS 1671, 1676 AND 1677 OF THE CALIFORNIA CIVIL CODE, AND SHALL NOT BE DEEMED TO CONSTITUTE A FORFEITURE OR PENALTY WITHIN THE MEANING OF SECTION 3275 OR SECTION 3369 OF THE CALIFORNIA CIVIL CODE, OR ANY SIMILAR PROVISION. GRANTOR HEREBY WAIVES THE REMEDY OF SPECIFIC PERFORMANCE WITH RESPECT TO ANY DEFAULT OR BREACH BY THE DISTRICT, AND AGREES THAT THE LIQUIDATED DAMAGES SET FORTH HEREIN SHALL BE GRANTOR'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF ANY UNCURED MATERIAL BREACH OR DEFAULT BY THE DISTRICT UNDER THIS AGREEMENT FOLLOWING THE EXPIRATION OF THE INSPECTION PERIOD. THIS LIQUIDATED DAMAGES PROVISION SHALL NOT BE APPLICABLE TO ANY DEFAULT OR BREACH BY THE DISTRICT OF ANY INDEMNIFICATION, DEFENSE OR HOLD HARMLESS OBLIGATION UNDER THIS AGREEMENT OR THE DISTRICT'S OBLIGATION TO PAY ATTORNEYS' FEES PURSUANT TO SECTION 25. BY INITIALING THIS SECTION 10.1 BELOW, GRANTOR AND THE DISTRICT AGREE TO THE TERMS OF THIS SECTION 10.1

INITIALS: GRANTOR \_\_\_\_\_

INITIALS: THE DISTRICT \_\_\_\_\_

10.2 In the event Grantor defaults in or fails to perform all or any part of its obligations pursuant to this Agreement, the District may, as its sole and exclusive remedy, either (i) terminate this Agreement by giving Grantor timely written notice of such election prior to or at Closing, or (ii) proceed at law or equity to specifically enforce this Agreement, provided an action for specific performance shall have been filed and served within sixty (60) days following the earlier of the date the Closing would have occurred but for Grantor's default or the date of Grantor's default. In the event the District elects to terminate this Agreement, (A) the Deposit shall be returned to the District, (B) Grantor shall reimburse the District for the District's actual third-party costs incurred in connection with its negotiation of this Agreement and its due diligence costs in furtherance thereof in an amount not to exceed Ten Thousand Dollars (\$10,000), and (C) thereafter, except as otherwise expressly set forth herein, neither the District nor Grantor shall have any further rights or obligations hereunder.

11 **NOTICES.**

Any notices required or permitted pursuant to the terms and provisions of this Agreement shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given when delivered (1) personally, (2) by email (provided a copy of such notice given by email is delivered not later than the next day by one of the other means provided herein), (3) by first class mail, postage prepaid, registered or certified, return receipt requested or (4) by overnight delivery service. Any written or oral notices on behalf of the District as provided for in this Agreement may be executed and/or exercised by the District's Fire Chief. All written notice on behalf of Grantor may be given by Grantor's legal counsel. All notices to be given pursuant to this Agreement shall be given to the Parties at the following respective address.

**To the District:** Tom Cuschieri  
Fire Chief  
Woodside Fire Protection District  
808 Portola Road #C  
Portola Valley, CA 94028  
Email: tcuschieri@woodsidefire.org

**To the Grantor:** James Hughey Coffman,  
Personal Representative  
2907 Carob Street  
Newport Beach, CA 92660  
Email: jimcoffman@aol.com

12 **ENTIRE AGREEMENT.**

This Agreement, and the Exhibits attached hereto, represent the entire Agreement between the Parties in connection with the transactions contemplated hereby and the subject matter hereof and this Agreement supersedes and replaces any and all prior and contemporaneous agreements, understandings, and communications between the Parties, whether oral or written, with regard to the subject matter hereof. There are no oral or written agreements,



representations, or inducements of any kind existing between the Parties relating to this transaction which are not expressly set forth herein. This Agreement may not be modified except by a written agreement signed by both the District and the Grantor.

13 **BINDING EFFECT.**

This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their respective heirs, legal representatives, administrators, successors in interest and assigns.

14 **WAIVER.**

No waiver by any Party at any time of any breach of any provision of this Agreement shall be deemed a waiver or a breach of any other provision herein or a consent to any subsequent breach of the same or another provision. If any action by any Party shall require the consent or approval of another Party, such consent or approval of such action on any one occasion shall not be deemed a consent to or approval of such action on any subsequent occasion or a consent to or approval of any other action.

15 **CAPTIONS AND HEADINGS.**

The captions and sections numbers appearing in this Agreement are inserted only as a matter of convenience and do not define, limit, construe, or describe the scope or intent of this Agreement.

16 **COUNTERPARTS.**

This Agreement may be executed in counterparts, each of which shall be considered an original and all of which taken together shall constitute one and the same instrument.

17 **GOVERNING LAW.**

This Agreement has been prepared, negotiated, and executed in, and shall be construed in accordance with, the laws of the State of California. Any action or proceeding relating to or arising out of this Agreement shall be filed in the Superior Court of the State of California for the County of San Mateo.

18 **TIME OF ESSENCE.**

Time is of the essence with respect to all matters contained in this Agreement.

19 **INVALIDITY OF ANY PROVISION.**

If any provision (or any portion of any provision) of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement, the legality, validity, and enforceability of the remaining provisions (or the balance of such provision) shall not be affected thereby.

20 **DRAFTING OF AGREEMENT.**

The District and the Grantor acknowledge that this Agreement has been negotiated at arm's length and the Parties agree that this Agreement shall be deemed to have been drafted by both Parties and that no one Party shall be construed as the draftsman.

21 **NO THIRD-PARTY BENEFICIARY RIGHTS.**

This Agreement is entered into for the sole benefit of the District and the Grantor, and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third

party shall have any right in, under or to this Agreement.

**22 INCORPORATION OF EXHIBITS.**

Each and all of the exhibits attached to this Agreement are incorporated herein as if set forth in full in this Agreement.

**23 NO JOINT VENTURE, PARTNERSHIP, OR OTHER RELATIONSHIP CREATED.**

The relationship between the District and the Grantor is that solely of a seller and buyer and no joint venture, partnership or other relationship is created or implied by this Agreement.

**24 JOINT AND SEVERAL OBLIGATIONS**

The obligations of the Grantor pursuant to this Agreement and the representations and warranties made by Grantor are jointly and severally binding on the Grantor.

**25 ATTORNEYS' FEES**

If either Party hereto fails to perform any of its obligations under this Agreement or if any dispute arises between the Parties hereto concerning the meaning or interpretation of any provision of this Agreement, then the defaulting Party or the Party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party on account of such default and/or in enforcing or establishing its rights hereunder, including, without limitation, court costs and reasonable attorneys' fees and disbursements.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this Agreement and to bind the Party on whose behalf his/her execution is made.

APPROVED:

**ESTATE OF SHIRLEY MARIE EWEN BAYERLE**

By James Hughey Coffman Date 5/23/24  
James Hughey Coffman,  
Executor  
Estate of Shirely Marie Ewen Bayerle

APPROVED:

**WOODSIDE FIRE PROTECTION DISTRICT**

By \_\_\_\_\_  
Tom Cuschieri  
Fire Chief  
Woodside Fire Protection District

Date \_\_\_\_\_

APPROVED AS TO FORM:

**RENNE PUBLIC LAW GROUP**

By James R. Ross  
James R. Ross, Of Counsel  
Attorneys for Woodside Fire  
Protection District

SCHEDULE OF EXHIBITS

Exhibit "1" Grant Deed  
Exhibit "A" Legal Description

Exhibit "1"  
Form of Grant Deed

RECORDING REQUESTED BY:

First American Title Company

WHEN RECORDED MAIL AND  
MAIL TAX STATEMENTS TO:

Tom Cuschieri  
Fire Chief  
Woodside Fire Protection District  
808 Portola Road #C  
Portola Valley, CA 94028

APN: 072-191-060

Above Space for Recorder's Use Only

**GRANT DEED**

The undersigned grantor(s) declare(s):

County of San Mateo Documentary Transfer Tax: \$3,850.00

computed on full value of property conveyed, or

computed on full value less liens and encumbrances remaining at time of sale.

City of Woodside

EXEMPT FROM BUILDING HOMES AND JOBS ACTS FEE PER GOVERNMENT CODE 27388.1(a)(2)

FOR VALUE RECEIVED, James Hughey Coffman, Executor of the Estate of Shirely Marie Ewen Bayerle, aka Shirley Bayerle ("**Grantor**"), grants to the Woodside Fire Protection District ("**Grantee**"), all that certain real property ("**Property**") located in the City of Woodside, County of San Mateo, State of California, as more particularly described on Exhibit "A" attached hereto.

*Signatures appear on the following page.*

IN WITNESS WHEREOF, Grantor has executed this Grant Deed on \_\_\_\_\_, 2024.

**GRANTOR:**

**ESTATE of SHIRLEY MARIE EWEN BAYERLE**

By \_\_\_\_\_  
James Hughey Coffman,  
Executor  
Estate of Shirely Marie Ewen Bayerle

Date \_\_\_\_\_

*Signature page to Grant Deed*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA            )  
  ) SS  
COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, 2024, before me, \_\_\_\_\_, Notary Public,  
personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to  
be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the  
same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon  
behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

Witness my hand and official seal.

Signature: \_\_\_\_\_

Exhibit A  
Legal Description

PARCEL I:

BEGINNING at a point which is distant South 12° 56' East 28.34 feet from Engineer's Station 227+71.52 as the same is shown on plans of survey of Route 6, Division 1, San Mateo County Highways, on file in the office of the County Clerk of San Mateo County, said point of beginning also being the Northwestern corner of lands conveyed to "WOODSIDE FIRE DISTRICT, A POLITICAL SUBDIVISION OF THE COUNTY OF SAN MATEO", by Deed dated July 14, 1943 and recorded July 19, 1943 in Book 1071 of Official Records at page 215, Records of San Mateo County, California; thence from said point of beginning along the Southerly line of said County Highway, South 68° 14' West 162.14 feet; thence leaving said Southerly line, South 19° 23' 30" East 324.08 feet; thence North 70° 02' East 124.90 feet to the Southerly prolongation of the Westerly boundary of said above mentioned lands of the Woodside Fire District; thence along said prolongation and continuing along said Westerly boundary, North 12° 58' West 331.63 feet to the point of beginning.

PARCEL II:

A non-exclusive easement for ingress and egress, sewer, electricity, gas, water and telephone over, across, upon and under the following described property.

Portion of Lot 2, as shown on that certain map entitled "MAP OF GREENBURG", filed in the office of the County Recorder of San Mateo County, State of California on August 6, 1870 in Book "C" of Maps at page 3, more particularly described as:

BEGINNING at a point on the Southeasterly line of the Woodside Road, distant South 12° 58' East 28.34 feet and South 68° 14' West 162.14 feet from Engineer's Station 227+71.52, Route 6, Division 1, as shown on plans of survey thereof on file in the offices of the County of San Mateo, said point being the most Westerly corners of lands described in the Deed from Dan L. Holden, et al, to Charles Peter Helms and wife, recorded June 2, 1952 in Book 2261 of Official Records at page 258 (File No. 13632-K), Records of San Mateo County, California; thence from said point of beginning along said Southeasterly line of Woodside Road, South 68° 14' West 20.02 feet; thence South 19° 23' 30" East 323.45 feet; thence North 70° 02' East 20.00 feet to the most Southerly corner of the said lands of Helms; thence along the Southwesterly line thereof, North 19° 23' 30" West 324.08 feet to the point of beginning.

Said easement is appurtenant to Parcel I above and was created by that certain Deed recorded on November 20, 1952 in Book 2323 of Official Records at page 138 (File No. 43462-K), Records of San Mateo County, California.





## SICK LEAVE/WORKERS'S COMP. REPORT

<b>April 2024</b>	
<b>Sick Leave/Workers' Comp. Report</b>	
New Workers Compensation Cases	0
Retirements Announced	0
Sick Leave Shift Personnel	8 hours (1 Total)
Sick Leave Day Personnel	592.5 hours (13 Total)
Workers Compensation Time Off	4 hours (1 Total)
Light Duty	0 hours
Long Term Disability	160 hours (1 Total)
Bereavement Leave	21.5 hours (1 Total)
Maternity/Paternity Leave/FMLA	0 hours
Jury Duty	0 Hours



# Woodside Fire Protection District Training Division Report May 2024

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 April.

## **WOODSIDE FIRE TRAINING**

**A. Didactic Training:** The Lead Instructors for the month of April were Firefighter Paramedics Christ White and Kyle Emmert on the topics of wildland firefighting and rural/wildland medicine. Crews were assigned precourse work in the form of videos demonstrating wildland firefighting watch out situations, how weather will affect fires and medical treatment when transportation is delayed.



# Woodside Fire Protection District Training Division Report May 2024

Battalion Chief Keenan Hird



**B. Manipulative Training:** April manipulative training rotated crews into district 8 where a simulated vegetation fire required crews to work together to build a 300' progressive hose lay. A progressive hose lay is an offensive tactic used by firefighters stretching lengths of hose while flowing water and adding hose as necessary in an effort to catch the head of a fire and stop its forward progress. The second portion of the manipulative training required engine companies to set their apparatus up for structure protection. In order to complete this task, crews need to assess the sizes of structures they may be protecting and build preconnected hose packs on the back of the fire engine that allows for rapid deployment around a structure immediately threatened by fire.

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

**A.** There was no South Zone suppression training due to EMS training.



# Woodside Fire Protection District Training Division Report May 2024

Battalion Chief Keenan Hird

## **PROBATIONARY TRAINING**

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

The 2023 Probationary Firefighters have been assigned to station 8 on their prospective shifts since late December when they were assigned the Block I Probationary Training Guides. Their Block I training curriculum encompasses apparatus inventory, radio communications, water supply, ladder operations and basic fire attack fundamentals. Their first test will be Saturday, May 4th.

## **CONTINUING EDUCATION PROGRAM**

- Fire Service Personnel Management
  - Captain Jared Abbott
- IAFF Peer Support Program
  - Firefighter/Paramedic Kyle Emmert
- Structural Collapse Specialist II
  - Firefighter Nico Morales

### **Meetings Attended:**

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



## **MONTHLY EMS REPORT**

**April 2024**

This report encapsulates the significant activities and advancements made within our Emergency Medical Services (EMS) division during the month of April.

### **Overview**

April has been a highly productive month for the EMS Division, marked by significant advancements and successful implementations of new protocols, plans, and technologies. This report provides a detailed account of our key activities, including finalizing our narcotic tracking platform, completing protocol updates, introducing new medications, and enhancements to our emergency response plans.

### **Finalization of PsTrax Rollout Plan**

The EMS Division has finalized the rollout plan for the PsTrax narcotic tracking platform. PsTrax is an innovative system designed to enhance the security, accountability, and management of controlled substances in our operations. Key milestones achieved in April include:

- **System Configuration:** Tailoring PsTrax to meet our division's specific needs, including customizing workflows and access controls.
- **Training Sessions:** Conduct comprehensive training for all EMS personnel to ensure seamless adoption and proficient use of the new platform.
- **Implementation Schedule:** Establishing a detailed timeline for phased implementation across all units, with the first phase set to go live in early April.

The deployment of PsTrax is expected to significantly improve our narcotics management processes, reduce potential errors, and enhance compliance with regulatory requirements.

### **San Mateo County EMS Protocol Updates**

April saw the successful completion of the San Mateo County EMS Protocol updates for both Redwood City and Woodside Fire EMTs and Paramedics. These updates are critical to maintaining our high standards of patient care and ensuring alignment with the latest medical guidelines. Key activities included:

- Protocol Review and Revision: Collaborating with medical directors and stakeholders to review and update existing protocols, ensuring they reflect the latest evidence-based practices.
- Training and Implementation: Conducting extensive training sessions to familiarize all EMTs and Paramedics with the updated protocols. These sessions included hands-on workshops, scenario-based training, and assessments to ensure competency.
- Go-Live: The updated protocols went live on May 1st, 2024, and all personnel now operate under the new guidelines.

### **Introduction of New Medications**

This month, the EMS Division successfully integrated two new medications into our service: IV Tylenol (acetaminophen) and Suboxone (buprenorphine/naloxone). These medications provide additional treatment options for pain management and opioid dependence, respectively. Key steps in this process included:

- Training and Education: Provided targeted training sessions to ensure all EMTs and Paramedics are proficient in administering these medications. The training covers pharmacology, administration techniques, and patient monitoring.
- Both medications were successfully integrated into our service on May 1<sup>st</sup>, 2024.

### **Introduction of Multi-Casualty Incident Plan**

The EMS Division was introduced to a new Multi-Casualty Incident (MCI) plan by the San Mateo County EMS Agency, designed to enhance our preparedness and response capabilities during large-scale emergencies. Key components of this initiative include:

### **Conclusion**

April has been a month of substantial progress for the EMS Division, marked by the successful rollout of critical initiatives and updates. The finalization of the PsTrax platform, completion of EMS protocol updates, introduction of new medications, and enhancements

to our emergency response plans are significant achievements that will enhance our operational efficiency and improve patient care.

# MAY IS WILDFIRE AWARENESS MONTH



WOODSIDE MAYDAY PARADE  
— FEATURES  
CHIPPER TRUCK



## Prevention Division Report

Bureau of Fire Protection and Life Safety



# Prevention Division

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MAY 2024

## Summary

- I. Weekly Staff Meeting. This month we have discussed a variety of topics:
  - We will be requiring landscape plans to be submitted with all new construction.
  - We have begun to utilize the Nuisance ordinance on vacant lots for vegetation management. Two official notices have been sent out so far with another 2 in the works.
  - We are looking to find residents that will allow us to take photos of their home, so they can be used as examples of zone 0, 1 & 2, driveways for the defensible space guidelines.
  - We discussed, with the permission of homeowners, posting pictures of their homes on our website as a congratulations for a job well done in compliance with the ordinance.
  - We were part of a task force with County of San Mateo on 2 abandoned houses in our district that presented with some hazards.
  - All staff gave updates on all their projects they are handling.
  
- II. Staff Training is conducted on the last Thursday of every month. April consisted of review of the defensible space and home hardening guidelines that will be provided to property owners. May consists of review of the Ordinance 24-01 and training on these type of inspections for consistency and understanding of the requirements. Because inspections will begin on June 1, we are conducting training with the Fire Inspectors, every Thursday in May after our staff meeting.
  
- III. Town of PV Wildfire Preparedness Committee and Conservation Committee, both provided comments on the Standard and Guideline for Defensible Space and Home Hardening. They are under review and language being integrated into the document. It will be presented to the Fire Board at the May meeting for approval as required by Ordinance No. 24-01.
  
- IV. Defensible Space inspections begin on June 1<sup>st</sup>. We will be conducting inspections in Zones 1-4, which are all in the Town of Woodside.

# Meetings

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There are many meetings multiple staff members attend throughout the month that are not regularly scheduled, examples include (software companies, vendors, residents, council members, construction project meetings). If we were to list every meeting, it would take up multiple pages. We have listed the common recurring meetings instead.

- ✓ Meeting with Flame Mapper – none this month
- ✓ Recurring every Thurs at 3pm – WFPD Prevention Division Staff Meeting (All Prevention Staff)
- ✓ Recurring every 1<sup>st</sup> Thurs of the month – Town of Portola Valley Emergency Preparedness Committee Meeting (Kim)
- ✓ Recurring every 2<sup>nd</sup> Wed of the month – Town of Woodside Emergency Preparedness Committee Meeting (Kim)
- ✓ Recurring every 2<sup>nd</sup> Wed of the month – San Mateo County Fire Safe Meeting (meeting cancelled)
- ✓ Recurring every 3<sup>rd</sup> Tues of the month – Cal Fire Wildfire Mitigation Advisory Committee Meeting (Kim)
- ✓ Recurring every 3<sup>rd</sup> Wed of the month – Town of Portola Valley Wildfire Preparedness Committee (Kim)
- ✓ Recurring every 3<sup>rd</sup> Wed of the month – San Mateo County Fire Prevention Officers Association Meeting (Kim, Marshall, Michael & David)
- ✓ Recurring every 4<sup>th</sup> Tues of the month – Town of Portola Valley Conservation Committee (Kim)
- ✓ Recurring every 4<sup>th</sup> Wed of the month – Town of Woodside Livestock and Equine Heritage Committee (Kim)
- ✓ Recurring every 4<sup>th</sup> Fri of the month – CA Fire Chiefs Association Fire Prevention Officers meeting (no attendance this month)
- ✓ Recurring every last Tues of the month – WFPD Command Staff Meeting (Kim, Marshall)
- ✓ Recurring every last Tues of the month – WFPD Board Meeting

# Classes / Training

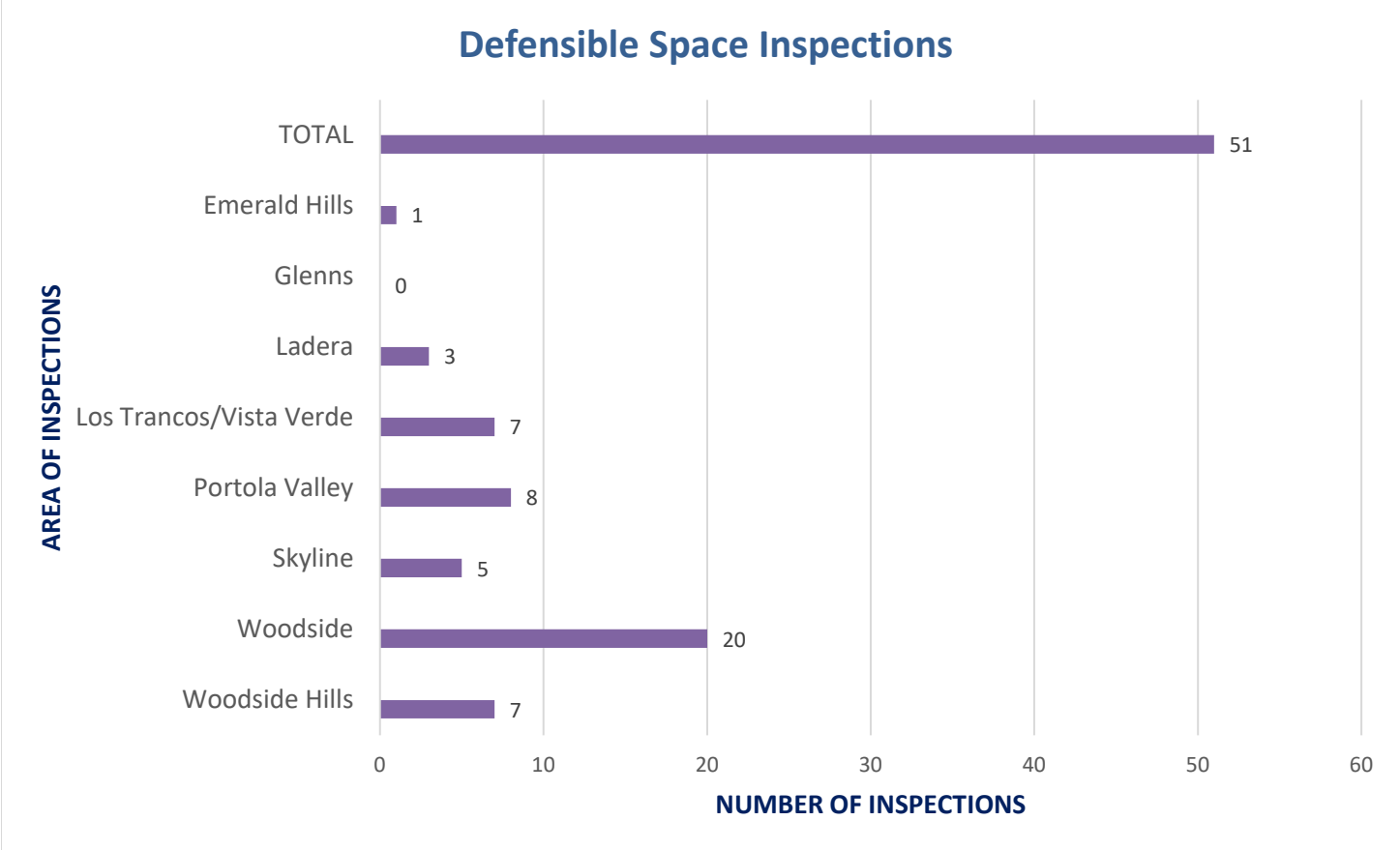
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**Classes include conferences and webinars.**

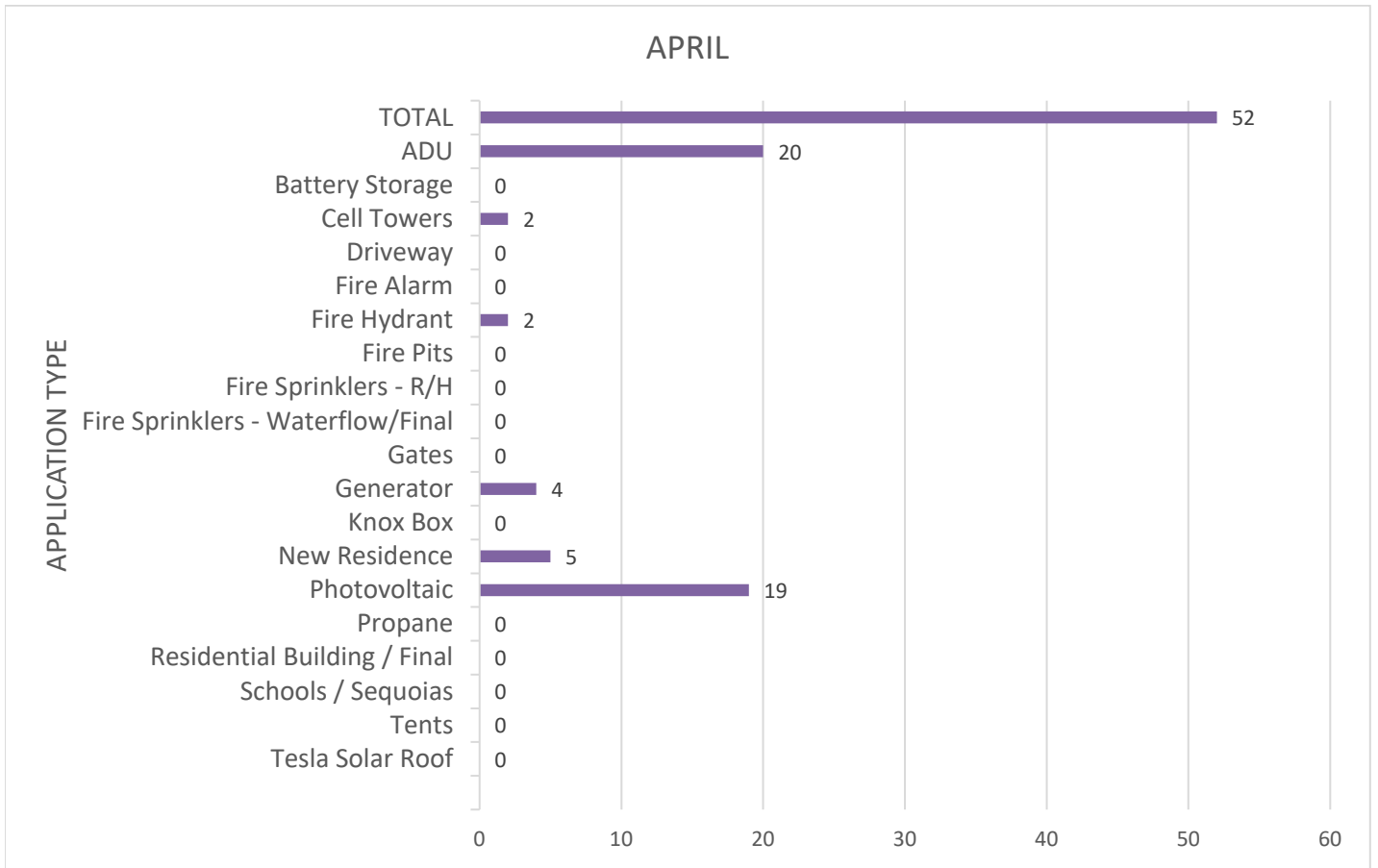
- ✓ Prevention Staff attended:
  - Fire Alarm System and Emergency Communications Enhancement Systems Compliance and Methodologies class
  - World Class Battery / Solar class
  - Fireside Workshop
- ✓ Intern Dominic Flocchini attended a 2-day fire sprinkler class. This class was geared for how to conduct fire inspections and code requirements.
- ✓ Members of the Fuel mitigation crew attended a chipper operation and safety class. This was a 4-hour training with a certification at completion.

# March Statistics

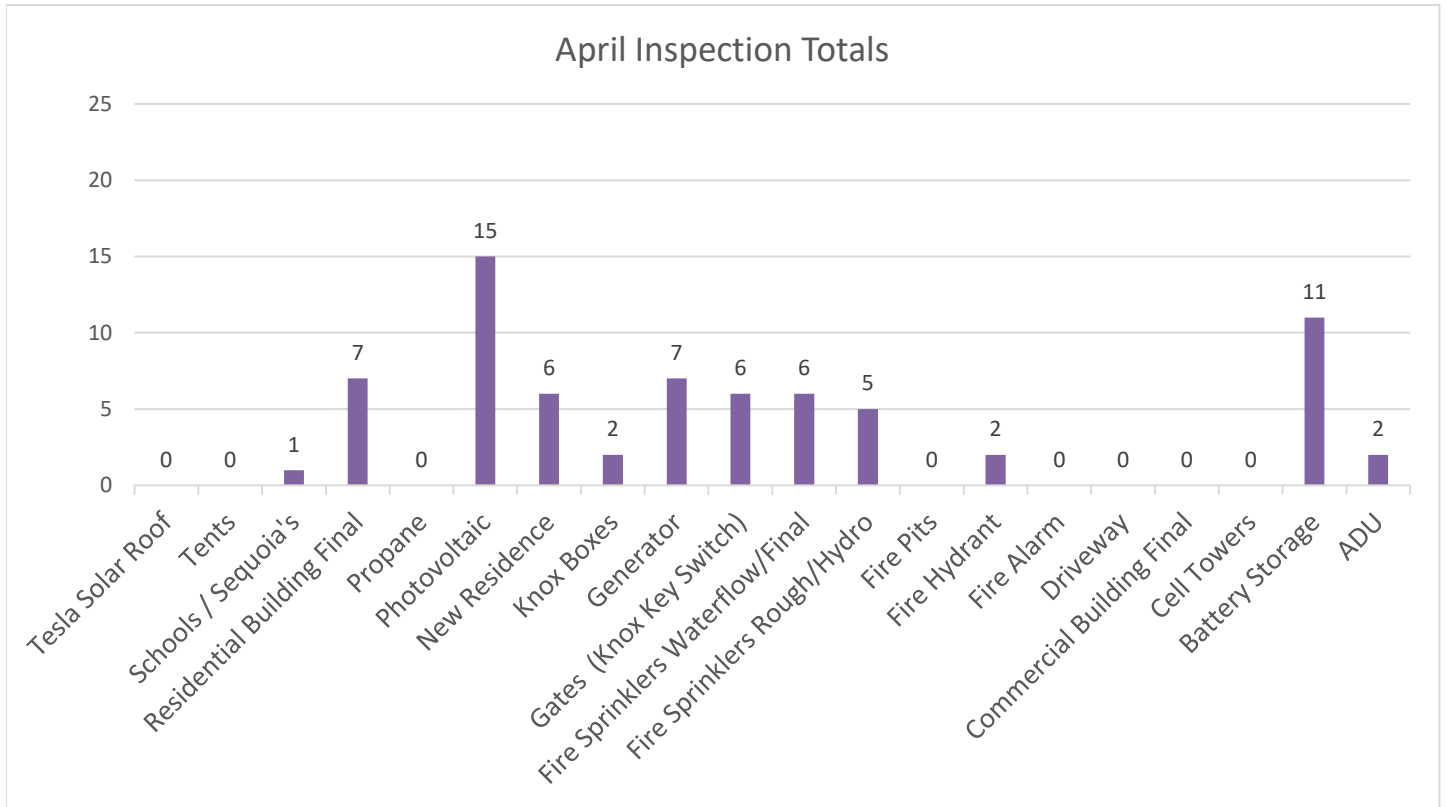
## DEFENSIBLE SPACE



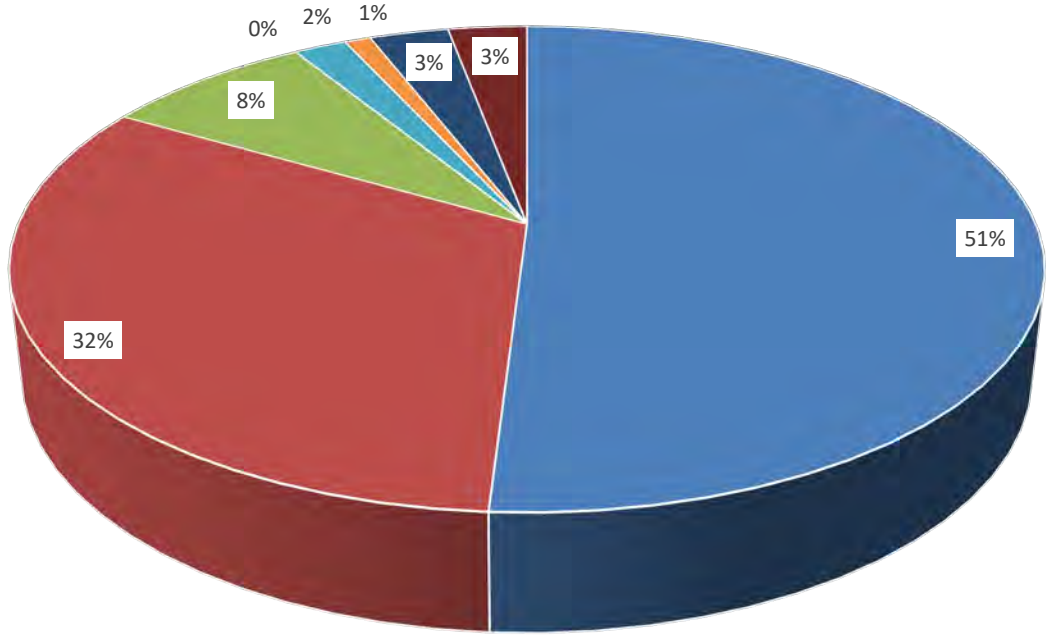
# PLAN REVIEWS



# CONSTRUCTION PERMIT INSPECTIONS



# FIRE INSPECTOR END OF MONTH NUMBERS



- Inspections
- Plan Review
- Meetings
- Investigations
- Code Enforcement
- Public Education
- Classes/Training
- Other/Special Projects

# Fuel Mitigation Division

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## Summary

Bear Gulch Drive was a priority for the Town of Portola Valley ROW (Right of Way) this month. Being one of the most overgrown streets in the Valley and in one of the most dangerous canyons for fire danger it was great to see work done there.

There is still maintenance work being done on Highway 35 from Scotch broom growing back and storm damage. The crews also maintained Fire Hydrants that had been overgrown with vegetation and annual grasses.

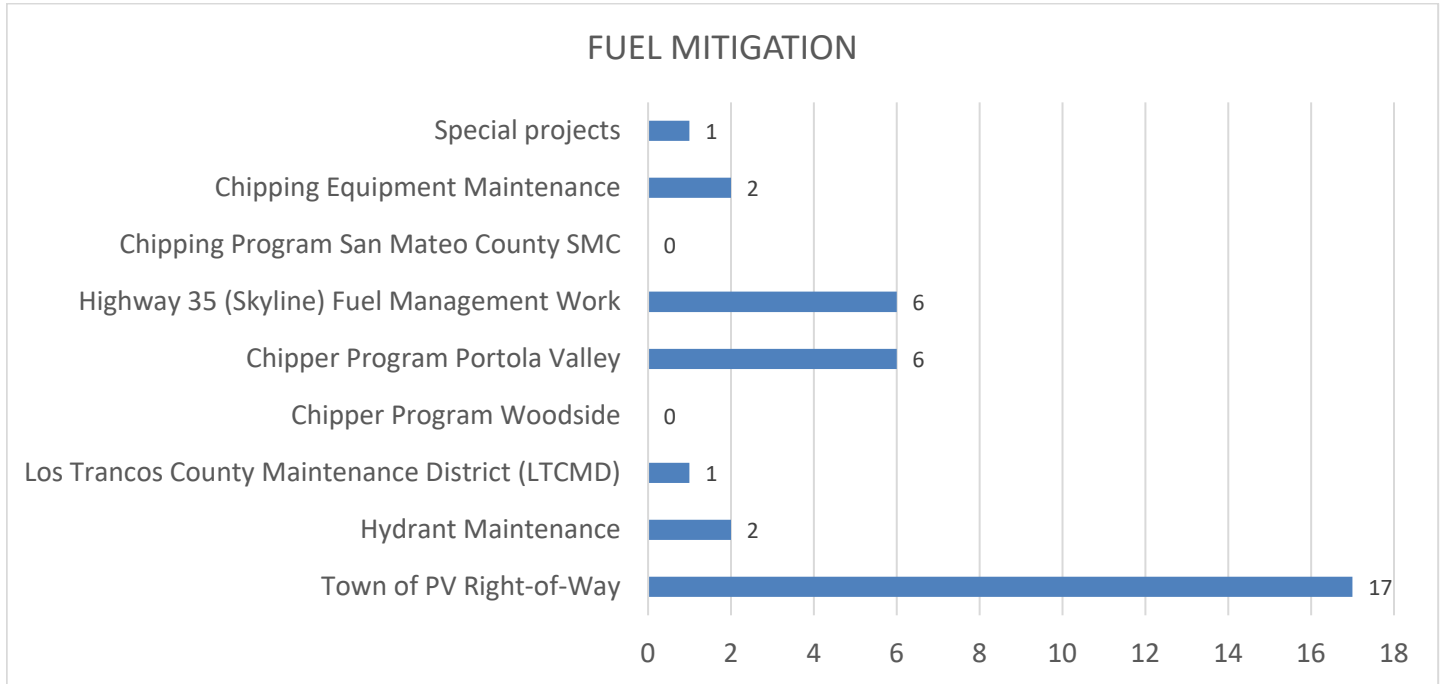
There was work done in the Los Trancos County Maintenance District removing storm damage and cutting annual grasses. Maintenance was upkept on all the equipment and downed trees were cleaned up around the yard on Family Farm where the crew keeps their equipment.

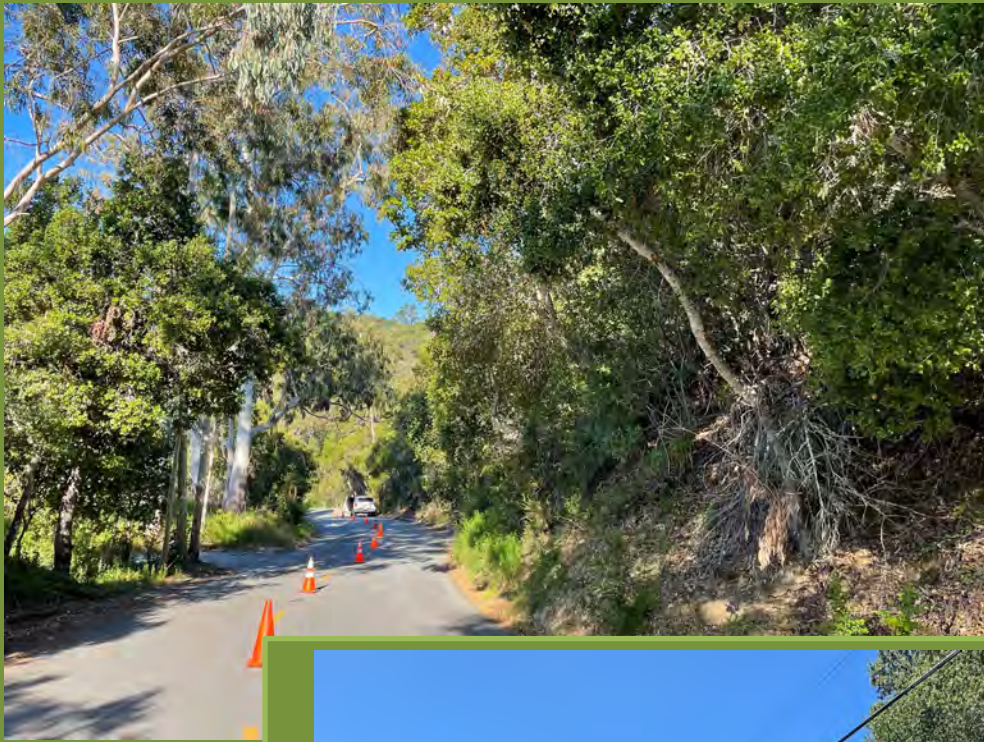
The crew had their Chipper truck and chipper in the May Day parade and their Mitigation UTV as well. A good variety of projects were completed last month.

The Seasonal Chipper Program kicked off in the first week of May. We have chipped and completed two areas now. We started with Portola Valley Ranch and the second week of May; we completed Los Trancos/Vista Verde area. Portola Valley Ranch had great participation with 131 piles and 180 cubic yards of material. As did Los Trancos/Vista Verde area with 86 piles and 136 cubic yards of material. Residents came out and thanked the crews at multiple houses.



# FUEL MITIGATION ACTIVITY





BEAR GULCH

Before

and

After



# Public Education / Emergency Preparedness Division



WPV-READY & WPV-CERT



## Summary

Our Safe Sitter programs (Safe Sitter with CPR and Grandparents: Getting Started) have continued to be a resounding success, with enthusiastic participation and rave reviews. The Grandparents class, in particular, has showered us with thank-you letters, prompting us to schedule more sessions than initially planned.

Despite the weather's attempt to rain out the Annual May Day Parade and Festival in Woodside, we persevered with a steadfast presence and a flexible attitude. A HUGE thank you goes out to the dedicated engine company crews, the chipper crew, and our outstanding Pub Ed Intern, Angelina, for their remarkable efforts.

On May 18th, Station 8 played host to a Boy Scout Troop of 30 eager attendees, helping them earn a merit badge. The Scouts were treated to an engaging tour of the fire station, hands-on fire extinguisher training, and essential fire safety tips. Kudos to C-Shift for their exemplary public service.

WPV-CERT continues to build momentum. Most recently, the Woodside School District signed an MOU, allowing WPV-CERT to use their Wildcats Room as a Command Post and their parking lot for staging. We're currently assisting the school district with their emergency communications by helping them purchase and set up our "District Radio". Meanwhile, our dedicated team members are tirelessly working on our strategic plan. Excitingly, the Woodside-Portola Valley Fire District Foundation has approved a \$6,700 grant for WPV-CERT to purchase a trailer for Firefighter Rehab equipment.

Additionally, we are thrilled to announce the release of the 2nd edition of our Public Education newsletter. This edition highlights the events and achievements of the past quarter while also informing residents about upcoming activities and initiatives. Check out the attached document for all the exciting details!

Our community spirit is thriving, and these accomplishments are just the beginning!

## Events

- ✓ CERT GMRS Radio Check-in (every Tuesday at 7:30pm)
- ✓ Grandparents: Getting Started Training
- ✓ Neighborhood Preparedness Meeting – Ridgeway (Woodside Hills)
- ✓ Teen CERT
- ✓ Safe Sitter Training x3
- ✓ Storytime at Portola Valley Library
- ✓ May Day Parade
- ✓ Boy Scout Merit Badge at St 8
- ✓ Car Seat Installs - 4

## Meetings / Classes

- ✓ EPiC Officer Mtg
- ✓ EPiC Board Mtg
- ✓ EPiC Marketing Mtg
- ✓ WPV-Ready Committee Mtg
- ✓ WPV-CERT Committee Mtg
- ✓ CERT Initial Strategy Planning Mtg
- ✓ CERT Incident Management Team Mtg
- ✓ Portola Valley Emergency Preparedness Committee Mtg
- ✓ Young Men's Service League Summer Collaboration Schedule Mtg
- ✓ District-wide Radio Communications Mtg
- ✓ Woodside School District Superintendent Mtg (CERT collaboration, communications, and facility usage MOU)

Woodside May Day Parade – Rain or Shine Event



Grandparents hard at work with infant CPR





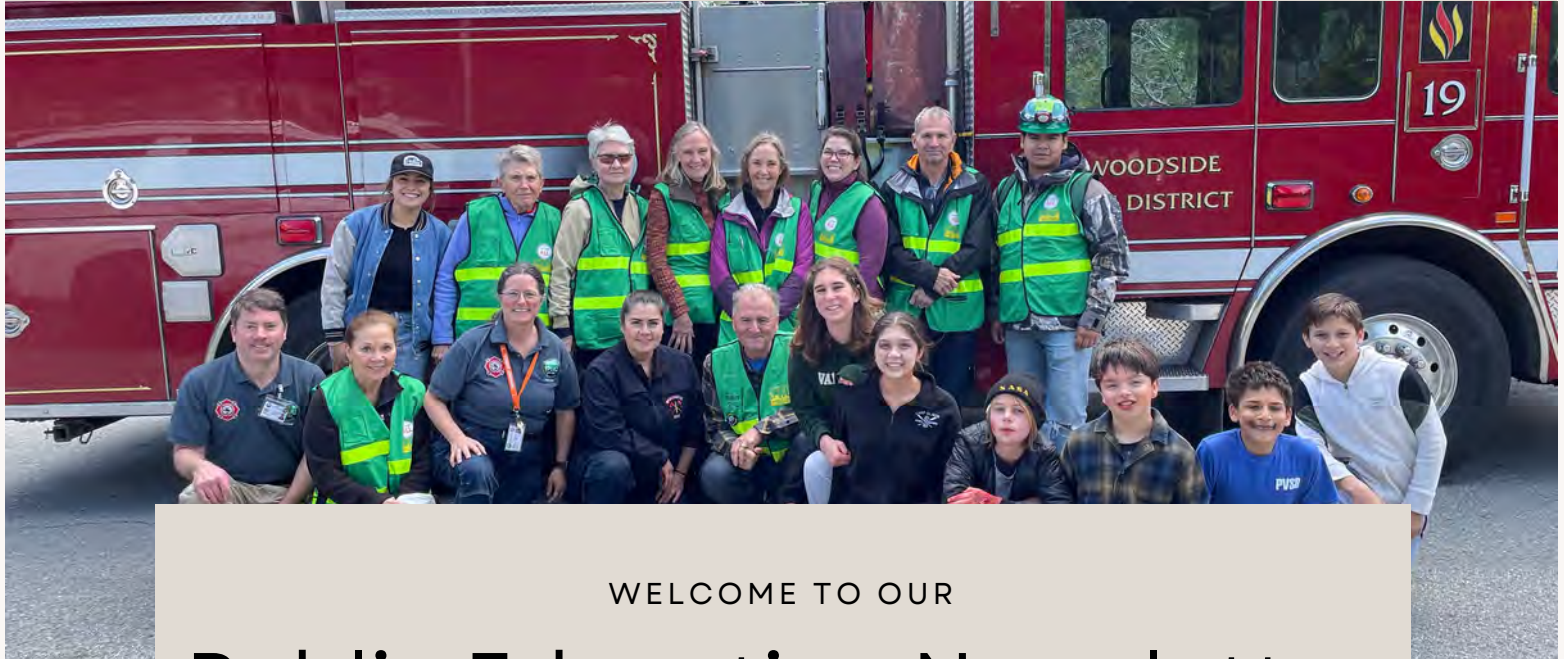
Boy Scout Troops earning their Fire Safety Merit Badge.

Fire personnel conducted a station tour, a demonstration of PPE equipment and educated through training in a series of 3 work stations where troops rotated through:

- 1) Fire extinguisher Training
- 2) Show & Tell of Operational Differences between our apparatuses.
- 3) Home Fire Safety & Defensible Space Presentation

Fire Drill at Windmill School





WELCOME TO OUR

# Public Education Newsletter

◆  
Spring Update!



Dear Woodside Fire Community,  
As we embrace the arrival of spring and its delightful weather, Woodside Fire Protection District takes great pride in presenting our spring quarterly newsletter. Within these pages, we are dedicated to providing you with timely updates, crucial safety resources, and a glimpse into our department's recent endeavors. Stay informed about upcoming community events and join us in our commitment to keeping Woodside safe and connected.



In this newsletter you will find:

Latest projects, free resources, and more. Keep Reading!



# Last Quarter's Events Recap

## January

- 27th - SafeSitter training
- 17th - First Aid Kit training for the PVSD staff
- 19th -20th - "When Disaster Strikes! Prepare, Act, and Survive" disaster preparedness class
- 31st - Grandparents: Getting Started



*GRANDPARENTS GETTING STARTED CLASS AT STATION 19*



*FIRST AID KIT TRAINING FOR PVSD STAFF*

## February

- 13th - Little League First Aid basics demo
- 7 weeks of CERT training began
- WPFD received grant funds for a 3rd CERT trailer!



Click [HERE](#) for more info on our CERT program and upcoming training dates!

## March

- PVSD staff at Ormondale and Corte Madera learned how to properly use fire extinguishers
- Participated in Read Across America at Corte Madera School
- WFPD has received child passenger safety technician certification and we will be reinstating a program for the community in April



*FIRE EXTINGUISHER TRAINING AT ORMONDALE*

# Upcoming Prevention Highlights and Events

FOR MORE INFORMATION ON THESE EVENTS CHECK OUT OUR [EVENTS CALENDAR](#).

## April

### Fire Marshal Safety Corner

Residents will have the chance to talk to Fire Marshal Kim Giuliacci about the new defensible space ordinance on the following dates, from **4-6pm**:

**April 11th: Robert's Market in Woodside**

**April 18th: Robert's Market in Portola Valley**

**April 25th: Ladera Shopper**

### Grandparents Getting Started

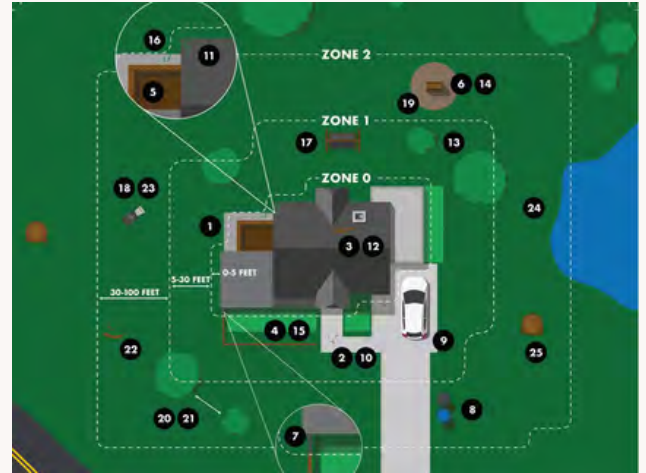
This is a training class for grandparents to sharpen their first-aid skills and make sure they are up to date with current childcare standards

**April 27th: 9am-12pm**

### Car Seat Check Appointments

Did you know that 3 out of 4 car seats are installed incorrectly? Call our main phone line to schedule an appointment on the date below

**April 26th 10am-4pm**



@woodsidefireprotectiondistrict | (650) 851-1594

WWW.WOODSIDEFIRE.ORG

# Upcoming Prevention Highlights and Events

## May

### Wildfire Awareness Month

May is wildfire awareness month! Check out the following links to stay informed and prepared!

[WPV-Ready](#) (Specific to our area)  
[Ready for Wildfire](#)

### Wildfire Community Preparedness Day

Wildfire Community Preparedness Day encourages people everywhere to come together to take action to raise awareness and reduce wildfire risks.

**May 4th**  
[NFPA.com](#)

### Wildfire Awareness Week

Watch the videos below to understand how wildfires spread!

[One Ember Can Bring It Home](#)  
[Ready, Set, Go!](#)



### Importance of Defensible Space:

Enhancing the defensible space and wildfire-resistance of individual homes not only reduces the risk of that home's ignition, but also home-to-home ignitions, and equips the larger neighborhood to better withstand wildfire spread.

As a result, firefighters can focus on individual home ignitions instead of multiple homes burning simultaneously

# Upcoming Prevention Highlights and Events

FOR MORE INFORMATION ON THESE EVENTS PLEASE VISIT OUR [PREVENTION PAGE](#)

## May

### Chipping Season

Our chipper program will be starting the first week of May. Now is a great time to get ready for the season! Click [HERE](#) for more information about your specific chipping date.



### SafeSitter Training

This is a training class designed for groups of students in grades 6-8 who are interested in learning how to safely care for children.

**May 18th: 9am - 3:30pm**



### May Day Parade

Come see us at May Day parade and festival! We will be having a raffle for prizes!

**May 4th: 11:30am-2pm**



# Upcoming Prevention Highlights and Events

FOR MORE INFORMATION ON THESE EVENTS PLEASE VISIT OUR [PREVENTION PAGE](#)

## June

### Car Seat Check Appointments

Did you know that 3 out of 4 car seats are installed incorrectly? Click [HERE](#) to see the 2024 car seat installation appointment schedule.



### Grandparents Getting Started

This is a training class for grandparents to sharpen their first-aid skills and make sure they are up to date with current childcare standards

**June 29th 9am-12pm**

### SafeSitter Training

This is a training class designed for groups of students in grades 6-8 who are interested in learning how to safely care for children.

**June 30th 9am-3:30pm**



Thank you!



# Woodside Fire Protection District Operations Division Report

**April 2024**

**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. WT 108 needed a new ECM (the computer module controller), the part was located and received. Working on installation. Have been working with Menlo Park's fire mechanic.
2. Ordered Partech struts for large animal rescue cache, C Weles is putting together training so we can put them into service ASAP.
3. Received anchor straps and updated rope rescue equipment.



# Woodside Fire Protection District Operations Division Report

**April 2024**

**Battalion Chief**

**Vince Nannini**

4. OOC equipment has been inventoried and is ready status for any deployment.
5. Pre-Construction trip to the Pierce manufacturing plant in Appleton Wisconsin. 4/8, 4/9 and 10<sup>th</sup>. Attendees; BC Nannini, Capt. Laughlin and Capt. Armanino. The trip was a great success and should receive our new engine mid-November.
6. Apparatus Committee's next meeting 05/21/24.

## **B. Vehicles:**

1. Eng. 8 OOS for a repair on an air leak, also a fuel leak.
2. Rescue 7 back in-service repairs have been completed.
3. E8 in for headset rebuild, has been completed and \$3,000.00 under budget.
4. E507 is back in-service and has been outfitted for the upcoming wildland season. This was in addition to the 3 engines, rescue and an extra Battalion Chief.
5. ERV7 is back in-service at Sta.7.

## **C. Shift Work:**

1. Wildland preparation and readiness for crews and equipment.
2. Training on alternative water supplies for wildland fires.
3. This month crews studied their primary response district by driving the streets and trail maps in anticipation or trail rescues in our open space.
4. Crews also trained in minor vehicle repairs and troubleshooting problems.
5. County Operations meeting (05/16/24)
6. Board of Directors / Command Staff Meeting
7. Officer expectations meeting (C shift Officers and Acting Officers).



# Woodside Fire Protection District Operations Division Report

**April 2024**

**Battalion Chief  
Vince Nannini**

8. Successor training with future BC's and Captains.
9. FF/PM Lohmann continues to work on his Acting Captains task book and is progressing well.
10. FF/PM J. Muela continues to work on his Acting Captain Task book and is making good progress.
11. FF Lory has successfully completed his First Block Probationary testing under the guidance of Fire Captain Francisco.
12. Steadily arranging equipment and hose storage in Sta.7. The crews have been building storage racks and shelving.

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

1. Safety / loss reduction meeting, scheduled for 05/19/2024.
2. Mobius Fitness continues to support our crews with yoga and stretching.
3. Physicals have been completed.
4. Station 7's gym has been completed and is operational, we are still waiting for the mirrors to be installed. The Members would like to thank the Foundation for the additional funding to make this project a success.





Woodside Fire Protection District  
Logistics Division  
Board Report April 2024  
Battalion Chief Robert Douthit

The Woodside Fire Logistics Division exists to provide oversight and organization to the maintenance and welfare of all Woodside Fire Protection District facilities, as well as the technology platforms necessary for our daily operations. We strive to provide the most current and relevant technologies and equipment to all our facilities and apparatus ensuring that our employees have everything they need to serve our community at the highest standard. We maintain our stations in a manner that would make the citizens we serve proud, and we ensure the safety of all who work in and visit our stations daily. We research and apply for grants with both federal and local governments to leverage available public funds to help augment the budgets needed for our mission and the collective mission of the WFPD. The Logistics Division continually looks for new methods to keep our facilities and our technological and operational capabilities current with industry best practices of the modern fire service as well as plans and anticipates for the operational growth and technological advancements of the future.

## **Facilities**

### **Station 7:**

- The work to complete the station 7 project continues with the completion of various items throughout the station. Concrete subcontractors scoured and re-finished the front entrance concrete to remove some unsightly stains that resulted from the construction. The water pressure in the station was found to be excessive so a pressure reducing valve was installed to control the water pressure throughout the property.
- The final work was completed to install the backup generator and the vendor gave an in-service training to the station 7 crews detailing the care and maintenance of the enormous machine. It was recommended that the fire district invest in some rodent proofing work to the generator housing to prevent rodent damage and this work is scheduled to be done in the next month.
- The fuel tanks were completed, inspected and authorized to begin distributing fuel and the PSTRAX system has begun to track the fuel consumption for the fire district. The vendor also gave an in-service training regarding the care and maintenance of the fuel tanks.
- The ADA compliance work was started in earnest to improve a few entrances that the dimensions of which were non-compliant with code. Four of the bathrooms including the public bath, BC dorm bath, apparatus bay bath and one-half of each of the main baths were all refinished to comply with very stringent and exacting requests from the ADA inspectors.

- Some signage was added to the exit driveway to discourage citizens from entering on that side. The firefighters continue to inhabit the station further, adding decorations and personal touches and logistical needs such as white boards and storage systems for the gym equipment. A resident of Woodside offered to provide artwork for the walls of the station. The battalion intends to work with the local artists and display attractive and appropriate artwork in a few select places in the station. The resident jujitsu masters established the first ever Woodside Fire “dojo” finding a space in the basement to lay their mats down and “roll” for skill and physical fitness. The firefighters also built and installed storage racks in the rear apparatus bay for tools and installed a large amount of storage shelves in the basement creating a very organized and effective storage area.
- Lastly the station 7 firefighters welcomed one of our newer members business manager Tracy Lieu along with Fire Chief Cuschieri and DC Eric Zabala for a proper firehouse dinner (Tracy’s first) and pickleball tournament at the station. It was a great success, and much fun was had by all.

## **Station 19**

- Station 19 has received three bids for a large landscaping project to help modernize the grounds, minimize irrigation and water consumption and comply with the new WUI ordinance providing a better example to the surrounding community particularly in the “zero space”. This work will also be done by the prevention fuel mitigation team to help offset the costs. Once the vegetation management and landscaping are complete, painting contractors will bid to patch, repair and paint the entire station. This will be the first time the station has

been painted in its entirety since it was built. The station 19 fire alarm system is also in the process of being modernized with a new CPU likely installed in the next few months.

## **Station 8**

- The final inspection for station 8 has been completed. The station 8 firefighters have been very busy working to improve the grounds which suffered during the remodel process. The neighbors had a legitimate complaint about the brightness of the blue lamp on the AED station, so the firefighters came up with a creative solution, creating a block on one side of the lens to minimize the light in the direction of the residence.

### **IT Update:**

- In addition to its daily work to keep us operating and secure Stepford continues to work on our transition from the Comcast phone system to the new RingCentral based phone system. Stepford has also worked to help integrate many of our mechanical systems at station 7 to internet-based control systems.
- The PSTRAX program is live and is now in official use tracking everything from our department fuel consumption, narcotics restock, vehicle checks and medical equipment checks.

- Our fire district station 8 wall maps have been delivered. They are the most exact and detailed maps that the fire district has ever possessed. They will be framed and mounted over the next few weeks.
- Our transition to a Microsoft 365 IT environment continues with the planning of our 365 Summit well underway. The classes will include six hours of instruction to every fire district employee, given over a two-week time span. These classes will be in-person instruction with a student teacher ratio of 2 teachers for every six students. Laptops are also being rented to ensure that every student will have their own computer to work on for the duration of the classes. The classes are being tentatively scheduled for August and/or September.

### **Grant Opportunities**

There are no current grant programs being pursued.

### **Meetings attended:**

- Station Build Committee (Wednesdays)
- Station 7 Fuel Training
- Station 7 Generator Training
- PSTRAX
- Logistics Budget Development
- Green Team Microsoft 365 Summit
- Green Team Wall Map