

**Woodside Fire Protection District  
Board of Directors Meeting  
Administration Building  
808 Portola Rd.  
Portola Valley, CA 94028  
August 27<sup>th</sup>, 2024**

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

**Directors Present:** Miller, Holthaus, Foster (via teleconference)

**Directors Absent:**

Director Foster participated in the meeting from the following location by teleconference. The agenda for this meeting was posted at the teleconference location. The teleconference location was accessible to the public, and members of the public were allowed to address the Board from the teleconference location.

TELECONFERENCE LOCATION: 153 Round Ridge Road, Tahoe City, CA. 96145

**Staff:** Chief Cuschieri, Chief Zabala, Finance Manager Liu, Chief Giuliacci, Chief Douthit,  
*Zoom Attendees:* Chief McKenzie, Captain O’Leary, Chief Nannini, Chief Hird

**Other Attendees:** *Zoom Attendees:* WFPD General Counsel Rubin Cruse (RPLG)

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

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

## **I. GENERAL PUBLIC COMMENT**

No public comment.

## **II. PUBLIC HEARING**

PH1. Adopt a Final Budget of the Woodside Fire Protection District for the Fiscal Year 2024-2025

Director Miller opened the public hearing on the final budget. No public comments were received. Director Miller closed the public hearing.

Director Miller addressed a notable increase in line 5733, related to fire prevention, which appears to have risen significantly by \$438,600. This apparent increase is not an actual rise in expenditure but rather an accounting adjustment. Last year, the District accounted for incoming revenue, such as grants and repayments, which offset a substantial portion of this expenditure. This resulted in a net expenditure of \$138,284 last year. However, this year, the District did not net out these offsets, which creates the optical illusion of a higher expenditure. Internally, the actual spending has not increased as much as it appears on paper, so there is no cause for concern.

Director Miller also highlighted the persistently high workers' compensation costs. Various strategies are being explored to address this issue, as discussed in previous meetings. Actions already taken include changing our insurance model and improving internal procedures. While the

directors have not identified additional measures to control these costs, they are actively monitoring the situation and will continue to do so.

Additionally, there are increased budget items due to the new station, which includes higher maintenance costs for HVAC systems and other facilities that require upkeep to maintain their quality. Finance Manager Liu previously reviewed these budget items, and the increases are associated with the new station's operational needs.

Director Holthaus made a motion to Adopt a Final Budget of the Woodside Fire Protection District for the Fiscal Year 2024-2025 as presented, 2<sup>nd</sup> by Director Foster. Motion passed 3-0.

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

- C1. Approval of Minutes of the July 23<sup>rd</sup>, 2024 Meeting of the Board of Directors
- C2. Approval of Minutes of the July 30<sup>th</sup>, 2024, Meeting of the Board of Directors
- C3. Accept Financial Reports July 2024
- C4. Accept Statement of Accounts July 2024
- C5. Accept Warrant List July 2024
- C6. Accept Fiscal Year Estimate vs. Actual 23-24

There were no public comments on the consent agenda.

Director Holthaus motioned to approve the consent agenda and approve Items C1, C2, C3, C4, C5 and C6 with modifications to C3, as presented. It was noted that there was an Excel error in the December hard number column that showed an incorrect cash and reserve balance which was corrected, 2<sup>nd</sup> by Director Foster. Motion passed 3-0.

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

R1. Finalize Approval of Budget of the Woodside Fire Protection District for the Fiscal year 2024-2025

No public comment was received on this item.

Director Holthaus made a motion to Finalize Approval of Budget of the Woodside Fire Protection District for the Fiscal year 2024-2025, Director Foster 2<sup>nd</sup>. Motion passed 3-0.

R2. Adopt Resolution 24-09 "Fixing the Employer Contribution under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants"

No public comment was received on this item.

Director Holthaus made a motion to Adopt Resolution 24-09 "Fixing the Employer Contribution under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants", Director Foster 2<sup>nd</sup>, Motion passed 3-0.

R3. Adopt Resolution 24-10 "Resolution Authorizing Transfer of Funds for Capital Building Reserves"

No public comment was received on this item.

Director Holthaus made a motion to Adopt Resolution 24-10 “Resolution Authorizing Transfer of Funds for Capital Building Reserves”, 2<sup>nd</sup> by Director Foster. Motion passed 3-0.

R4. Adopt Resolution 24-11 “Resolution Establishing Appropriation Limits for the Woodside Fire Protection District”

No public comment was received on this item.

Director Holthaus made a motion to Adopt Resolution 24-11 “Resolution Establishing Appropriation Limits for the Woodside Fire Protection District”, 2<sup>nd</sup> by Director Foster. Motion passed 3-0.

R5. Adopt Resolution 24-12 “Resolution Authorizing Transfer of Funds for Equipment”

No public comment was received on this item.

Director Holthaus made a motion to Adopt Resolution 24-12 “Resolution Authorizing Transfer of Funds for Equipment”, 2<sup>nd</sup> by Director Foster. Motion passed 3-0.

## **V. STAFF REPORTS**

Director Miller expressed enthusiasm about the Ember House demonstration, noting that it was both engaging and educational. He suggested that such demonstrations should be a regular feature at town council meetings, especially when discussing topics related to building safety. The demonstration was particularly illuminating, showcasing how certain materials, such as rubber, can become highly flammable.

Director Miller also mentioned a concern regarding the generator that was revealed to be insufficient during the demonstration. He inquired about our short-term and long-term plans for addressing this issue, especially since it was not included in the current budget. He acknowledged that resolving this matter may involve significant costs.

During the course of the remodel, Chief Cuschieri reported that the generator was found to have several issues. The generator, which has been in place for as long as Chief Cuschieri can remember and has never been replaced, was identified as overdue for replacement. It currently does not power everything at the station, and during a power outage, certain essential items that require power are not functioning.

An initial estimate was obtained from REG, the company that performed electrical work at both stations, which was approximately \$400,000. However, Chief Cuschieri received a subsequent estimate from CJW that was significantly lower at \$163,000. The substantial difference between these estimates necessitates further review.

Chief Cuschieri indicated that further follow-up is needed to address the discrepancy and that due diligence will involve evaluating several bids before making a decision. Additionally, the expense was not included in the current fiscal period’s budget, so there is a plan to consider deferring the project to the next fiscal period.

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

### **District Updates**

- On July 23<sup>rd</sup> the Fire District, along with 4 other agencies in the County, sent resources to assist with suppression efforts with the Park Fire in Butte County, which has burned over 429K acres. Our crews returned after spending a total of 21 days at this event. As of today, this fire is now 85 percent contained.
- At last week's Foundation meeting the Foundation Board agreed to help fund the Districts new Mental Health and Firefighter Resilience Program our team is putting together. This program will be designed to integrate educational workshops, peer support, counseling services, critical stress management and resilience training to help prioritize mental health within our department. Chief Cuschieri would like to thank the Foundation for the 35K to help start the program.
- Earlier this month Chief Cuschieri was approached by Denise Enea and Fire Safe to write a letter to help support a grant they are applying for. The grant is through the State Coastal Conservatory for 285K. If awarded the funds will be used to remove the rest of the eucalyptus trees on the Sandhill Evacuation corridor. This has been submitted and is awaiting approval.

### **Recognition**

- Woodside Fire Retirement dinner will be on November 16<sup>th</sup> at the Mounted Patrol Grounds. This will be to honor retired members Fire Chief Rob Lindner, Fire Marshal Don Bullard, Battalion Chief Steve Slaughter, Battalion Chief Farrell Smith, and Finance Manager Kate Edwards.

### **Station 7 T-Mobile Update**

- No status change with T-Mobile. They've submitted updated plans to the Town for relocation of the ground mounted infrastructure. The project team indicates about 6 months until the monopole is up and running then the COW will be removed.

### **San Mateo County Updates**

- At the County Chief level we are continuing to work with our consultant AP Triton on data submissions for the EMS Study we are conducting. This should be complete in the next 4-5 months.
- This data will provide an overall value of the County EMS system which will help us decide if the value is worth submitting a bid for the next RFP. The contract between AMR and the County expires in 2029.

### **State Fire Updates**

- As of today there has been a total of 5,563 wildfires in the state which have burned a total of 832,337 acres. This includes 1,247 structures that have been either damaged or destroyed.

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

- A letter sent from resident thanking the Chipper Crew for their assistance in helping out with an unscheduled removal of yard waste.

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

There were no requests for items on future agendas.

## **IX. CLOSED SESSION**

No closed session.

**Adjournment:** The meeting was adjourned at 7:32 P.M.

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

Respectfully Submitted,

Tom Cuschieri – Board Secretary

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