

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
April 25th, 2023**

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

Directors Present: Cain, Miller, Holthaus

Staff: Chief Lindner, Deputy Chief Cuschieri, Finance Manager Edwards, Finance Manager Liu, Fire Marshal Bullard, Deputy Fire Marshal Hird, Battalion Chief K. Hird, Battalion Chief Zabala, Interim Battalion Chief Nannini, Pub Ed Officer Brown

Other Attendees: WFPD General Counsel Jon Holtzman (RPLG)

Public Comment Non-Agendized Topics:

MJ Lee (volunteer with Portola Valley Wildfire Preparedness Committee) handed out a summary of the Wildfire Preparedness Fair which occurred on April 22nd. She thanked Fire Marshal Don Bullard and Public Education Officer/Emergency Preparedness Coordinator Selena Brown for their presentations during the lecture series. The recordings of the presentations are on the Town of Portola Valley website.

Director Miller thanked MJ Lee and the other volunteers who donated their time to organizing the event.

Jennifer Hammer (volunteer with Portola Valley Wildfire Preparedness Committee) also thanked FM Bullard and Pub Ed Off Brown for their help and involvement. She thanked the firefighters, as well as the many volunteers of WPV-Ready, and WPV-CERT. She informed the Board that they estimate 350 residents attended.

Director Miller thanked Jennifer for her comments.

Consent Agenda:

Director Cain motioned to move items A, B, C, and D to the consent agenda, 2nd by Director Holthaus. Motion passed 3-0.

Item E: Fiscal Year Spreadsheet

Finance Manager Edwards advised the Board of no pertinent information.

Item F: Station 7 and Station 8 Project updates

Fire Chief Rob Lindner gave the Board an update of the Station 7 and Station 8 projects.

Moving forward with the potential budget, as numbers are being finalized, there is a balance showing. Contingencies are being reviewed.

At Station 8, dry rot was identified during the remodel, which required extra work and a new roof. At Station 7 some of the delays are secondary to weather, some are cost. There will be an increase and they are working with Vance Brown to finalize numbers.

Chief Lindner mentioned that the Board will likely see overages with the station projects due to unforeseen costs as well as weather delays.

Chief Lindner stated that there will be an update meeting tomorrow, which will provide information on all the projects. Projected completion date for Station 7 is October. Projected completion date for Station 8 is November.

Item G: Introduce FIRE CODE ORDINANCE NO. 2023; An Ordinance of the Woodside Fire Protection District Adopting the 2022 CALIFORNIA FIRE CODE (Based on the 2021 Edition of the INTERNATIONAL FIRE CODE), Including Appendices B, BB, C, CC, D, L, and P Only, with Local Amendments, and Adopting the 2021 Edition of the INTERNATIONAL WILDLAND-URBAN INTERFACE CODE Including Appendixes A through D; Repealing Ordinance No. 12, and finding that adoption of the ordinance is exempt from review under the California Environmental Quality Act.

Director Miller opened the meeting for Public Comment –

Jeff Alfs (Portola Valley Town Mayor) – Transcribed as recorded.

“Two attachments. You know, look, I appreciate the work you're doing on this, but we got this code on Friday. And I know from discussions over the past year and a half that it contains some pretty substantial changes. I haven't had a chance to review the contents. I'm just here tonight talking about the process. You know, we have an MOU that is also in this, one of the attachments, to collaborate on these things together. I just suggest that we have a chance to review this, specifically at the staff level, and then you review the language, before you do this first reading, that'll be our request. Because, again, I mean, we had four days to look at the text of this code knowing that it was going to have substantial changes. You know, this is important. We all agree that, you know, we're partners in keeping the public safe. We want to do this thoroughly. We will have enforcement questions that come up, from the little I've seen of this new language. I'd rather we address them proactively than start having to do them piecemeal out in the field, that's my two cents. And that's my request, is that you give us a little -- to have some more time to interact on this before you do the first reading, because the -- If you can refer to the second reading, you can make any substantial changes, and you're back in the first reading. So, that's my comment. thank you.”

Director Miller commented and expressed his understanding and appreciation. He mentioned being under the impression that a version was sent in March. He stressed to Mayor Alfs that the Fire District and the Town of PV have to work together, especially with new personnel stepping in. He encouraged open communication. Additionally, several meetings were held between Laura Russell, the former Town Manager, Jeremy Dennis and the Board to discuss what the Fire Districts vision was for the code. He stated rushing the project was not intended.

John Donahoe (Project Manager for Portola Terrace) – Transcribed as recorded.

“My name is John Donahoe. I'm the project manager for Portola Terrace. It's a project that has been submitted for a review to the town of Portola since 2019. We are patiently waiting for the housing element to be adopted, so that our project can ahead move forward. With all due respect to the comments that you just made, and that Chief Bullard had just made to the Mayor of Portola Valley, I want to comment from the public's perspective, because regardless if you have a series of meetings with individual city staff, the public does not have an opportunity to review this. So, I have been diligently trying to follow your district agendas. You obviously did not have a meeting at

the end of March, but that March meeting ended up on April 4th. It's difficult for the community to follow that if the only information is posted on your website. And like others in the community, we're seeing this complete draft for the first time on Friday of last week. So, it is next to impossible for us, as a member of the public and a significant property owner within the district, to clearly understand what your process is. To simply label something as a first reading is not necessarily helpful for the community, because we don't know what your process is. In most of the communities that I deal with, cities and other types of special districts like the fire district, there is usually a 45-day or 15-day or 30-day public review period where the document is issued in at least its final draft form, which I realize is a little bit of an oxymoron, but is issued in a form that the community can all read. It is not piecemeal, it is not a collection of things, and it is usually not an assumption that someone has followed this closely enough to understand without clear notation where the changes have occurred. So, I think it would be helpful if the district tonight, could publicly state that there is a specified review period so that interested property owners and the public in general can provide you comments in a timely manner, so that you in turn can collect and review those topics or those comments in a public manner, and then have a discussion at the board meeting. That's basically how other districts and communities typically do these things."

Director Miller thanked him for his comment. He concluded the discussion by stating that there was no actionable goal tonight, except for getting the code out for public comment.

Jon Holtzman (RPLG) stated that it is important to at least have an aspirational timeline for this process, considering there are a number of other ordinances coming through. It was suggested that there be another first reading at the next meeting, and discussions should go on in the next 30 days to move the final version along. He also stated that there will be a second reading afterward.

Director Miller asked Mayor Alfs if this suggested seemed reasonable, with which he agreed.

Item H: Approve Purchase of a Fire Engine from Pierce Manufacturing in an amount not to exceed \$1,195,000 and Authorize the Fire Chief to enter into Agreements to Carry out the Purchase.

Fire Chief Lindner informed the Board that Interim B/C Vince Nannini oversees the Operations Division, which has an oversight for vehicle purchases. The pandemic created a lot of change in vehicle purchase process i.e., how vehicles were ordered, when to order, lead times, and supply chain issues. When Chief Lindner oversaw ordering, an engine order could be fulfilled in a 12-to-18-month period. Now the wait time is upwards of 3 years industrywide.

In 2027 there will be another industrywide emissions change, which Pierce has stated may cost an additional 100-200 thousand dollars. The other option would be to purchase right now and the engine will be grandfathered in. With that, they would need a contract signed as soon as possible. As well, if the District pays up front and in full, Pierce would give a discount of \$51,000 (making the total \$1,071,199.59. If the District decides to sign the contract, but delay the payment, then the total would be \$1,122,250.44.

Chief Lindner requested that the Board agree and authorize him to sign, with the understanding of either option (paying upfront, or delay of payment). The overall recommendation from finance as well as himself would be to sign the contract but delay the purchase.

Interim B/C Nannini clarified that the motor being bought as of this week would grandfather the engine into the new Federal emissions system, which is being implemented in 2027. By signing a contract now, it prevents Pierce from price jumping in the next year (they have had 8 price jumps since WFPD's previous contract).

Motion was made by Director Miller to Approve Purchase of a Fire Engine from Pierce Manufacturing in an amount not to exceed \$ 1,195,000 and Authorize the Fire Chief to enter into Agreements to Carry out the Purchase. 2nd by Director Cain. Motion passed 3-0.

Public Comment:

Dave Cardinal – Transcribed as recorded.

“I think it's great you're getting the engine. I'm all for it. And also, a quick comment. A number of people have said that; oh, maybe we should get some monster ladder truck. And I just want to point out that that would not work for anyone in Portola Valley. It doesn't get through anywhere. It'd be a million and a half dollars that I think would be poorly spent. So, I think this is much smarter, and we have a ladder truck next door in Menlo Park. So, thank you for what you're doing. I think it's great.”

Director Miller thanked Dave for his comment.

Item I: Adopt Resolution 23-01 Resolution of the Board of Directors of the Woodside Fire Protection District Adopting a Travel and Reimbursement Policy

Chief Lindner informed the Board that their new legal counsel has reached out asking what policies the District has in place, and what policies need to be implemented moving forward. The initial policy inquiry was regarding whether the District has an expenditure policy for Board Members. This is in event a Board member were to attend a conference that's related to the Fire District; public funds would be used. Currently there is no policy in place. This policy would spell out the process of requesting funds, utilizing them, and reimbursement.

John Holtzman stressed that this policy is not being addressed because it the most important, rather it is because it is a simpler policy to implement.

Director Miller asked if there was a specific dollar amount identified in the policy, Chief Lindner informed him that this resolution does not contain a dollar amount.

Motion was made by Director Cain to Adopt Resolution 23-01 Resolution of the Board of Directors of the Woodside Fire Protection District Adopting a Travel and Reimbursement Policy. 2nd by Director Holthaus. Motion passed 3-0.

Staff Reports:

Director Miller expressed his excitement to see pictures of the new station, and to hear about the new engine. Director Holthaus and Director Miller congratulated Pub Ed Officer Brown on all the community training being held.

Fire Chief's Report:

Chief Lindner advised the Board that there haven't been any significant incidents since the meeting earlier this month. Focus has been getting the new personnel trained and acquainted. With the break in the weather, it has allowed for overall recovery within the District, and all vehicles are back in service.

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New Business:

The Board congratulated Deputy Fire Chief Tom Cuschieri on being selected as the next Fire Chief.

WRITTEN COMMUNICATIONS:

No communications.

Meeting was adjourned at 7:42 P.M. and entered closed session.

Closed Session:

Chief Lindner gave the Board of Directors an update on employees who are off on extended leave. There were brief discussions on these individuals.

Return from Closed Session: The Board returned from closed session at 8:37 P.M.

There was no action taken by the Board on items discussed in closed session.

Adjournment: The meeting was adjourned at 8:38 P.M

The next scheduled meeting will be a special meeting to be held May 30th, at 7:00 P.M at the WFPD Administration Building, 808 Portola Rd. Portola Valley, CA 94028.

Respectfully Submitted,

Pat Cain – Board Secretary