

**Woodside Fire Protection District  
Board of Directors Meeting  
Administration Building  
808 Portola Rd.  
Portola Valley, CA 94028  
February 22<sup>nd</sup>, 2022**

The Board of Directors meeting was called to order at 7:00 P.M. by Director Holthaus.

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

**Directors Absent:**

**Staff:** Chief Lindner, Fire Marshal Bullard, Battalion Chief Cuschieri, Battalion Chief Dagenais, Finance Manager Edwards, Disaster Preparedness Coordinator Brown

**Other Attendees:** Mike Wasserman – Capital Program Management (CPM)

**Public Comment Non-Agendized Topics:**

Rusty Day addressed the board and applauded the steps the board announced to perform a comprehensive assessment of the wildfire hazards and risks, and to designate the very high fire hazard severity zones throughout the district. He also addressed the board with the belief the open peer reviewed process by which the district plans to proceed and the public meetings to be held to encourage district residents to review and participate in the assessment as it proceeds, is as important and the board's decision to proceed with the comprehensive assessment. He stated he believes the schedule and the open, inclusive process the district has announced will go a very long way to fill the district's responsibility to educate the residents about hazards we confront and build an informed consensus to address them promptly and responsibly.

Ellen Vernazza addressed the board and wanted to say thank you for getting the mapping done in such a timely manner.

**Consent Agenda:**

Items: Director Cain motioned to move items 1, 2, 3, 4, and 6 to the consent agenda; 2<sup>nd</sup> by Director Miller. Motion passed 3-0.

**Item 5:** Fiscal Year Spreadsheet 21-22

Finance Manager Edwards advised the board that strike team reimbursement was paid in the amount of \$596,000, with about \$15,000 more to be paid back to the district. Loan payment is coming up in May (Station build loan). There were no other questions/comments from board members.

**Item 7:** Agreement Between WFPD and Capital Program Management, Inc for the Facility Planning and Construction Management Services

WFPD and Capital Program Management (CPM) work on a time and material basis, or an estimated fee budget. The goal here is to have a more comprehensive agreement in place. Since the district is only billed for time and materials, there is no commitment by the board to pay all monies in the agreement unless it is earned. There have been multiple amendments, but since all projects are now moving at a much steadier pace, this agreement is much more applicable. WFPD legal counsel has reviewed and approved of the agreement.

Directors Holthaus and Miller advised they had gone through the agreement and did not have any other questions. Director Miller made a motion to accept the agreement as written, Director Holthaus 2<sup>nd</sup> the motion. There was no further discussion. Motion passed 3-0.

#### **Item 8: Station 7 and Station 8 Projects – Update**

Mike Wassermann from CPM gave an update on the fire station projects to the board. He recapped the Vance Brown amendment that was approved in the previous month's board meeting. With the Interim station at \$2.9 million, Station 7 at \$24 million, and the Station 8 remodel at \$6.5 million, that gave an overall cost of \$33.4 million. The district has secured funding in the amount of \$25 million (\$10 million donation and \$15 million loan via Certificates of Participation). The remaining \$8.4 million is outstanding.

Mike then proceeded to advise the board of the next level of costs of the project being the soft costs. Additional costs of the three projects totals an additional \$6.2 million (\$2.4 million has already been expended). With \$3.8 million remaining, that brings the total additional balance remaining of \$12.2 million. The Woodside Portola Valley Fire Protection Foundation has kicked off a capital campaign to raise as much of these funds as possible, with money coming from donors, foundation board and advisory members, as well as the fire district.

Board members expressed concern of the growing budget. Mr. Wassermann apologized for not being clear that there was additional costs forthcoming. He expressed the overall number was a little higher than he expected, but not by much. Construction projects in all areas are seeing increased costs due to supply chain issues, increased construction costs, etc.

A question was raised if the foundation gave any indication about their timeframe to raise funds, as it could take a while to ramp up. Mr. Wassermann felt the foundation board was in a good position as contracts are in place, and work with both towns is ramping up in the planning/permitting process.

**Interim Station 7 Update:** Site work is progressing; carports and off-site improvements are in progress. The new gate at Sand Hill/Whiskey Hill is being installed. Mobile trailers are being delivered this week. Decking will be installed after mobile structures are in place. Station alerting and I.T. infrastructure will be installed after that is in place. Trailer mounted generator will be delivered soon. Expected completion is the middle of April 2022.

A question was raised by the board of how long it will take to move from facility to facility and be operational. Mr. Wassermann advised moving of items has already begun, but the major move of equipment will probably take about a week.

**Station 7 Update:** Design/build architects, engineers, and contractors have submitted for the second time in applying for the building permit. There is concurrent activity with the station alerting, I.T. district project management and architects as well. Start of the demolition is tentative for May 2022, with a construction timeline of about a year.

**Station 8 Update:** Design/build architects submitted first round in December 2021. The Town ASCC subcommittee approved the landscape and screening. Team is working on a few other items (groundwater testing and landscape agreement). Project is slated to begin in May 2022, with a completion of March 2023.

There were no further questions or comments from board members and no comments from the public.

### **Staff Reports:**

One question was raised about the training sessions and if they were still remote, or in person. BC Cuschieri advised the board that training is resuming and ramping up. The WFPD command staff and South Zone Training staff has set up the rest of the year on the calendar, with most training in-person. Live-fire training completed two weeks ago, with elevator training and rope rescue training happening in the upcoming months.

Another question was raised about recent smoke being seen in the western hills of the district. Fire Marshal Bullard advised the board that private pile burns are occurring and will probably be noticeable through the months of March and April, unless Cal Fire advises otherwise. FM Bullard advised the board he tries to send out messages to the public when he gets this information ahead of time. There was also a recent prescribed burn west of Skyline on the Tomcat Ranch property. The burn went very well, with no complications. FM Bullard also advised the board of a prescribed burn planned for March in Edgewood Park.

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

Fire Chief Lindner advised the Board on COVID-19 updates. The State of California recently lifted the mask mandate. WFPD has made the decision to extend the mandate a couple of weeks longer. Chief Lindner also advised the board of a recent outbreak among WFPD personnel. These were not traced back any EMS calls, no personnel required hospitalizations, and all were recovering or back at work. WFPD, through the EMS division was aggressive in its testing and contact tracing and felt that the situation stabilized in less than two weeks. A question was raised if the district mandated testing, or if it was voluntary. Chief Lindner advised testing was optional, but attempts were made to test prior to the start of shifts, rather than wait until personnel were in the stations for extended periods of time. Chief Lindner also advised the board the governor had recently signed an executive order allowing for Covid-19 time off in lieu of taking sick time. There were no further questions/comments from board members.

Fire Chief Lindner advised the Board on new hires. The district has hired three individuals and the fire academy starts March 7<sup>th</sup>, 2022. This will be a countywide academy, with approximately 20-25 people total in the academy. The plan is to have the entire academy together for classroom activities but split into two groups for more of the on-site training. Graduation will be altogether, with a graduation date planned late June/early July 2022.

Chief Lindner reminded the board to have their Form 700's filled out and get them submitted as soon as possible.

Chief Lindner also advised the board of the upcoming retirement party planned for April 2<sup>nd</sup>, 2022. With the pandemic, this will be the first opportunity to recognize quite a few members who retired over the past 3+ years.

**WRITTEN COMMUNICATIONS:**

There were no written communications to present to the board.

Meeting was adjourned at 7:39 P.M. and entered closed session.

**Closed Session:**

Chief Lindner advised the Board of ongoing legal issue with cell tower at station 7 site. Process is ongoing and continuing to progress. No further action was taken by the Board.

Chief Lindner advised the board on a personnel issue. The district is currently investigating. HR and WFPD legal counsel are overseeing the process. No further action was taken by the board.

**Return from Closed Session:** The Board returned from closed session at 8:28 P.M.

**Adjournment:** The meeting was adjourned at 8:28 P.M.

The next scheduled meeting will be held March 29th, 2022, at 7:00 P.M at the WFPD Administration Building, 808 Portola Rd. Portola Valley, CA 94028. (Or virtual or a combination of both depending on Covid-19 related concerns).

Respectfully Submitted,

Matt Miller – Board Secretary