

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
May 31st, 2022**

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

Directors Present: Holthaus, Miller, Cain

Directors Absent: None

Staff: Chief Lindner, Battalion Chief Cuschieri, Fire Marshal Bullard, Battalion Chief Dagenais, Battalion Chief K. Hird, Battalion Chief Smith, Pub Ed Officer/Emergency Prep Coordinator Brown

Other Attendees: Fire Captain/Inspector M. Hird, Fire Captain Zabala, Firefighter Witsoe, Mike Wasserman – Capital Program Management (CPM)

Public Comment Non-Agendized Topics:

Consent Agenda:

Items: Director Miller motioned to move items 1, 2, 3, 4, 5 and 6 to the consent agenda; 2nd by Director Cain. Motion passed 3-0.

Item 7: Station 7 and Station 8 Projects - Update

Mike Wassermann from Capital Program Management (CPM) gave the Board an update on the fire station projects in the form of a Power Point presentation.

There was no change in the budget since the last update. The builder is in the process of bidding the Station 7 and Station 8 projects out. Budgets will be updated after that occurs. Total program budget is currently \$39.7 million (which includes the Interim Station 7, as well as the Station 7 and Station 8 projects). Mr. Wassermann stated estimates may come back at around 3% over budget, which has been consistent with construction projects industry wide.

Mr. Wassermann advised the Woodside-Portola Valley Fire Foundation has been updated as well as they seek to try to get additional funding for the projects.

Interim Station 7 Update: Mr. Wassermann updated the board that the Interim Station 7 project is almost completed. There are still some outstanding items with the gate, as well as the station alerting and I.T. components. Certificate of Occupancy may be received as early as June 3rd, 2022, with the first day of operations possibly by the second week of June.

Station 7 Update: Vance Brown, Inc (VBI) is working on the Town of Woodside Planning Dept comments. CJW Architecture, CPM, and WFPD are also working on addressing comments and are on the third and final round of comment review and ensuring everything is properly detailed, in the process of back-checking. There was also discussion and agreement with all parties that a separate

demolition permit would be submitted, to hopefully speed up that portion of the project. The project is tentatively scheduled to be constructed from mid-June 2022 through June 2023.

Station 8 Update: Mr. Wassermann advised the Board the VBI was in a similar situation as Station 7. VBI is going through the Town of Portola Valley with the assistance of CJW, CPM, and WFPD. Final plan review has been completed and are now in the process of back-checking. Special inspection firms have been selected. Project is tentatively scheduled to be constructed July 2022 through September 2023.

Director Miller recognized the completion of the remodel appeared to take longer than the rebuild of Station 7. Mr. Wassermann advised the Board this is due to the fact that the station will be occupied during the remodel. Construction dynamics change because of this, causing the construction timeframe to extend longer than if it was unoccupied.

Item 8: 2019-2020 San Mateo County Civil Grand Jury Report “Ransomware: It Is Not Enough To Think You Are Protected” – WFPD’s confirmation of actions taken to keep the organization safe against ransomware attacks.

Chief Lindner advised the Board of some follow-up information regarding the 2019-2020 Civil Grand Jury report that came out. Chief Lindner reminded the Board they were sent material provided by the District’s third party vendor, Stepford. This material described the actions taken before the report came out, immediately after the report, and actions that the vendor continues to take to keep the District safe. Since the information is sensitive in nature, as it is very descriptive and can be used against the District to potentially hack into the I.T. system, it is not available for public viewing. Representatives of the Civil Grand jury do not need that specific of information, only acknowledgement, and board acknowledgement that actions are being taken.

Chief Lindner advised the Civil Grand Jury has been notified, and that acknowledgement is posted on the Grand Jury website. There were no further questions by Board members as they were appreciative, they have been informed.

Staff Reports

Director Miller wanted to acknowledge Fire Marshal Bullard and his memo on the pending mapping project as well as the fire science, stating it was enlightening, well-written, and well-stated.

Fire Chief’s Report:

Fire Chief Lindner advised the Board on COVID-19 updates. Chief Lindner advised that the number of positive cases have increased among members of the Fire District over the last few weeks. No members have been hospitalized, but the district is still honoring the CDC guidelines for quarantining and retesting of personnel. The District has the ability to perform rapid tests on station property. Positive cases have been widespread and have affected all portions of District operations. (suppression personnel, administration, etc.).

Fire Chief Lindner advised the Board on new hires and that they are currently at week 12 out of 17 of the County Academy. One WFPD recruit sustained an injury during the academy. That individual has been placed in a modified work status role but is still attending the academy daily. Graduation is scheduled for July 1, 2022

Chief Lindner advised the Board of the promotional testing that was recently completed. Promotions have been made and the start dates will be June 1, 2022 for those individuals. Congratulations to Tom Cuschieri, who has been promoted to the position of Deputy Fire Chief, and to Marshall Hird, who has been promoted to Deputy Fire Marshal.

Director Miller wanted to convey some information from recent San Mateo County EMS JPA meeting. All cities/districts are represented. There was no specific information pertaining to the WFPD or its personnel. Fire Chief Lindner advised he has recently been appointed to the JPA management committee as one of the SM County Fire representatives.

Director Miller also advised and reminded Board members of the upcoming November 2022 elections and that 2 members of the Board will be up for re-election, so to keep up to date as those will to run as an incumbent do not miss the filing date.

WRITTEN COMMUNICATIONS:

No written communication at this time.

Meeting was adjourned at 7:31 P.M. and entered closed session.

Closed Session:

Chief Lindner gave an update on a personnel issue. He advised the Board the District had completed its investigation and have contacted the individual in question. Discipline has been applied. There is no further action being taken unless more information comes forward. Board Members had no further questions.

Chief Lindner advised the Board of an ongoing legal issue with the cell tower at Station 7. Chief Lindner advised the matter is progressing in a positive manner and would update the Board as needed. The Board was encouraged with the progress and took no further action other than to keep them updated.

Return from Closed Session: The Board returned from closed session at 8:01 P.M.

Adjournment: The meeting was adjourned at 8:02 P.M.

The next scheduled meeting will be held June 28th, 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