

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
June 28, 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, Deputy Fire Chief Cuschieri, Battalion Chief Dagenais, Battalion Chief K. Hird, Battalion Chief Smith, Pub Ed Officer/Emergency Prep Coordinator Brown, Finance Manager Edwards, Deputy Fire Marshal M. Hird

Other Attendees: Fire Captain Zabala, 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: Resolution #308 Resolution Authorizing Transfer of Funds

Finance Manager Edwards advised the Board which account were being used to transfer funds to and from. Motion was made by Director Miller to approve Resolution #308 as written, 2nd by Director Cain. Motion passed 3-0.

Item 8: Resolution #309 Resolution Authoring Transfer of Funds

Motion was made by Director Miller to approve Resolution #309 as written, 2nd by Director Cain. Motion passed 3-0.

Item 9: Resolution #310 Resolution Authoring Transfer of Funds

Motion was made by Director Miller to approve Resolution #310 as written, 2nd by Director Cain. Motion passed 3-0.

Item 10: Approval of the Preliminary Budget of the WFPD for the Fiscal Year 22-23

Director Miller asked about estimations regarding salary increase percentages. Finance Manager Edwards advised the Board that she bases percentages on previous years. Finance Manager Edwards advised the Board that the significant increase in EMS*Medical Expense budget was due to need for third party instructors as well as paramedic licensing fees. Finance Manager Edwards advised the Board that retirement costs are decreasing. Motion was made by Director Miller to approve Preliminary Budget as distributed 2nd by Director Cain. Motion passed 3-0.

Item 11: Station 7 and Station 8 Project Updates

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 still in the process of bidding the Station 7 and Station 8 projects out. Costs are coming in over budget. 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 are expected to be over budget, which has been consistent with construction projects industry wide.

Mr. Wassermann advised the Board that the Woodside-Portola Valley Fire Foundation has begun working on the Capital Campaign to raise funds the projects.

Interim Station 7 Update: Mr. Wassermann updated the board that the Interim Station 7 project is complete and occupied. First day of operation was June 20th. There are a few remaining closeout items.

Station 7 Update: Mr. Wassermann advised the Board the demolition permit has been received. Buildings have been vacated and move-out is complete. Abatement work is in process. Building permit is pending a few remaining items that VBI is addressing, they do not anticipate any delays in schedule relative to receiving final building permit. PG&E and T-Mobile coordination are still in process. Project completion date remains June of 2023.

Station 8 Update: Mr. Wassermann updated the Board that CPM, CJW Architects, Stepford, and TEA have been retained to assist team with ensuring that the proper details, equipment, and accommodations are included in the design. Final plan review has been completed. The design/build architect, engineers, and contractor have submitted to the Town the revised engineered/building permit set of plans that addressed prior review comments. The Town's review and responses have not yet been received. Special inspection firms have been selected and retained. Project is still tentatively scheduled to be constructed from mid-July 2022 through September of 2023.

Staff Reports

No questions pertaining to Staff Reports.

Fire Chief's Report:

Fire Chief Lindner advised the Board on the Edgewood Fire update. The initial call came is a potential electrical pole fire. Multiple units were dispatched. Dispatch started receiving multiple calls for smoke investigation. DFC Cuschieri was the on-duty B/C and responded. He was advised that there were not one, but two fires, so the decision was made to separate the incidents. Units were dispatched to backside of Edgewood Park in Emerald Hills. The 2nd fire was identified off of Rocky Way, 2nd set of units were dispatched. Because the incidents were in a combination of both State Responsibility Areas and Local Responsibility Areas, both incidents received a full CalFire response. The initial air attack identified that because the fires were so close together, there was not a need for 2 full air attacks, but still requested air resources to deploy. There ended up being 10 air resources. An initial evacuation warning was issued, and an evacuation order was issued for 2 zones. There were about 80 law enforcement units available at the peak time. The call went to 6-alarm on the local government side, which provided resources from the County north to Burlingame. 3 strike Teams of CalFire Engines were sent from multiple counties including Santa Clara, Lake County/Napa and Monterey areas. CalFire took over incident command with assistance from Redwood City, Woodside, San Mateo County. 7:30/8pm resources were released and

migrated. All WFPD resources were committed as well as several off-duty personnel. Cause is being investigated at this time. A total of 5 requests for medical assistance, 4 transports.

Fire Chief Lindner advised the Board on COVID-19 updates. Chief Lindner advised that there has not been a change since last month.

Fire Chief Lindner advised the Board on new hires and that this is their last week of the County Academy. Graduation is Friday, July 1st. Today they performed a practice final exam. 1 recruit is still unable to participate in activities due to injury.

WRITTEN COMMUNICATIONS:

Written communications were distributed.

- Letter thanking crews for assistance.
- Letter, picture, and self-addressed envelope from Grandparents requesting a replacement sticker for their granddaughter.
- Letter thanking WFPD for their assistance in returning a lost checkbook.
- Letter thanking crews in assisting with removing a patio umbrella that had been blown into a tree.

Meeting was adjourned at 7:45 P.M. and entered closed session.

Closed Session:

Chief Lindner gave an update on personnel issues. No action was taken by the Board.

Chief Lindner advised the Board of the ongoing legal issue with the cell tower at Fire Station 7 and the provider operating on site. Chief Lindner advised the Board there continues to be progress being made. There was no request for Board action at this time.

Return from Closed Session: The Board returned from closed session at 8:24 P.M.

Adjournment: The meeting was adjourned at 8:25 P.M.

The next scheduled meeting will be held July 26th, 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