

**Woodside Fire Protection District
Board of Directors Meeting
Administration Building
808 Portola Rd.
Portola Valley, CA 94028
August 30th, 2022**

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

Directors Present: Holthaus, Miller, Cain

Directors Absent: None

Staff: Chief Lindner, Deputy Chief Cuschieri, Fire Marshal Bullard, Battalion Chief Dagenais, Battalion Chief Smith, Interim Battalion Chief Zabala, Finance Manager Edwards, Pub Ed Officer/Emergency Prep Coordinator Brown, Deputy Fire Marshal M. Hird

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

Public Comment Non-Agendized Topics:

Consent Agenda:

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

Item 7: Finalize Approval of Budget of the Woodside Fire Protection District for the Fiscal Year 2022-2023.

Director Miller wished to note the last item of the summary that the 5-year cash balance showed an accumulation of approximately \$10 million over a fairly brief period of time which gives him some confidence that, in light of the increases in the budget of the fire station projects, that the District appears to be able to regain footing and the budget does a good job of balancing what the district needs to spend, moving reserves around. Given the fact that excess reserves are being generated, the District appears to be in a solid state. Director Miller stated he was pleased with the explanations in prior Board meeting Q&A. Director Miller noted the decrease in accumulation and confirmed through Finance Manager Edwards this was due to the fact invoices are now being paid on the fire station projects. Director Miller also asked in the projected salary increases are already added into the budget, as the labor contract expires at the end of 2022. Ms. Edwards confirmed the salary portion of the budget has been increased by 6%. Directors Holthaus and Cain had no further comments/questions.

Director Miller made a motion to approve the Fiscal Year 2022-2023 Budget as distributed, 2nd by Director Cain. Motion passed 3-0.

Item 8: Resolution #312 Resolution Authorizing Transfer of Funds.

Chief Lindner advised the Board this is a resolution updated annually which gives Chief Lindner and/or Finance Manager Edwards authority to sign/authorize transfer of funds on behalf of the District. There were no questions/comments from board members. Director Miller made a motion to approve the resolution as written, 2nd by Director Cain. Motion passed 3-0.

Item 9: Resolution #313 Resolution Establishing Appropriation Limits for the Woodside Fire Protection District.

There were no comments/questions from board members. Motion was made by Director Miller to approve Resolution #313 as written, 2nd by Director Cain. Motion passed 3-0.

Item 10: Station 7 and Station 8 Projects

Mike Wassermann from Capital Program Management (CPM) gave the Board an update on the fire station projects. He advised progress is being made on all projects.

Interim Station 7 Update: The final punch-list items have been completed. The District should be able to obtain the certificate of occupancy soon.

Station 7 Update: The building has been torn down. The training tower still remains standing. Coordination with T-Mobile is still ongoing. The demolition date was recently changed and is now projected for 9/1/22. The demolition company is still on site, so there are currently no projected increase in costs while they are still on site. If they have to leave and come back, costs will definitely increase. T-Mobile equipment will relocate to the cellular on wheels (COW) until long-term leasing is finalized. The District is still trying to obtain the building permit through the Town of Woodside. Plan reviews are still in progress.

Station 8 Update: Mr. Wassermann updated the Board that the District has obtained the building permit through the Town of Portola Valley. Erosion control inspections have been completed. Tree removal will be the first portion of the project and is contingent on Board approval of the landscape agreement (items 11 and 12 in this meeting). Perimeter fence installation is planned for next week.

Director Cain asked if there was a reason for the cell tower not coming down at Fire Station 7. Mr. Wassermann advised the District received no specific reason for the delay. He did convey conversations with T-Mobile appeared positive and they were apologetic for the delay.

Director Holthaus asked about potential cost increases in light of delays and when could the District possibly see cost increases due to these delays. Mr. Wassermann advised WFPD legal counsel is well aware of these concerns and is in constant contact with T-Mobile's legal team to try and avoid this.

Director Miller asked questions in regard to the landscape agreements. Since the Board only received copies of the contracts and not the actual scope of work, he was requesting the board be updated as to the scope of work, and did these contracts include scope of work for the entire project. Mr. Wassermann advised the Board this includes all landscaping (tree removal, fencing, and all landscape of both Station 7 and Station 8). Mr. Wassermann advised the Board that in past projects approved by the donor, the landscape agreement went through the donor's foundation. Since that was not happening in this project, the current builder is unable to utilize Colony Landscape as they are not a "union shop." Due to this, the WFPD must have a separate agreement with Colony Landscape, and that scope was removed from the current builder. The landscape company did not change any verbiage in the agreement. WFPD legal counsel reviewed the agreement and gave their recommendation for approval. Director Miller asked if these agreements took into account neighbor feedback, and that was confirmed they had.

There were no further questions/comments from board members.

Item 11: Agreement Between Woodside Fire Protection District and Colony Landscape and Maintenance, Inc – Station 7

There were no further comments/questions after discussion in item 10. Director Miller made a motion approve, 2nd by Director Cain. Motion passed 3-0.

Item 12: Agreement Between Woodside Fire Protection District and Colony Landscape and Maintenance, Inc – Station 8

There were no further comments/questions after discussion in item 10. Director Miller made a motion approve, 2nd by Director Cain. Motion passed 3-0.

Item 13: Amendment #2 Agreement Between Woodside Fire Protection District and Vance Brown, Inc.

Director Miller stated he had gone through the agreement and was just confirming the agreement spelled out in greater detail what items were covered through the donor's contribution and what was excluded, given the fact the donor's contribution was initially not disclosed, but had since been given a fixed number. This was confirmed by Mr. Wassermann.

Director Cain asked if the donor had been approached since cost escalation had occurred to see if that donation could possibly be increased. Chief Lindner advised Patrick Green (President of the district's foundation) and himself had met with the representative of the donor. In this discussion Mr. Green advised representatives of the foundation were to be meeting with other potential donors to seek the additional funding. There was no other discussion on addition finding from the donor.

Director Holthaus advised he had read and understood the agreement. The only question he had was he had no idea what the "plymovent system" was. Chief Lindner advised this was the vehicle exhaust extraction system used in the apparatus room. These are the hoses that attach to the vehicle's exhaust and remove those fumes directly outside, rather than accumulate in the apparatus room.

There were no further questions/comments from board members. Director Miller made a motion to approve Amendment #2 as written, 2nd by Director Cain. Motion passed 3-0.

Staff Reports:

Director Miller wished to comment on the EMS portion and the direction of Medic 107 and the agreement with WFPD and American Medical Response. He stated he has heard of dissatisfaction with how the ambulance is utilized within San Mateo County. He wishes to encourage new ways to change this tactically (staffing?) but to also look at potential broader changes. He wants to make sure we are responsive and are open to short-term changes, as well as discuss potential changes at the time of renewal of the contract, which is annually.

Chief Lindner advised the Board management is well aware of the current challenges. He explained in the past, almost all the concerns addressed were secondary to system status issues. These concerns were usually addressed by AMR internally with how the system structurally ran (movement of ambulances throughout the County). He explained the challenge AMR is now having is secondary to personnel/staffing and the ability to staff their ambulances. The pandemic has had a significant impact on this. He stated the fire service in SM County as a whole has been affected due to decrease in ALS ambulances on the street and alternative staffing methods AMR is utilizing. WFPD has had meetings with AMR to discuss some of these challenges. Data is being

gathered by WFPD personnel to present to AMR in the near future to address the WFPD concerns/issues to hopefully formulate at least a short-term plan for improvement.

Fire Chief's Report:

Chief Lindner advised the Board on the pandemic as well as monkeypox. Chief Lindner advised that he researched the state numbers on monkeypox in relation to San Mateo County's numbers. Of over 3,000 cases statewide, 52 are in SM County. Demographically, over 97% are male, a little over 1% female. Numbers have decreased over the past 30 days locally and statewide. Covid numbers are also on the decline. SM County numbers continue to decrease.

Chief Lindner advised the Board there was an after-action review of the Edgewood Fire (started 6/21/22). Cal Fire was the oversight and had all stakeholders at the review. A roundtable discussion occurred on what went well/challenges that were seen. There is still no official cause of the fire determined. On the WFPD end, lessons learned were in regards to evacuations that occurred. The County utilizes Zonehaven. The decision was made to split zones when evacuation warnings and mandatory evacuations were put in place. The intention was to impact the least number of residents as possible. Although the intentions were good, this caused confusion among the residents since they have not been educated this may occur. There were also communication issues that arose (power outages, internet disruption) that also hindered this. Due to all these circumstances, the decision has been made not to split zones on the future. Chief Lindner also noted that residents were seeking more information as the incident was unfolding. SMC Alerts were utilized for the evacuations. Other media sites were updating as well. Citizens of the WFPD were very vocal that wished to see more updates via SMC Alert. The public has been advised we are seeking better ways to utilize the SMC Alert system within our own community to provide better updates, without impacting operations of an incident. Chief Lindner also wished to complement the San Mateo County Sheriff's office with the response to the incident. There has been concern amongst the residents that, given the low number(s) of deputies assigned to the area, law enforcement would be understaffed in the event of an emergency evacuation. Within 30 minutes, there were over 30 deputies at the scene to assist. During the incident, that number increased to over 80. All deputies were not needed, but it was greatly appreciated that the numbers were so high to be able to assist. CHP and RWC PD was also on hand to assist.

Chief Lindner gave an update on statewide fires. SM County sent resources to assist with fires in Oregon. He stated the acreage burned this year was far less than last year at this time. The number of fires is close to the same, but acreage has decreased from over 1 million acres burned last year, to less than 300,000 this year.

New Business:

Although not on the agenda, Director Miller asked the Board to think of how the board should be "split up in an orderly way." The District currently does not require elected board representation to be split equally among the Town of Woodside, Town of Portola Valley, and the unincorporated portion of the County living within the District boundaries. In discussions with previous fire chiefs, it appears the intention was to have it split equally, but there was nothing formally adopted to require it.

Research appears to show population is pretty evenly mixed – 1/3 in Woodside, 1/3 in Portola Valley, 1/3 in the unincorporated.

Chief Lindner stated he will discuss with WFPD legal counsel to investigate further.

WRITTEN COMMUNICATIONS:

Chief Lindner distributed three (3) thank you letters from citizens to the District.

Meeting was adjourned at 8:17 P.M. and entered closed session.

Closed Session:

Chief Lindner gave an update to the Board on personnel issues. There was no further action 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. Progress continues to be made. There was no request of Board action at this time.

There were no new negotiations between WFPD Local 2400 District 9 (Woodside Professional Firefighters) and the Woodside Fire Protection District on the labor contract ending 12/31/2022.

Return from Closed Session: The Board returned from closed session at 8:45 P.M.

Adjournment: The meeting was adjourned at 8:45 P.M.

The next scheduled meeting will be held September 27th, 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