

**Woodside Fire Protection District  
Board of Directors Meeting  
Administration Building  
808 Portola Rd.  
Portola Valley, CA 94028  
June 28th, 2021**

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

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

**Directors Absent:**

**Staff:** Chief Lindner, Finance Manager Edwards, Interim B/C Lambrechts, B/C Slaughter, B/C Cuschieri, Fire Marshal Bullard, B/C Smith, Captain Nannini

**Other Attendees:** Mike Wassermann (CPM), John Nibbelin (SM County Counsel), Denise Enea (Fire Safe SMC), Brian Malone (MPROSD)

**Public Comment Non-Agendized Topics:** Brian Malone requested to speak regarding item #13

**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 Holthaus. Motion passed 3-0.

**Regular Agenda:**

**Item 5:** Director Miller requested information from Finance Manager Edwards on year end finances and if the district received strike team reimbursement from the State and Federal government run fires that the District sent personnel to. Edwards assured the board all monies were reimbursed. She also advised property tax allocations were status quo, and outlook appeared positive as the District moves in to the next fiscal year.

**Item 7:** Resolution #296 Resolution Authorizing Transfer of Funds

Chief Lindner advised the Board of the need to move \$1,133,834 from the general reserve to fund the OPEB. Motion was made by Director Cain to approve Resolution #296 as written, 2<sup>nd</sup> by Director Holthaus. Motion passed 3-0.

**Item 8:** Resolution #297 Resolution Approving the Grant of Funds from the State Coastal Conservancy For: San Mateo County Wildfire Resiliency Initiative.

Denise Enea from Fire Safe San Mateo County advised the Board of a grant opportunity where WFPD could tap into some of the grant funding as long as projects were "shovel ready." This was fast tracked to run through Fire Safe and be able to provide vegetation management within areas like Thornwood Preserve. Motion was made by Director Holthaus to approve Resolution #297 as written, 2<sup>nd</sup> by Director Cain. Motion passed 3-0.

**Item 9:** Resolution #298 Resolution Authorizing Transfer of Funds

Covers final payment of fire engine that was purchased, chipping truck, and utility vehicle, in the amount of \$376,342. Motion was made by Director Holthaus to approve Resolution #298 as written, 2<sup>nd</sup> by Director Cain. Motion passed 3-0.

**Item 10 and Item 11:** Preliminary Fiscal Year Spreadsheet and Approval of the Preliminary Budget of the WFPD for the Fiscal Year 21-22.

Finance Manager Edwards had no significant information to give but did advise the Board that salaries were being split to reflect proper 6-month changes, as updated salaries begin 1-1-2022. Also includes potential for 4 new hires. OT was increased as well. Retirement costs starting to slowly decrease with retirements under the classic Pers members. Incoming hires will fall under the newer Cal Pers Pepra guidelines. Board approved and directed Finance Manager Edwards to continue moving forward with the budget as written.

**Item 12:** Resolution #299 Resolution (A) Authorizing and Directing the Fire Chief of The Woodside Fire District to Execute an Agreement with Vance Brown, Incorporated for the Construction of The Woodside Fire Protection District Station 7 Replacement, Interim Station 7 Construction, and Station 8 Renovation Project, for an Amount not to Exceed Fifteen Million Dollars (\$15,000,000), plus Certain Additional Costs not to be Borne by Donor ("Project") and accepting a Donation for Project Construction Costs; (B) Authorizing and Directing The Fire Chief of the Woodside Fire District to Execute an Agreement with Sprung Instant Structures, Inc. Pursuant to U.S. General Services Administration Cooperative Purchase Agreement (Contract No. GS-07F-089JA) for the purchase of one Sprung Structure for a Total Amount not to Exceed \$123,851; (C) Authorizing and directing The Fire Chief of the Woodside Fire District to Execute an Agreement with Ferma Corporation for the Relocation and Demolition of Certain Concrete Blocks at the SLAC National Accelerator Laboratory Site for an Amount not to Exceed \$300,000; and (D) Attesting to the Futility of Public bidding for the Project and for the Scope of Work Included in the Project.

Mike Wassermann from Capital Program Management and John Nibbelin from San Mateo County Counsel advised the Board of what the resolution pertained to, that the Board would recognize the normal competitive bid process was not going to be required as this public/private partnership would render this process futile, as the donor's contribution would make the overall project much less expensive, that no one would be able to competitively bid the entire project. Mr. Nibbelin cited some case law where this applies. The resolution would also allow Chief Lindner to sign and execute the given agreements, as these costs also played a role with the donation/build team relationship.

There was a motion made by Director Holthaus to approve Resolution #299 as presented, 2<sup>nd</sup> by Director Cain. Motion passed 3-0.

**Item 13:** 1<sup>st</sup> Reading of Proposed Fire Code Amendments – Review and Comment on Woodside Fire Protection District Draft Amendments to Ordinance No. 12 which Adopted by Reference the 2018 International Fire Code with the 2019 California Amendments and Woodside Fire Protection District Board Determined Amendments and Additions.

Brian Malone from Mid-Peninsula Regional Open Space District spoke and wished to make sure the Board received a letter which was submitted recently, and not able to make the board packet. The Board acknowledged receipt of the letter. Mr. Malone wished to point out 3 sections MPROSD was requesting changes. Section 304.1.2.(a) perimeter property line clearance. They wished to have some exceptions for conservation areas, sensitive habitat, marshland, creekbanks, and a minimum of 50 feet from any riparian corridor. He used Windy Hill Open Space near the Sequoia's Retirement facility as an example. The 2<sup>nd</sup> comment was on new section 304.1.2(g) scope of a vegetation management plan. MPROSD is looking for an exception to governmental agencies as they already have a wildfire fire resiliency plan. This plan has already gone through a full environmental impact report, and having an additional one would be difficult in submitting an obtaining additional approval. He expressed confusion on the abatement near electrical lines and wished to make sure this was clarified as private residents and/or PG&E would have involvement with this. The 3<sup>rd</sup> is to existing 307.1.1(a) prohibitive open burning. He expressed this seems confusing and wished to add "except for fuel reduction purposes by special permit only."

Director Miller asked Mr. Malone if a compromise to the vegetation management plan could be if a plan is already written, then an additional plan is not necessary. Mr. Malone wished to make sure the elected Board had involvement as these plans are very extensive. Director Miller also expressed appreciation for the attempt at the code changes but wishes for a much more detailed effort, as the proposed code is vague enough to possibly affect all residents and could negatively impact residents financially. Fire Marshal Bullard expressed agreement on the need to continue the process. He expressed it has already been presented to the Town of Woodside Town Council and received questions. The Town of Portola Valley has not discussed this yet. Director Miller also asked Fire Marshal Bullard questions regarding separate structures and how the District needs to make sure there is clarification and making sure it is easier to understand.

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

The Operations report will look a little different, as the responsibilities have been shifted until hiring process has completed

**Station 7** – Still on hold pending the completion of an agreement to relocate to the interim Station 7. No work can start until the current Station 7 is vacated.

**Station 8** – Went to Planning Commission decision was made to seek further information from WFPD regarding parking issues as well as tree intending to be removed. Questions were raised as to the health of the tree and if any alternatives could be present to save tree, and still accomplish the re-build as well as the parking situation. WFPD to consult with arborist as to the health of the tree and will also have further discussion on parking situation.

**COVID 19** – State of California reopened services on June 15<sup>th</sup>, and went away from color coded system. WFPD still addressing reopening of services and coming up with policies/guidelines to ensure safety of personnel as well as the public in all WFPD buildings. Cal OSHA came out with stricter guidelines and needed to reconvene after State Health Officer advised them to rethink those strict guidelines.

**New Hire and Promotional Exams** – In the Chief Officer portion of the interview process for new hires. Still looking at hiring 4. Promotional exams – Battalion Chief exam will be September, notice will be sent out for Fire Captain exam in October

### **WRITTEN COMMUNICATIONS:**

Multiple written communications, letters of thanks, etc. were handed to the Board Members for them to read.

Meeting was adjourned at 8:04 P.M. and entered closed session.

### **Closed Session:**

Chief Lindner advised the Board of personnel issues regarding time off on work-related and unrelated issues. No action was taken by the Board.

Chief Lindner updated the Board on the progress in the search for an interim fire station. Chief Lindner expressed optimism that new site was close to being confirmed and hopeful an agreement will be pending. No further action was taken by the Board.

**Return from Closed Session:** The Board returned from closed session at 8:54 P.M.

**Adjournment:** The meeting was adjourned at 8:55 P.M.

The next scheduled meeting will be held July 26th, 2021 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,

Pat Cain – Board Secretary