

**COASTSIDE FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

April 28, 2010

**LOCATION:
1191 Main Street
Half Moon Bay, CA 94019**

ACTION MINUTES

OPEN SESSION

President Chris Cilia called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 7:30 p.m.

PRESENT AT ROLL CALL

Directors Present: President Chris Cilia, Vice President Gregg Hosfeldt, Secretary John Draper, Director Gary Burke, Director Doug Mackintosh, Director Ginny McShane, and Director Gary Riddell.
Staff: Division Fire Chief Paul Cole.
Cal Fire: Fire Chief John Ferreira.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Lane Lees discussed the Board's functions and comments made by Board members at previous meetings.

CONSENT CALENDAR

- A. Approval of Minutes of March 24, 2010 Regular Board Meeting
- B. Approval of Vendor Checks #12448 - #12521 in the amount of \$2,738,747.67, dated March 1 to March 31, 2010.
- C. Approval of Payroll Checks #20203 - #20211 in the amount of \$868.09 dated March 1 to March 31, 2010.
Direct Deposit of Federal, State and Hospital Tax in the amount of \$143.82 dated March 1 to March 31, 2010.

Director Burke made a correction to Page 6, paragraph H, line 1, by removing the word "any."

Director Mackintosh inquired about an item on the check detail, and Staff answered his question.

ON MOTION by Director Draper, seconded by Vice President Hosfeldt, the Board unanimously approved the Consent Calendar as amended. Motion passed 7-0.

CONTINUING BUSINESS

A. Staff Update on CalPERS ER 1979 Safety Plan Unfunded Liability

Division Chief Paul Cole stated that the Finance Committee will be going to Sacramento on Friday, April 30, to discuss the side fund issue with CalPERS.

B. Weed Abatement

1. Review Weed Abatement Contract Bids

Division Chief Paul Cole stated that one bid was received, and it was from the District's current weed abatement contractor, Josh Hutchins. Chief Cole stated that Mr. Hutchins has performed well for the District in the past, and Staff recommends awarding the weed abatement contract for the upcoming year to Mr. Hutchins. Board discussion occurred.

2. Authorization to Award Weed Abatement Contract

ON MOTION by Director Draper, seconded by Director Burke, the Board unanimously voted to approve the Weed Abatement Contract for the next year to Josh Hutchins. Motion passed 7-0.

NEW BUSINESS

A. Adopt Resolution No. 2010-03 – A Resolution Authorizing San Mateo County To Place A Benefit Assessment In The Point Montara FPD Assessment Zone On The Tax Roll For Fiscal Year 2010/11

Division Chief Paul Cole indicated that the Finance Committee has recommended Board discussion of this issue.

Director Burke stated that the Finance Committee recommends reducing the Point Montara assessment from \$144 to \$130, and he explained the reason. Board discussion occurred.

There was discussion regarding whether or not certain Board members should recuse themselves from this discussion, and Attorney Jean Savaree said she did not see the need for recusal.

Director Burke made a motion, and Director Mackintosh seconded the motion, to Adopt Resolution No. 2010-03, setting the Cost Per Unit factor at \$130.

This item was tabled to the next meeting for legal counsel to determine the correct amount of the reduction.

- B. Review and Amend as Necessary the Board Policy of the Coastside Fire Protection District
- C. Review and Amend as Necessary the Bylaws of the Coastside Fire Protection District

Division Chief Paul Cole provided background, and Attorney Jean Savaree summarized the Staff Report. Discussion occurred.

President Cilia suggested that each Board member go over the Policy Manual and Bylaws during the next month and these items will be brought back to the next Board meeting.

- D. Review and Approve Moving \$142,632 of Undesignated Local Agency Investment Funds (LAIF) into the Apparatus Replacement Internal Service Fund
- E. Review and Approve Transfer Amount of General Fund Revenue into the Local Agency Investment Fund (LAIF)

Director Mackintosh explained the various fund transfers being recommended by the Finance Committee. Discussion occurred.

ON MOTION by Director Mackintosh, seconded by Director Burke, the Board voted unanimously to (1) move the \$142,632 currently residing as Undesignated Funds in LAIF into the Apparatus Replacement Fund, (2) move \$420,000 from the SMCO General Fund into the LAIF Apparatus Replacement Fund, and (3) transfer \$1,000,000 from the SMCO General Fund into LAIF under a new fund designator called "Operating Reserve." Motion passed 7-0.

- F. Board Report – Fire District Summit Meeting in Menlo Park

President Cilia stated that he, Vice President Hosfeldt, Director McShane, Chief Cole, and Chief Ferreira attended the April 15, 2010 summit meeting. Chief Cole distributed the Meeting Minutes which were just received a few minutes ago.

Director McShane reported on the round table discussion and the various agencies that attended. Director McShane and Chief Ferreira briefly discussed some of the things discussed at the meeting. Additional discussion occurred.

This will be brought back to the next Board meeting after the Board members have had an opportunity to review the Meeting Minutes and mark their choices on the Areas of Shared Interest Survey. Direction to Staff is to tabulate the results of the survey and report at the next meeting.

G. District Strategic Plan

Director McShane discussed her on-line research into SWAT analysis and asked if the existing Staffing/Management Committee could include objectives for coming up with a strategic plan for the District with a SWAT analysis.

Director Mackintosh indicated the current committee is gathering information and will come to the full Board in an organized format for additional discussion. Extensive discussion occurred between Directors Mackintosh and McShane.

There was extensive discussion about Exhibit E between the Board and Staff.

President Cilia stated that a strategic plan takes a tremendous amount of time and work, and it is not his intention for the existing committee to undertake that task.

Director Riddell indicated that the committee does touch on certain aspects of strategic planning, but not a full, in-depth strategic plan.

Director Mackintosh suggested the Board members review the most recent strategic plan from 2002. Direction to Staff was to send a snapshot of the 2002 Strategic Plan to the Board members.

Lane Lees spoke on this issue.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Director Burke stated the Finance Committee discussed the LAIF monetary transfers voted on earlier in the meeting. He also indicated that the Committee has requested Staff to prepare a preliminary two-year budget for consideration.

Director Mackintosh discussed the financial spreadsheets.

Director McShane provided some figures regarding CalPERS underfunding. Discussion occurred.

B. Volunteer Liaison Report

Vice President Hosfeldt reported that the Volunteer Committee met with several high school students, and the Committee will be awarding three \$500 scholarships in the coming weeks.

Mr. Hosfeldt stated that volunteer recruitment continues. He indicated that Attorney Savaree has provided a letter advising the committee on residency requirements.

Mr. Hosfeldt announced the Crab Feed to be held on June 5, 2010 and stated that each Board member and a guest are invited to attend the Crab Feed as guests of the Volunteer Committee, although the Committee welcomes donations.

C. Land and Structures Committee Report

Director Draper indicated there is nothing to report at this time, although the Committee will be meeting and visiting District facilities within the next couple of weeks. He will report back at the next Board meeting.

D. Vegetation Management Committee Report

Secretary Draper indicated no report at this time.

E. California Independent Special Districts Association (San Mateo Co. Chapter)

Director McShane reported the next meeting will be on May 4th in Redwood City. Ms. McShane stated she spoke with Martha Poyatos of LAFCo regarding the nomination application to LAFCo. Chief Cole indicated the application has been received. The nomination period is open until May 24th. This can be voted on at this Board's May 26th meeting.

F. ALS/JPA

President Cilia reported the next meeting is on May 19th. He indicated items to be discussed include revenue allocation, radio infrastructure, and the patient care report.

President Cilia reported on his attendance at an orientation meeting earlier today for the JPA Board of Directors.

Division Chief Paul Cole and Cal Fire Chief John Ferreira discussed the allocation of monies paid to ALS/JPA based on the number of engine companies, infrastructure costs, etc.

Discussion occurred regarding the voting authority of the JPA representative.

G. Water Supply Assessment Committee Report

Vice President Hosfeldt stated the committee (himself, President Cilia, and Director Riddell) met two weeks ago. The Committee has come up with a basic list and will work with Staff and also communicate with Montara and Coastside Water Districts for their input.

H. Fire Protection Staffing/Management Committee Report

Vince Williams of Moss Beach discussed the Committee meetings.

Director Mackintosh discussed issues the Committee has looked into and stated they will report to the Board when appropriate. Cal Fire Chief John Ferreira stated Staff was invited to a recent Committee meeting and Exhibit E was discussed at that meeting.

Brian Banks spoke about this issue.

Director Burke discussed the various items being discussed by the Committee and the questions on the survey that was sent out to other fire districts.

I. Attorney's Report

No report.

J. Fire Chief's Report

Vince Williams of Moss Beach discussed the surf rescue program.

Division Chief Paul Cole discussed the standards of the surf rescue program and whether or not to resurrect the program. He discussed increasing shore-based activities and acceptable swim standards.

Cal Fire Chief John Ferreira discussed rescue water craft, and Director Draper discussed the lack of viable launch points. Board and Staff discussion occurred.

Lane Lees talked about the water rescue program.

Cal Fire Chief John Ferreira reported that the National Park Service is about to take some 4,500 acres of District property. Staff met with NPS representative last week to discuss wildlife protection and the loss of property tax.

Chief Ferreira announced that next week is Wildfire Awareness Week, and he discussed the possibility of a kick-off event in San Mateo County.

Chief Ferreira reported that the Alameda County Board of Supervisors denied AMR's appeals for Paramedic Services in Alameda County.

Chief Ferreira reported that Staff met with the Finance Subcommittee regarding Cal Fire's billing procedures.

Chief Ferreira stated that State-funded firefighters have begun doing LE-100 inspections, some inside the Coastside Fire Protection District. Five extra seasonal firefighters have been hired for these inspections.

Chief Ferreira reported that Staff is going to the San Mateo County Board of Supervisors on May 11, 2010 to get approval for the Community Wildfire Protection Plan. This will come back to the Board in June.

Division Chief Paul Cole presented the current Board calendar. Some Board discussion occurred.

CORRESPONDENCE

Division Chief Paul Cole discussed a Special District seminar in San Diego on June 12, 2010.

ADJOURNMENT

ON MOTION by Director Burke, seconded by Secretary Draper, President Cilia adjourned the meeting at 9:53 p.m.

Respectfully submitted,



John Draper, Secretary
Coastside Fire Protection District

Note: Audio and video tapes of meetings are available for inspection during regular business hours.

BOARD ACTION TAKEN AND DIRECTION TO STAFF

ON MOTION by Director Draper, seconded by Vice President Hosfeldt, the Board unanimously approved the Consent Calendar as amended. Motion passed 7-0.

ON MOTION by Director Draper, seconded by Director Burke, the Board unanimously voted to approve the Weed Abatement Contract for the next year to Josh Hutchins. Motion passed 7-0.

ON MOTION by Director Mackintosh, seconded by Director Burke, the Board voted unanimously to (1) move the \$142,632 currently residing as Undesignated Funds in LAIF into the Apparatus Replacement Fund, (2) move \$420,000 from the SMCO General Fund into the LAIF Apparatus Replacement Fund, and (3) transfer \$1,000,000 from the SMCO General Fund into LAIF under a new fund designator called "Operating Reserve." Motion passed 7-0.

Direction to Staff is to tabulate the results of the Areas of Shared Interest Survey from the Summit Meeting and report at the next Board meeting.

Direction to Staff was to send a snapshot of the 2002 Strategic Plan to the Board members.

ON MOTION by Director Burke, seconded by Secretary Draper, President Cilia adjourned the meeting at 9:53 p.m.