

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

**May 26, 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 Kate Kostrzewa.  
Admin. Secretary: Jean Headley.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

Lane Lees spoke about the Cal Fire contract.

**CONSENT CALENDAR**

- A. Approval of Minutes of April 28, 2010 Regular Board Meeting
- B. Approval of Vendor Checks #12522 - #12574 in the amount of \$54,839.24, dated April 1 to April 30, 2010.
- C. Approval of Payroll Checks #20212 - #20220 in the amount of \$143.82 dated April 1 to April 30, 2010.  
Direct Deposit of Federal, State and Hospital Tax in the amount of \$143.82 dated March 1 to March 31, 2010.

Item A was removed from the Consent Calendar as it is not in the packet.

ON MOTION by Director Burke, seconded by Director McShane, the Board unanimously approved Items B and C of the Consent Calendar. Motion passed 7-0.

**NEW BUSINESS**

A. Public Agency Retirement Services (PARS) Presentation with Mitch Barker and Andrew Brown

Mitch Barker, Executive Vice President of PARS, introduced Andrew Brown, Senior Portfolio Manager for HighMark Capital Management, a subsidiary of Union Bank.

Mr. Brown summarized the report he previously provided to the Board and reported on the results of the District's chosen investment strategy. He spoke about the situation regarding European banks, and also about the number of smaller banks that have been taken over by the FDIC. Messrs. Brown and Barker responded to questions and comments from the Board.

B. Review and Approve Coastside Fire District Document Retention Schedule

Division Chief Paul Cole provided background on this issue and recommended that the Board approve the proposed Document Retention Schedule. Extensive Board discussion occurred, during which motions were made and seconded, then retracted.

ON MOTION by Director Mackintosh, seconded by Director McShane, the Board voted unanimously to approve the proposed Document Retention Schedule with the following changes: Change BUDGET from Current + 3 to Current + 10; change TRAINING – Firefighter Personnel records from Term. + 4 to Lifetime of Employee; and break up the WATER category so that Hydrants Inventory with the Initial Fire Flows and Maintenance Records be kept for the life of the hydrant. Motion passed 7-0.

Staff was requested to bring a clean copy of the revised Schedule to the next meeting.

C. Review Volunteer Dinner Donation Request

Vice President Hosfeldt discussed the letter from the Volunteers dated May 19, 2010 and opened the matter for Board discussion. Extensive Board discussion occurred.

ON MOTION by Director Burke, seconded by Director McShane, the Board voted to donate \$1,900 to the Volunteer Firefighters. Motion passed 6-0-1, with Vice President Hosfeldt abstaining.

D. Discuss CalFire Contract

Vince Williams of Moss Beach discussed the Fire Protection Staffing and Management Committee meetings.

Lane Lees discussed the CalFire contract.

President Cilia said that in these critical economic times, the cost of fire services becomes ever more critical. He said the question to ask is: Are we providing the best fire and rescue services possible, or can we provide better? He stated it is up to this Board to decide what service we want to deliver and if we are delivering the service we wish to deliver. Extensive Board discussion occurred.

J. B. Cockrell of Montara, former Board member, responded to some of Director Mackintosh's comments. Director Mackintosh then responded to J. B. Cockrell's comments.

Steve Cardosi, a 32-year Coastside resident, stated he worked for Half Moon Bay Fire and was a Volunteer Firefighter in Montara. He spoke about the CalFire contract.

E. Employment of Board Consultants – Quality and Scope of Services To Be Determined

Director Mackintosh explained that the Fire Protection Staffing/Management Committee is requesting that two short-term consultants be brought in to consult on financial matters and management studies. He indicated some parameters to be put in the Requests for Qualifications. Extensive Board discussion occurred.

Vince Williams of Moss Beach provided comments on this issue.

Lane Lees spoke on this issue.

Steve Cardosi spoke on this issue.

ON MOTION by Director Mackintosh, seconded by Director Riddell, the Board voted unanimously that Staff be authorized to issue two Requests for Qualifications, one for financial services and one for management study services, and that these be back in time for next month's Board meeting. Motion passed 7-0.

F. Adopt Resolution No. 2010-04 – A Resolution Authorizing San Mateo County To Place A Special Tax In The Half Moon Bay FPD Assessment Zone On The Tax Roll For Fiscal Year 2010/11

Division Chief Paul Cole introduced the Resolution, provided background, and recommended adoption of the Resolution.

ON MOTION by Director Burke, seconded by Secretary Draper, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2010-04 – A Resolution

Authorizing San Mateo County To Place A Special Tax In The Half Moon Bay FPD  
Assessment Zone On The Tax Roll For Fiscal Year 2010/11:

Director Mackintosh	Yes
Director McShane	Yes
Vice President Hosfeldt	Yes
Secretary Draper	Yes
Director Burke	Yes
Director Riddell	Yes
President Cilia	Yes

Motion passed 7-0.

G. Review and Approve Agreement for Compensation To County of San Mateo  
For Collection of *Special Taxes*

Division Chief Paul Cole introduced the Agreement, provided background, and recommended approval of the Agreement.

ON MOTION by Director Burke, seconded by Vice President Hosfeldt, the Board unanimously approved the Agreement for Compensation To County of San Mateo For Collection of Special Taxes. Motion passed 7-0.

H. Review and Approve Agreement for Compensation To County of San Mateo  
For Collection of *Special Assessments*

Division Chief Paul Cole introduced the Agreement, provided background, and recommended approval of the Agreement.

ON MOTION by Secretary Draper, seconded by Vice President Hosfeldt, the Board unanimously approved the Agreement for Compensation To County of San Mateo For Collection of Special Assessments. Motion passed 7-0.

**CONTINUING 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 introduced the Resolution, provided background, and recommended adoption of the Resolution. Board discussion occurred.

ON MOTION by Director Burke, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted 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:

Director Mackintosh	Yes
Director McShane	Yes
Vice President Hosfeldt	Yes
Secretary Draper	Yes
Director Burke	Yes
Director Riddell	Yes
President Cilia	Yes

Motion passed 7-0.

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

Division Chief Paul Cole provided background regarding the Sacramento meeting. Directors Mackintosh and Burke and CalFire Chief John Ferreira discussed highlights of the meeting held at the luxurious CalPERS offices in Sacramento with Staff and the Finance Committee. Board discussion occurred.

Direction to Staff and Legal Counsel was to prepare a Resolution that would allow the Board to terminate from CalPERS at some future date (after the final figures come in from CalPERS) but to leave the date blank.

Lane Lees spoke on this issue.

Vince Williams spoke on this issue.

C. Review Board of Directors Calendar

No report.

D. Review and Amend as Necessary the Bylaws of the Coastside Fire Protection District

No report.

E. Review and Amend as Necessary the Board Policy of the Coastside Fire Protection District

No report.

## **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

### **A. Finance Committee Report**

Director Mackintosh indicated that most of the items have already been discussed earlier in tonight's meeting. He stated the actuarial is due regarding medical benefits and retirees. The Finance Committee recommends staying with Idelson, who did the last actuarial, and direction to Staff was to place this on the agenda for next month's Board meeting.

### **B. Volunteer Liaison Report**

Vice President Hosfeldt reminded the Board regarding the upcoming Crab Feed on June 5<sup>th</sup> and on behalf of the Volunteers thanked the Board for their donation.

### **C. Land and Structures Committee Report**

Director Riddell reported that he and Chief Cole did a walk-through of the three stations and compiled a list. There was nothing major to report, but the list indicates that some maintenance had been postponed. Chief Cole discussed some of the items that need to be done. The Committee will come back to the Board with a long-term assessment.

### **D. Vegetation Management Committee Report**

Secretary Draper indicated that mowing has begun.

CalFire Chief John Ferreira discussed clearance inspections.

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

Director McShane stated she was ill and did not attend the meeting.

### **F. ALS/JPA**

President Cilia reported that he and Chief Cole attended the JPA meeting on May 19<sup>th</sup>. He stated that total expenses for the JPA increased by \$182,000, and there was discussion regarding the payment of tower expenses on San Bruno Mountain. He also indicated that JPA is budgeting \$150,000 for new radio equipment.

### **G. Water Supply Assessment Committee Report**

Vice President Hosfeldt stated that he and President Cilia have been in contact with Coastside County and Montara Water Districts and a meeting is pending.

J. B. Cockrell discussed the Point Montara Water District litigation.

H. Fire Protection Staffing/Management Committee Report

Director Mackintosh referred to the Goals and Standards (preliminary draft, version 4) that was distributed to the Board earlier this evening, and he requested the Board members to review this document and make any appropriate notes.

I. Attorney's Report

No report.

J. Fire Chief's Report

Cal Fire Chief John Ferreira referred to an article in the Half Moon Bay Review regarding the Fire Department responding to a suicide by Bean Hollow State Beach. He stated that Captain Pearl handled the situation very well.

Division Chief Paul Cole stated that Staff is moving forward with "going green" for the next budget year, and he stated that each Board member will be given a laptop to use at Board meetings.

J. B. Cockrell discussed solar panels on the engine houses and fuel cell technology.

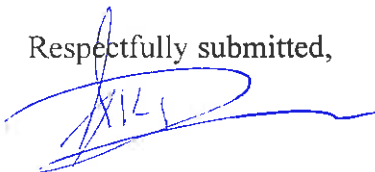
### **CORRESPONDENCE**

Division Chief Paul Cole referred to the Exception Reports for April and the letter to Montara Water and Sanitary District.

### **ADJOURNMENT**

ON MOTION by Secretary Draper, seconded by Vice President Hosfeldt, President Cilia adjourned the meeting at 10:52 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**

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