

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

September 24, 2008

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

ACTION MINUTES

OPEN SESSION

President Gary Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 7:30 p.m.

This special meeting is to conduct the Board's regular business. Resolution No. 2008-29, to be voted on at tonight's meeting, proposes to change the Board's regular meeting date to the 4th Wednesday of the month.

ROLL CALL

Board Members: President Gary Burke, Vice President Ginny McShane, Secretary Bruce MacKimmie, Director Douglas Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell.

Staff: Fire Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Cal Fire: Fire Chief John Ferreira.

Admin. Secretary Jean Headley

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

REPORT BY FIREFIGHTER IAFF LOCAL 2881

No report.

CONSENT CALENDAR

- A. Approval of Minutes of Coastside Fire Protection District Regular Meeting of August 19, 2008
- B. Approval of Vendor Checks #11056 - #11144 in the amount of \$106,190.73, dated August 1 to August 31, 2008
- C. Approval of Payroll Checks #44001704 - #44001737 in the amount of \$17,133.73 dated August 1 to August 31, 2008

Direct Deposit of Federal, State and Hospital Tax in the amount of \$3,342.41, dated August 1 to August 31, 2008

- D. Adopt Resolution No. 2008-29, Resolution of the Coastside Fire Protection District Board Amending the Bylaws and Board Policies of the Coastside Fire Protection District

ON MOTION by Director McShane, seconded by Director MacKimmie, the Board unanimously approved Items A, B, and C of the Consent Calendar, as submitted. Motion carried 9-0.

ON MOTION by Director Mackintosh, seconded by President Burke, by the following Roll Call Vote, the Board voted unanimously to approve Item D of the Consent Calendar, adopting Resolution No. 2008-29, Resolution of the Coastside Fire Protection District Board Amending the Bylaws and Board Policies of the Coastside Fire Protection District, revising the Board's regular meeting date to the fourth Wednesday of the month:

Director Mackintosh	Yes
Secretary MacKimmie	Yes
Vice President McShane	Yes
Director Hosfeldt	Yes
Director Lees	Yes
Director Draper	Yes
Director Cilia	Yes
Director Cockrell	Yes
President Burke	Yes

Motion carried 9-0.

CONTINUING BUSINESS

- A. Board of Directors Goals for FY 08/09

President Burke introduced this item. Brief discussion occurred.

ON MOTION by Director Cockrell, seconded by Director McShane, the Board voted unanimously to adopt the top five short-term goals for 2008/09 as listed on the September 22, 2008 Staff Report, with the amendment to remove the word "CalPERS" from Goal #5, and to complete these goals by June 30, 2009. Motion carried 9-0.

- B. Discussion and approve enrollment in a Post Retirement Health Care Trust Fund

Chief Paul Cole updated the board on this issue and indicated that a presentation will be scheduled for the Finance Committee during October.

C. Review and approve Capital Equipment (rolling stock) replacement schedule

Chief Paul Cole discussed the rolling stock replacement schedule and the various revisions he made to the schedule. He indicated that he confirmed the accuracy of the figures. Chief Cole and Chief John Ferreira responded to questions and comments from the Board.

ON MOTION by Director Lees, seconded by Director Draper, the Board voted unanimously to approve the Capital Equipment (rolling stock) Replacement Schedule as presented. Motion passed 9-0.

D. Discuss and approve Fire District goal of achieving CSDA "District of Distinction Status" through the California Special Districts Association

Chief Paul Cole discussed the components required to attain the District of Distinction Status, and he that indicated certain directors still need to provide him with documentation confirming their attendance at required trainings.

NEW BUSINESS

A. Motion to Adopt Resolution No. 2008-28, Resolution Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2008/09

Chief Paul Cole introduced the Resolution and recommended adoption.

ON MOTION by Director Mackintosh, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2008-28, Resolution Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2008/09:

Director Mackintosh	Yes
Secretary MacKimmie	Yes
Vice President McShane	Yes
Director Hosfeldt	Yes
Director Lees	Yes
Director Draper	Yes
Director Cilia	Yes
Director Cockrell	Yes
President Burke	Yes

Motion carried 9-0.

B. Review and approve Coastside Fire Protection District Final Budget for Fiscal Year 2008/09

Chief Cole discussed recent revisions to the preliminary budget and the reasons for those changes. President Burke opened the public hearing. Hearing no comments, President Burke closed the public hearing. Board discussion occurred.

ON MOTION by Director Hosfeldt, seconded by Director Draper, the Board voted unanimously to approve the Coastside Fire Protection District Final Budget for Fiscal Year 2008/09. Motion carried 9-0.

C. Review and approve amendment to Section 4.6.B of the Board of Directors Policy Manual to add the following: "Directors will only be compensated for a maximum of one (1) meeting per day"

Director Mackintosh discussed this item.

ON MOTION by Director Mackintosh, seconded by Director Lees, the Board voted unanimously to approve amendment to Section 4.6.B of the Board of Directors Policy Manual to add the following: "Directors will only be compensated for a maximum of one (1) meeting per day." Motion carried 9-0.

D. Review and approve response letter to Grand Jury Report: Awareness of San Mateo County Government Agencies of Reporting Requirements for Non-Pension Post-Employment Benefits

Attorney Jean Savaree discussed the Grand Jury's recommendations regarding GASB 45 and the Board's proposed response to the Grand Jury.

Direction to Staff was to schedule a presentation regarding GASB 45 in conjunction with a discussion of trust fund monies.

ON MOTION by Director Draper, seconded by Director Cockrell, the Board voted unanimously to approve the proposed letter to the Grand Jury. Motion carried 9-0.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported on the items discussed at the Finance Committee meeting.

B. Volunteer Liaison Report

Director Hosfeldt reported on the activities of the Volunteer Firefighters and the meeting with Chief Ferreira regarding the role of Volunteer Firefighters.

C. California Independent Special Districts Association (San Mateo Co. Chapter)
No report.

D. ALS/JPA
Director Lees reported on additional meetings regarding the upcoming JPA contract.

E. Attorney's Report
No report.

F. Fire Chief's Report
Chief John Ferreira discussed the proposed standardized report format. He also discussed accountability of firefighters and the spreadsheets created by Chief Cole.

Chief Cole discussed issues regarding mechanics as well as the RFP for a new command vehicle. He discussed the results of a meeting with the Vegetation Management Subcommittee.

Director Mackintosh and Chief Cole talked about issues discussed at the Emergency Preparedness Forum.

Director Mackintosh announced there is a website (www.smcalert.info) where you can sign up to be alerted by text message to your cell phone when there is an emergency.

Chief Cole discussed San Mateo County training zones as well as the current hiring status and the filling of vacancies.

Chief Ferreira discussed scheduling of employee vacations.

Director Lees requested an agenda item regarding not hiring two captains and a second agenda item regarding sharing the Fire Marshal positions.

CORRESPONDENCE

No discussion.

ADJOURNMENT

Director Draper made a motion to adjourn the meeting, and Secretary Lees seconded the motion. The motion passed unanimously 9-0 and the meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Bruce MacKimmie, Secretary/Treasurer
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 McShane, seconded by Director MacKimmie, the Board unanimously approved Items A, B, and C of the Consent Calendar, as submitted. Motion carried 9-0.

ON MOTION by Director Mackintosh, seconded by President Burke, by Roll Call Vote, the Board voted unanimously to approve Item D of the Consent Calendar, adopting Resolution No. 2008-29, Resolution of the Coastside Fire Protection District Board Amending the Bylaws and Board Policies of the Coastside Fire Protection District, to revise the Board's regular meeting date to the fourth Wednesday of the month. Motion carried 9-0.

ON MOTION by Director Cockrell, seconded by Director McShane, the Board voted unanimously to adopt the top five short-term goals for 2008/09, with the amendment to remove the word "CalPERS" from Goal #5, and to complete these goals by June 30, 2009. Motion carried 9-0.

ON MOTION by Director Lees, seconded by Director Draper, the Board voted unanimously to approve the Capital Equipment (rolling stock) Replacement Schedule as presented. Motion passed 9-0.

ON MOTION by Director Mackintosh, seconded by Director McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution 2008-28, Resolution Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2008/09. Motion carried 9-0.

ON MOTION by Director Hosfeldt, seconded by Director Draper, the Board voted unanimously to approve the Coastside Fire Protection District Final Budget for Fiscal Year 2008/09. Motion carried 9-0.

ON MOTION by Director Mackintosh, seconded by Director Lees, the Board voted unanimously to approve amendment to Section 4.6.B of the Board of Directors Policy Manual to add the following: "Directors will only be compensated for a maximum of one (1) meeting per day." Motion carried 9-0.

ON MOTION by Director Draper, seconded by Director Cockrell, the Board voted unanimously to approve the proposed letter to the Grand Jury. Motion carried 9-0.

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Director Lees requested an agenda item regarding not hiring two captains and a second agenda item regarding captains sharing positions.