

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

**March 28, 2012**

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

**ACTION MINUTES**

**OPEN SESSION**

President Mackintosh called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 7:32 p.m.

**PRESENT AT ROLL CALL**

Directors Present: President Doug Mackintosh, Vice President Mike Alifano, Secretary Ginny McShane, Director Gary Burke, 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.

Attorneys Richard Bolanos and Morin Jacob of Liebert, Cassidy, Whitmore were also present.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

The Board heard public comments from members of the audience.

**NEW BUSINESS** (first item under New Business moved up on agenda)

A. Presentation – Youth Leadership Institute, “Project CASA”, Smoke-Free Housing

Emily Lehr-Anning, San Mateo County Coordinator for YO! Mateo, introduced Cecilia Penaloza, Gabby Pyle and Javier Vasquez of the Youth Leadership Institute, who each spoke regarding “Project CASA” and their Smoke-Free Housing campaign. Ms. Lehr-Anning distributed packets of materials to the Board, and the group requested the Board to consider endorsing their campaign. President Mackintosh stated that this item will be placed on the agenda of a future Board meeting as an action item.

The group requested that a Board representative attend their upcoming press conference to be held on Friday, April 20<sup>th</sup>, at 4:00 p.m., and the Board agreed to the group's request to hold the press conference at the Main Street fire station.

### **CONSENT CALENDAR**

- A. Approval of Minutes of February 22, 2012 Regular Board Meeting
- B. Approval of Vendor Checks #13979-14063 in the amount of \$2,705,048.91, dated February 1 to February 29, 2012
- C. Approval of Payroll Checks #20436-20443 in the amount of \$2,564.64 dated February 1 to February 29, 2012  
Direct Deposit of Federal, State and Hospital Taxes in the amount of \$541.06 dated February 1 to February 29, 2012

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

### **CONTINUING BUSINESS**

- A. Update – Report to the Board on the process required to reestablish a standalone department to provide fire and emergency services within the District

Attorney Jean Savaree turned this item over to Attorneys Richard Bolanos and Morin Jacob of Liebert, Cassidy, Whitmore.

Attorney Bolanos requested Board direction regarding confirmation of the decision to pursue an alternate fire service model and to approve a budget parameter for personnel costs. He discussed the Staff Report and summarized the attachments. He responded to questions and comments from the Board throughout his discussion.

The Board received public comment from members of the audience on this issue.

Extensive Board discussion occurred. At the conclusion of Board discussion, Mr. Bolanos responded to several comments made by the Board during their discussion, and indicated what direction he is seeking from the Board.

As direction to Staff, Vice President Alifano proposed some guidelines to assist Attorney Bolanos to move forward; he suggested a workshop open to the public.

- B. Review the Cal Fire Cooperative Fire Program's Fire Protection Reimbursement Agreement (LG 1) No. 1CA01553 for services from June 30, 2012 to June 30, 2013

Cal Fire Chief John Ferreira discussed the items in the Board packet.

Following Board discussion, direction to Staff was to bring this back to the Board next month as an action item.

**NEW BUSINESS** (Item A was moved up on the agenda)

B. Audit Services – Approve and Direct Assistant Chief to develop and solicit Request for Proposals (RFP's) for new District financial auditing services

Division Chief Paul Cole introduced this item and recommended that the Board authorize Staff to proceed to find an auditor for the next three years.

Board discussion occurred.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted unanimously to approve Staff's request to direct Chief Cole to develop and solicit Request for Proposals for new District financial auditing services. Motion passed 5-0.

C. Update on Fire Marshal Selection Process (Cal Fire)

Cal Fire Chief John Ferreira updated the Board on the process of placing a new Fire Marshal. He informed the Board of how the Fire Marshal duties are being conducted until the new Fire Marshal is in place and indicated he anticipates the new Fire Marshall will be in place no later than the end of April.

D. Hydrant Maintenance and LE-100 Inspection Option

Division Chief Paul Cole summarized the Staff Report and recommended that the Board accept the report as presented and provide direction to Staff on how to proceed.

The Board received public comment from members of the audience.

Board discussion occurred.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board voted to instruct Staff to prepare an agreement with the volunteers to perform fire hydrant inspections and defensible space project. Motion passed 4-1, with Secretary McShane the dissenting vote.

E. Review and Approve Professional Services Agreement with Andreini Bros. Inc. in the Amount of \$14,455.00 for Fire Station 44 Driveway Repair

Division Chief Paul Cole summarized the Staff Report and recommended that the Board approve the agreement with Andreini Bros., Inc.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted unanimously to approve the Agreement for Professional Services with Andreini Bros., Inc. in the amount of \$14,455.00 for the repair of the concrete driveway approach and asphalt area of the parking lot at Station 44. Motion passed 5-0.

F. Discuss Cal Fire Policies and Operations

Director Burke asked several questions of Cal Fire Chief John Ferreira regarding Cal Fire's policies and operations, and Chief Ferreira responded extensively to his questions.

Extensive Board discussion occurred.

The Board received public comment from a member of the audience.

The Board took a brief recess at 10:55 p.m. and reconvened at 11:00 p.m.

**BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Mackintosh reported that everything is on schedule.

B. Volunteer Liaison Report

Vice President Alifano reported that the volunteers committee discussed the process of pricing the \$30,000 quote for the hydrant inspection/clearance report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

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

Secretary McShane reported there was no meeting, but she suggested the Board members read the CSDA magazine.

F. ALS/JPA

No report.

G. Water Supply Assessment Committee Report

No report.

H. Shared Services Committee Report

Director Riddell reported that he and Vice President Alifano met with South San Francisco and Menlo Park and had a phone conversation with Belmont. He stated the committee got a couple of bids for Fire Marshal services. He asked that this be placed on the agenda for the next Board meeting.

I. Attorney's Report

No report.

J. Fire Chief's Report

Division Chief Paul Cole reported that the draft MOU with the volunteers has been prepared and will be brought to the Board at the next meeting.

Cal Fire Chief John Ferreira indicated that the communications equipment has successfully been moved to its new, stable building.

Chief Ferreira reported on the resolution of the difficulties with the digital communications system.

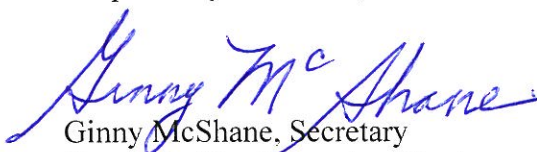
**CORRESPONDENCE**

No discussion.

**ADJOURNMENT**

President Mackintosh adjourned the meeting at 11:21 p.m.

Respectfully submitted,

  
Ginny McShane, 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**

President Mackintosh requested that the Youth Leadership Institutes request for Board endorsement of "Project CASA" and their Smoke-Free Housing campaign be placed on the agenda of a future Board meeting as an action item. The group also requested that a Board representative attend their upcoming press conference to be held on Friday, April 20<sup>th</sup>, at 4:00 p.m., and the Board agreed to the group's request to hold the press conference at the Main Street fire station.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

As direction to Staff, Vice President Alifano proposed some guidelines to assist Attorney Bolanos to move forward regarding establishing a process to create a standalone department, and he suggested a workshop open to the public.

Following Board discussion, direction to Staff was to bring the Cal Fire Reimbursement Agreement back to the Board next month as an action item.

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Director Riddell asked that the issue of shared Fire Marshal services be placed on the agenda for the next Board meeting.