

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

August 28, 2013

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

ACTION MINUTES

1. OPEN SESSION

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

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,
Director Karen Anderson, Vice President J. B. Cockrell,
and President Gary Burke.
Staff: Assistant Chief Paul Cole.
Cal Fire: Chief Scott Jalbert.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. PUBLIC COMMENT – LOCAL 2881

The Local 2881 representative was not present.

6. CONSENT CALENDAR

- A. Approval of minutes of July 24, 2013 Regular Board Meeting
- B. Approval of Vendor Checks #15211-15289 in the amount of \$141,784.65,
dated July 1 to July 31, 2013
- C. Approval of Payroll Checks #20592-20603 in the amount of \$1,310.83,
dated July 1 to July 31, 2013

Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$227.22, dated July 1 to July 31, 2013

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

7. NEW BUSINESS

A. Review final total cost for stand alone fire department

President Burke stated the Finance Committee reviewed this prior to tonight's meeting, and Director Rarback said they added a few small items to the prior list of costs, resulting in the grand total of \$685,953.40. President Burke indicated that these are all verifiable numbers.

D. Discuss and approve actuarial study for the CalPERS retirement plans
(taken out of order to be heard before Item B at President Burke's request)

President Burke gave Staff direction to locate an actuarial to prepare an independent study of what the District's retirement costs are for CalPERS. He suggested that perhaps John Bartell would be able to do this and stated he would not like this to be done until October after the Board receives the new update from CalPERS. At that time, he would like the Board to ask Mr. Bartell if he is willing to do this and to get a quote from him. Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Director Anderson, the Board voted unanimously that Staff contact John Bartell regarding an actuarial study for the CalPERS retirement plans. Motion passed 5-0.

B. Review need for strategic plan

President Burke provided comments on this issue. He suggested that Staff provide a work plan, with Board input, and bring a proposed plan back to the October Board meeting to begin in January 2014.

Board discussion occurred.

C. Review Board of Director committee assignments

Secretary McShane stated she wants to focus on emergency preparedness and vegetation management. She asked who would like to be on the Land & Structures Committee, and Director Anderson volunteered. Director Rarback volunteered to attend the CSDA San Mateo County Chapter meetings.

- E. Approve revised Consent Calendar on June 26, 2013 meeting minutes

Administrative Secretary Jean Headley explained why the Consent Calendar on the June 26, 2013 minutes had to be re-approved.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to approve the revised Consent Calendar on the June 26, 2013 meeting minutes. Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report

President Burke reported the Finance Committee met earlier this evening and looked at the final costs for the stand alone committee.

Director Rarback said the committee also looked at the District's liability insurance policy and that at this time it is okay. President Burke said that the District will want to go out for bids when it is due for renewal.

- B. Volunteer Liaison Report

No report.

- C. Land and Structures Committee Report

Secretary McShane indicated she will give her materials to Attorney Savaree to pass on to the new committee member.

Assistant Chief Cole discussed the "Dashboard Program" that allows tracking of response times, locations, etc. as well as the involvement by City Gate, a well know consulting firm for fire districts. Following Board discussion, direction was given to Staff to contact City Gate to set criteria for scope and cost of such a study, and to bring the information back to the Board.

- D. Vegetation Management Committee Report

(This will be heard later in the meeting.)

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

(This will be heard later in the meeting.)

H. Attorney's Report

No report.

D. Vegetation Management Committee Report (postponed from earlier)

Secretary McShane introduced Jeanette Ward, a Princeton Homeowners Association board member. Ms. Ward introduced Lisa Forward, another board member, as well as a neighbor, Elissa McQuaid, all of whom live in the affected area. Chief Sampson talked to the Board about this issue and what the Committee proposes for vegetation management in the Coral Ridge, Bridgeport and other areas in the District.

The Board heard public comments from members of the audience.

Chief Sampson said the State will pay some of the costs, but he is looking for sponsors to assist in the costs of the vegetation management projects. He asked if the District could provide any funds toward these costs and if this could be put on a future agenda for discussion and possible action.

President Burke suggested that Staff send a letter to the School Board encouraging them to address the fire prevention issue on their properties.

Vice President Cockrell asked for further information regarding removing trees larger than 10 inches in diameter if it is a danger. Chief Sampson indicated this falls under Coastal Commission's endangered species rules.

G. Emergency Preparedness (postponed from earlier)

Secretary McShane reported she took Assistant Chief Cole to the CEAP meeting (Community Emergency Action Program), and that Charise was happy with Chief Cole's presentation.

I. Fire Chief's Report

President Burke said he had asked Staff to provide a general overview of how firefighters get hired, trained, and promoted.

Cal Fire Chief Scott Jalbert gave an extensive PowerPoint presentation providing information about the firefighter hiring, training and promotion process. Following his presentation, Chief Jalbert responded to questions and comments from the Board.

Assistant Chief Cole referred to the Emergency Response/Operations Statistics Report. He also reported that Staff is finalizing the figures on the final budget.

Chief Jalbert indicated that Engine 44 was assigned to the Rim Fire as well as three immediate need strike teams from San Mateo County, and that the volunteer firefighters provided some of the interim coverage.

Chief Jalbert explained the "Staffing Pattern" and the "Assistance by Hire" process.

Chief Jalbert praised Chief Sampson for all of the different roles he covers in the District and that he has an excellent work ethic and knowledge of this Unit.

Assistant Chief Cole responded to Vice President Cockrell's question about the District's current staffing level. He indicated there are currently 24 personnel with an ultimate goal of 31.

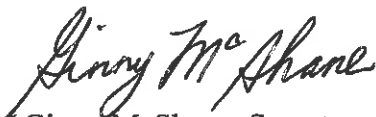
10. CORRESPONDENCE

No discussion.

11. ADJOURNMENT

President Burke adjourned the meeting at 8:58 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

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

ON MOTION by Vice President Cockrell, seconded by Director Anderson, the Board voted unanimously that Staff contact John Bartell regarding an actuarial study for the CalPERS retirement plans. Motion passed 5-0.

President Burke provided directed Staff to provide a strategic work plan, with Board input, and bring a proposed plan back to the October Board meeting to begin in January 2014.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to approve the revised Consent Calendar on the June 26, 2013 meeting minutes. Motion passed 5-0.

Following Board discussion, direction was given to Staff to contact City Gate to set criteria for scope and cost of a study, and to bring the information back to the Board.

President Burke suggested that Staff send a letter to the School Board encouraging them to address the fire prevention issue on their properties.