

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

March 18, 2008

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

ACTION MINUTES

OPEN SESSION

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members: President Gary Burke, Vice President Ginny McShane, Secretary Bruce MacKimmie, Director Douglas Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director Chris Cilia, Director John Draper, and Director J. B. Cockrell.
Staff: Fire Chief Paul Cole and Cal Fire Chief John Ferreira.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

PUBLIC COMMENT

None.

REPORT ON ACTION TAKEN IN CLOSED SESSION

President Burke reported that direction was given to the Chief, but no action was taken.

REPORT BY FIREFIGHTER IAFF LOCAL 2400

None.

CONSENT CALENDAR

- A. Approval of minutes of Coastside Fire District Special Meeting of February 19, 2008
- B. Approval of minutes of Coastside Fire District Regular Meeting of February 19, 2008
- C. Approval of Vendor Checks #10425 - #10509 in the amount of \$583,646.70 dated February 1 to February 29, 2008
- D. Approval of Payroll Checks #44001600 - #44001631 in the amount of \$20,084.79 dated February 1 to February 29, 2008

Direct Payroll Deposits #50001 - #50026 in the amount of \$56,157.36, dated February 1, 2008

Direct Payroll Deposits #70001 - #70026 in the amount of \$63,260.06, dated February 15, 2008

Direct Payroll Deposits #90001 - #90025 in the amount of \$61,284.85, dated February 29, 2008

Direct Deposit of Federal, State and Hospital Tax in the amount of \$62,242.33, dated February 1 to February 29, 2008

Director Mackintosh removed from the Consent Calendar Item B, the Minutes of the February 19, 2008 Regular Meeting.

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

Regarding Item A, Minutes of the February 18, 2008 Regular Board Meeting, Director Mackintosh requested a change on page 2 to delete the last sentence of the paragraph beginning "Regarding Item A."

Director Draper requested an addition at the end of page 9 of the Minutes of the February 18, 2008 Regular Board Meeting to reflect that after the vote on Resolution 2008-03, he inquired if the resolution was retroactive and that Chief Cole responded "No, not at this time."

ON MOTION by Director Mackintosh, seconded by Director McShane, the Board voted unanimously to approve Item B of the Consent Calendar as amended. Motion carried 9-0.

CONTINUING BUSINESS

A. Final Review and Selection of Video and Web-Streaming of Board Meeting Proposals

Chief Cole introduced this item and provided background. He indicated both entities provided him with additional materials for consideration at tonight's meeting. Speaking on this issue were Bert Barbosa, Chris Madison, Gina Holmes, Darin Boville, Michael Day, Constance Malach, Vince Williams, and Leonard Woren. Following the public comments, the Board held extended discussion.

Director McShane made a motion, and Director Cockrell seconded, to select Montara Fog as our web-streaming contractor and video provider for six months and to determine after a six-month period whether or not to continue the contract. Following a discussion initiated by Director Hosfeldt, Director McShane amended her motion, and Director Lees seconded, to subject the contract to a termination clause with a seven-day notice. The vote on the motion amendment was 8-1, with Director Cockrell dissenting.

President Burke called the question and requested a Roll Call Vote. The Roll Call Vote was as follows:

Director Mackintosh	No
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	No
Director Lees	Aye
Director Cilia	No
Director Draper	No
Director Cockrell	Aye
President Burke	Aye

Motion passed 5-4, with Directors Mackintosh, Hosfeldt, Cilia, and Draper dissenting.

B. Review and Adopt Coastside Fire Protection District Board of Directors' Policy Manual

Chief Cole introduced this item and provided background. President Burke suggested that Chief Cole schedule a public workshop. As some of the Directors have numerous comments, it was decided for the Directors to send comments and suggested changes to Attorney Jean Savaree in advance of the workshop, and then Chief Cole will schedule a workshop to discuss the Policy Manual.

C. Authorize Hiring of New Firefighters

Director Mackintosh expressed his concern that the Board is now moving ahead, despite whichever direction the Board ultimately takes.

NEW BUSINESS

A. Adopt Resolution No. 2008-06 Resolution Authorizing The Retroactive Payment of Health Care To Retirees and Active Employees

Directors Lees and MacKimmie recused themselves and left the room due to a conflict of interest as retirees of the District.

Chief Paul Cole introduced the Resolution and provided background.

Director McShane, and Director Draper seconded, to Adopt Resolution No. 2008-06, Resolution Authorizing the Retroactive Payment of Health Care to Retirees and Active Employees.

As a result of extensive discussion, which included Attorney Jean Savaree, corrections were made to the Resolution, changing the name of the Resolution and removing the first two "Whereas" paragraphs.

Directors McShane and Draper withdrew the original motion and the second.

Director Mackintosh moved to amend Resolution 2008-06 to change the name of the Resolution and remove the first two "Whereases," and Director Cilia seconded the motion. Additional discussion occurred.

ON MOTION by President Burke, seconded by Director Draper, by the following Roll Call Vote the Board voted to adopt Resolution No. 2008-06, Resolution Authorizing the Correcting of Administrative Oversight and the Payment of Health Care to Retirees and Active Employees:

Director Mackintosh	No
Director McShane	Aye
Director Hosfeldt	Aye
Director Cilia	No
Director Draper	Aye
Director Cockrell	Aye
President Burke	Aye

Motion passed 5-2, with Directors Mackintosh and Cilia dissenting. Director Mackintosh requested that the minutes reflect he voted no because he questions the legality of the action.

B. Adopt Resolution No. 2008-07 Resolution Advising the San Mateo County
Controllers Office to Transfer Non-Budgeted Excess ERAF and Harbor Village
Project Revenues Into District Reserves:

Chief Paul Cole introduced this item and recommended adoption of the Resolution.

Director Cockrell made a motion, seconded by Director Lees, to adopt Resolution 2008-07, Resolution Advising the San Mateo County Controllers Office to Transfer Non-Budgeted Excess ERAF and Harbor Village Project Revenues Into District Reserves. By the following Roll Call Vote, the motion passed 9-0:

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Cilia	Aye

Director Draper	Aye
Director Cockrell	Aye
President Burke	Aye

C. Review and Adopt Personnel Policies and Procedures Manual Section 1102 – Workers' Compensation

Chief Paul Cole introduced this item and indicated legal counsel and the Workers' Compensation administrator have reviewed this, and Chief Cole recommended adoption.

ON MOTION by Director Macintosh, seconded by Director MacKimmie, the Board voted unanimously to adopt the Policies and Procedures Manual Section 1102 – Workers' Compensation. Following discussion, Director Mackintosh amended his motion to adopt the Policies and Procedures Manual with the changes discussed, and Director MacKimmie seconded the amendment. The motion passed 9-0.

D. Weed Abatement

Chief Cole requested Board approval to invite bids for weed abatement. He indicated at some point the weed abatement program needs to be revisited.

Following comments by Leonard Woren, Directors Lees, Mackintosh, Cilia and Hosfeldt, and President Burke, Director Mackintosh made a motion and Director MacKimmie seconded the motion to authorize Chief Cole to advertise for bids for weed abatement. Following additional discussion, the motion passed 9-0.

In the interim, Director Cockrell had made a substitute motion that the existing monies allocated for the Weed Abatement Program be spent to terminate the program, and he subsequently withdrew the motion.

Direction was given to Chief Cole to form an ad hoc committee with himself, the Fire Marshall, members of the public, and volunteers from the Board. Directors Lees, Draper and Mackintosh volunteered to serve on the committee.

E. Review Resolution 2007-03 a Resolution Adopting A Policy for Compensation and Expense Reimbursement for Members of the Coastside Fire District

Chief Cole stated he was requested to put this back on the agenda. Following comments from Leonard Woren, Director McShane, Attorney Savaree, Director Lees, Director Mackintosh, direction was given to Attorney Savaree to prepare an ordinance for review at the next Board meeting to increase the meeting fee to \$145 per meeting, no back-to-back meetings, and a maximum of three meetings per month.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke stated the Finance Committee has reviewed the financial statements, and he requested Chief Cole to review the highlights. Chief Cole discussed the financial statements and explained various line items.

Chief Cole updated the Board on the status of the individual who will be assisting with the District's finances and reserves.

B. Volunteer Liaison Report

Director Hosfeldt reported the volunteers continue training with ladders, Sudden Infant Death Syndrome, recovery of a sailing victim at Moss Beach, a structure fire at Friendly Acres, and local medical calls. He updated the Board regarding the upcoming Crab & Salmon Feed Fundraiser scheduled for May 17, 2008 at the HMB Station.

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

No report.

D. ALS/JPA

Director Lees and Chief Cole discussed the status of the RFP for the ambulance contract.

E. Ad Hoc Committee Report – "Land and Structures"

Chief Cole reported that he and Directors MacKimmie, Draper and Lees did a walk-through of the three stations in preparation for future financial planning. He indicated capital needs are very significant and need to be addressed and prioritized. He anticipates presenting a draft report at the April Board meeting.

F. Attorney's Report

No report.

G. Fire Chief's Report

Chief Cole briefly discussed the RFP for audit services, summarized the February 2008 Calls for Service Report, and discussed the Notices of Invited Bids for replacement of the roof and windows at Station 41. He responded to Directors' questions and comments throughout his discussions.

Chief Cole discussed the Rebuilding Together Project and asked for Board volunteers to help on Saturday, April 26th, to help a needy family in El Granada.

Chief Cole indicated that Directors' incoming e-mails were input incorrectly, but this is being corrected.

CORRESPONDENCE

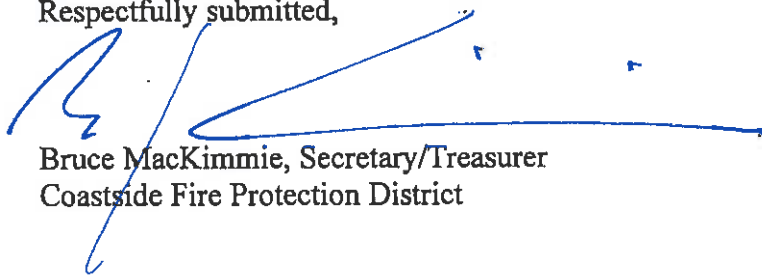
Chief Cole highly recommended the classes given by CSDA at the Special District Leadership Academy, and he summarized the other correspondence in the packet.

President Burke initiated a discussion regarding changing the April meeting date. It was decided to change the date of the April meeting to April 29th. Director Cockrell moved, and Director Lees seconded, to change the date of the April meeting from April 15 to April 29, 2008. Motion passed 9-0.

ADJOURNMENT

Director McShane made a motion to adjourn the meeting, and Director MacKimmie seconded the motion. The motion passed unanimously 9-0 and the meeting was adjourned at 9:53 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Bruce MacKimmie', is written over a horizontal line. The signature is stylized and extends above and below the line.

Bruce MacKimmie, Secretary/Treasurer
Coastside Fire Protection District

BOARD ACTION TAKEN AND DIRECTION TO STAFF

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

ON MOTION by Director Mackintosh, seconded by Director McShane, the Board voted unanimously to approve Item B of the Consent Calendar as amended. Motion carried 9-0.

Director McShane made a motion, and Director Cockrell seconded, to select Montara Fog as our web-streaming contractor and video provider for six months and to determine after a six-month period whether or not to continue the contract. Director McShane amended her motion and Director Lees seconded to subject the contract to a termination clause with a seven-day notice. The vote on the motion amendment was 8-1, with Director Cockrell dissenting. The Roll Call Vote on the original motion passed 5-4, with Directors Mackintosh, Hosfeldt, Cilia, and Draper dissenting.

ON MOTION by President Burke, seconded by Director Draper, by Roll Call Vote the Board voted to adopt Resolution No. 2008-06, Resolution Authorizing the Correcting of Administrative Oversight and the Payment of Health Care to Retirees and Active Employees. Motion passed 5-2, with Directors Mackintosh and Cilia dissenting.

ON MOTION by Director Macintosh, seconded by Director MacKimmie, the Board voted unanimously to adopt the Policies and Procedures Manual Section 1102 – Workers' Compensation. Director Mackintosh amended his motion to adopt the Policies and Procedures Manual with the changes discussed, and Director MacKimmie seconded the amendment. The motion passed 9-0.

Director Mackintosh made a motion and Director MacKimmie seconded the motion to authorize Chief Cole to advertise for bids for weed abatement. Motion passed 9-0. Direction was given to Chief Cole to form an ad hoc committee with himself, the Fire Marshall, members of the public, and volunteers from the Board. Directors Lees, Draper and Mackintosh volunteered to serve on the committee.

Direction was given to Attorney Savaree to prepare an ordinance regarding Director compensation policy for review at the next Board meeting to increase the meeting fee to \$145 per meeting, no back-to-back meetings, and a maximum of three meetings per month.

Chief Cole anticipates presenting a draft report at the April Board meeting for future financial planning for much needed capital improvements.

Director Cockrell moved, and Director Lees seconded, to change the date of the April meeting from April 15 to April 29, 2008. Motion passed 9-0.