

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

January 15, 2008

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

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.

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, and Director J. B. Cockrell. Director Chris Cilia was absent.

Staff: Fire Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

REPORT ON ACTION TAKEN IN CLOSED SESSION

Attorney Jean Savaree reported that instructions were given to the labor negotiator, no action was taken.

REPORT BY FIREFIGHTER IAFF LOCAL 2400

None.

CONSENT CALENDAR

- A. Approval of minutes of Coastside Fire District Special Meeting of November 13, 2007.
- B. Approval of minutes of Coastside Fire District Special Meeting of December 12, 2007.
- C. Approval of minutes of Coastside Fire District Board Meeting of December 18, 2007.
- D. Approval of Vendor Checks #10223 - #10306 in the amount of \$726,089.28 dated December 1 to December 31, 2007.

- E. Approval of Payroll Checks #44001565 - #44001582 in the amount of \$9,621.91, dated December 1 to December 31, 2007.
Direct Payroll Deposits #490001 - #490027 in the amount of \$66,572.00, dated December 7, 2007.
Direct Payroll Deposits #510001 - #510025 in the amount of \$69,422.07, dated December 21, 2007.
Direct Deposit of Federal, State and Hospital Tax in the amount of \$44,268.49, December 1 to December 31, 2007.

President Burke removed Item A from the Consent Calendar, the November 13, 2007 Minutes, as these minutes were approved as amended at the last meeting.

Director Lees requested the removal of Item B from the Consent Calendar, the December 12, 2007 Minutes, for discussion and corrections.

Director Mackintosh requested the removal of Item C from the Consent Calendar, the December 18, 2007 Minutes, for discussion and corrections.

ON MOTION by Director Lees, seconded by Director Hosfeldt, the Board unanimously approved Items D and E of the Consent Calendar. Motion carried 8-0.

Regarding Item B, Minutes of the Special Meeting of December 12, 2007, Page 2, Director Lees requested the removal of paragraph 5, indicating that he did not recall President Burke making this statement.

Also on page 2, Director Lees requested corrections to the last paragraph on the page.

On page 3, paragraph 5, Director Lees changed the word "never" to "ever" and corrected "Chief Burke" to "Chief Cole."

On the last line on page 3, Director Lees added the word "allegedly" after "responding staff."

On page 5, last line of third paragraph, Station 41 should be Station 44.

Regarding all minutes in general, Director Mackintosh requested that the section at the end of the minutes which reads "Board Action Taken and Direction to Staff" be placed on a separate page from the actual minutes.

Regarding Item C, Minutes of the December 18, 2007 meeting, last paragraph on page 6, Director Mackintosh indicated his recollection of discussion at the meeting that the time limit for this ad hoc committee was established as three months. After some discussion, the Board members agreed that three months had been discussed as a time limit for this ad hoc committee only.

Also regarding Item C, Minutes of the December 18, 2007 meeting, Director Lees initiated a discussion regarding the ninth paragraph on page 6. Following discussion, it was determined that Director McShane nominated Directors Hosfeldt and Cockrell to the committee and President Burke will assist the committee.

Regarding page 11, paragraph 2, of the December 18, 2007 minutes, Director Mackintosh asked if grievances should be in the form of a written confidential report as opposed to an oral report.

ON MOTION by Director McShane, seconded by Director Mackintosh, the Board unanimously approved Items B and C of the Consent Calendar, as amended. Motion carried 8-0.

AD HOC COMMITTEE REPORT – “Televised Board Meetings” (taken out of order)

Director McShane indicated she was asked to review the audio/visual aspects of the Coastside Fire Protection District Board meetings with Vince Williams and MCTV (Channel 6). She introduced Mr. Darin Boville of MontaraFog.com and asked him to discuss his proposal.

Mr. Boville stated he would like to assist the District be more visible to the public, and he provided a brief overview of his proposal. He explained the steps required to place Board meetings on the web site, and he discussed the three levels of service he could provide.

Vince Williams of Moss Beach stated he would continue to record the meetings until the Board puts something in place in connection with tonight's discussion. He also stated he is willing to help with improving the Board's audio tape recording system, microphones, etc. As to the proposal for a video system, he indicated that Mr. Boville's proposal is good and could be a mechanism to get more information to the public and get the public more involved.

Leonard Woren of Montara stated only about half of the people on the coast have cable, and if the meetings were put on cable it would eliminate half of the potential audience. He indicated most people on the coast have Broadband Internet and recommended the Board go with Mr. Boville's proposal. He strongly recommended a good sound system with one microphone for each director, one or two for Staff, one for the podium, and a mixer with at least two outputs, one to the camera and one to the District's recorder for better audio tapes for permanent storage.

Kathryn Slater-Carter supports the Board's efforts to make the meetings available to the public. She feels MCTV may be too full to take on any more broadcasts and feels MontaraFog.com would be a good alternative and that his pricing is fair.

Director Mackintosh agreed this needs to be done as soon as possible and suggested a combination of levels 2 and 3 from Mr. Boville of MontaraFog.com.

Director Lees thinks the Internet access is a great idea. He indicated he has listened to the audio recordings made by Vince Williams and that he really appreciates the indexing of the agenda on the recordings.

Director MacKimmie stated he agrees to looking into the Boville proposal depending on the District's budget. Discussion occurred regarding the levels of the Boville proposal as well as links from MontaraFog.com to the Coastside Fire Protection District web site.

President Burke inquired about the possibility of sending out some type of educational program, for example, disaster preparedness. Mr. Boville replied that would be possible for a reasonable fee.

President Burke asked Mr. Boville if he is able to track the number of hits to the website. Mr. Boville responded he is able to determine how many computers access his website and how many downloads are made.

Vince Williams brought up the issue of who retains the copyright. Attorney Savaree will look into this.

ON MOTION by Director Mackintosh, seconded by Director Cockrell, the Board voted unanimously to instruct Staff to work with Darin Boville to develop a formal proposal combining Options B and C of his proposal and to bring this to the next regularly scheduled Board meeting for adoption of a six-month trial. Motion carried 8-0.

CONTINUING BUSINESS

A. Review and Adopt Coastside Fire District Proposed Bylaws

President Burke introduced this item. Director McShane proposed adding a bylaw regarding a curfew on the length of meetings. Director Lees indicated the curfew is currently 10:00 p.m. Attorney Savaree indicated this could be in the Policies and Procedures Manual and she will look into it.

ON MOTION by Director Mackintosh, seconded by Director McShane, the Board voted unanimously to adopt the Bylaws as presented. Motion carried 8-0.

B. Community Facilities District #20 (110 Avenue Portola. El Granada

A) Public Hearing

Chief Paul Cole introduced the Resolution and recommended adoption. President Burke opened the public hearing. Hearing no one wishing to speak on this item, President Burke closed the public hearing.

B) Motion to Adopt Resolution No. 2008-01, Resolution of Formation . . .

ON MOTION by Director Draper, seconded by Director Lees, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-01, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 20, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cockrell	Aye
President Burke	Aye

Motion carried 8-0.

C) Motion to Adopt Resolution No. 2008-02, Resolution Calling for Special Election

ON MOTION by Director Lees, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-02, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 20:

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cockrell	Aye
President Burke	Aye

Motion carried 8-0.

NEW BUSINESS

A. Authorize Hiring of New Firefighters

Director Mackintosh indicated that depending on how the court rules in the pending case, the Board needs to decide how to move forward to get the process in motion.

Director MacKimmie feels the Board needs to wait until the ruling and then any hiring should be in the direction of becoming full paramedic.

Director Lees stated the Board should wait until after the lawsuit, healthcare, and infrastructure issues have been completely resolved.

Director Draper stated he understands the issues regarding healthcare and the lawsuit, but asked what is the time frame for hiring. Chief Paul Cole stated the process takes from one to three months from beginning to end and discussed the factors involved in the full hiring process.

Director Cockrell inquired what type of physical test is given and asked about the job description. He stated he doesn't see the urgency to begin the process immediately.

Chief Cole discussed the possibility of two employees leaving and the shifts then needing to be filled with overtime.

Director Hosfeldt supports initiating the process.

Director McShane feels this item should be postponed to the next regularly scheduled Board meeting after the lawsuit has been resolved.

President Burke feels the number of people to be hired should be recommended by Chief Cole.

Director Draper asked if this item could be moved to next month. President Burke indicated it could be put on the agenda next month.

ON MOTION by Director Cockrell, seconded by Director McShane, the Board voted to take no action on this item at this time. Motion carried 5-3, with Directors Mackintosh, Hosfeldt and Draper dissenting.

B. Authority to Approve Agreement for Professional Services with Belmont-San Carlos Fire Department for Fire Inspector and Arson Investigation Services

Chief Paul Cole discussed the Agreement for Professional Services and recommended approval by the Board as written. He indicated Belmont-San Carlos has already adopted this agreement and awaits our Board's approval.

Director Lees commented that the District's legal counsel is also legal counsel for the Belmont-San Carlos Fire Department, and that she has disclosed this to this Board as well as to Belmont-San Carlos.

Director Mackintosh mentioned that the reporting authority is not indicated in the agreement. Chief Cole indicated that the Consultant would work with Chief Jolley and the inspection calendar will be coordinated through our District's Fire Prevention Bureau. Director Mackintosh indicated he would like to see the reporting authority named in all future personnel contracts.

Director Hosfeldt stated the agreement provides the term expires upon completion of services and asked what is the expectation of the length of the agreement. Chief Cole responded the need will be evaluated month-to-month based on workload.

Director Hosfeldt asked if there is a standard rate for mileage that would be part of the compensation. Discussion resulted in the answer of the IRS rate of 50.5 cents per mile.

ON MOTION by Director Cockrell, seconded by Director MacKimmie, the Board voted unanimously to approve the Agreement for Professional Services with Belmont-San Carlos Fire Department. Motion carried 8-0.

C. Formation of Coastside Fire Board Ad Hoc Committee – "Land and Facilities"

President Burke suggested the Board conduct a study of the District's physical facilities and what repairs or upgrades need to be done to bring them up to standard and an idea of what it would cost, particularly with respect to Stations 41 and 44. President Burke indicated that Director MacKimmie has volunteered to accept responsibility for this task and report back to the Board. Director Draper indicated he would like to join Director MacKimmie on this ad hoc committee.

ON MOTION by President Burke, seconded by Director McShane, the Board voted to form a Land and Facilities Ad Hoc Committee and for Director MacKimmie to be the Chair of the committee. Motion carried 7-0-1, with Director MacKimmie abstaining.

D. Formation of Coastside Fire Board Ad Hoc Committee – “Strategic Planning”

President Burke indicated it might be timely to take a look at doing an update on the District’s Strategic Plan. He suggested the Board members look through the existing Strategic Plan and place it on the agenda for the February regular Board meeting and consider forming a Strategic Planning Ad Hoc Committee to look at some of the major issues of the District.

Director Lees recommended all Board members to read the Minutes for the past few years.

Director Mackintosh indicated that while it makes sense to have a committee to scope out the process of strategic planning, the entire Board should be involved when it comes time to actually move forward with the strategic plan.

BOARD OF DIRECTORS AND CHIEFS’ REPORTS

A. Finance Committee Report

Chief Paul Cole stated the Finance Committee would be meeting at 6:00 p.m. on January 17, 2008 to review the 2007 HMB/PTM audits.

Chief Cole summarized the financial statements and stated the land purchase for Station 41 has been paid off. President Burke stated it should be noted that it was a great accomplishment for the District to be able to pay off that \$450,000 loan in one year.

Director McShane asked why Memberships was at 227% of budget. and Chief Cole indicated he would look into it.

B. Volunteer Liaison Report

Director Hosfeldt reported on volunteer medical drills, the walk-through at the new Harbor Village, and activities during the Mavericks surf competition.

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

No report.

D. ALS/JPA

Director Lees referred to the ALS JPA press release dated January 2, 2008 regarding John Odle replacing retiring Executive Director Larry Olson. Director Lees stated the next meeting is scheduled for February 2008.

E. Ad Hoc Committee Report – “Televised Board Meetings” (moved up on agenda)

F. Attorney’s Report

No report.

G. Fire Chief’s Report

Chief Paul Cole reported the potential that two employees may be leaving the District. He also discussed the temporary assignment of Ari Delay to the position of Acting Division Chief and the January 2008 Duty Chief Schedule.

Chief Cole stated that service delivery is the number one priority, followed closely by operational readiness of both equipment and personnel as well as visibility in the community.

Chief Cole invited the Board members to witness performance evaluations that are scheduled to take place next month. He also offered to take the Board members on a tour of the District facilities, look at the stations, and meet the crews. President Burke suggested Chief Cole select two dates for interested persons to sign-up for the tour.

Director McShane asked Chief Cole if schools have been conducting fire drills. Chief Cole stated he would ask Chief Jolley for a status report on this subject.

Chief Cole discussed the Emergency Operation Center (EOC) during the recent storms and encouraged Board members to visit the EOC and perhaps participate in some capacity during an emergency.

President Burke indicated he has asked Chief Cole to provide the Board with some type of disaster preparedness briefing at some time in the near future, including who is in charge, what are the District policies, and who is responsible for various things.

Director Hosfeldt initiated a discussion regarding a Medic unit transferred over the hill for the day during the recent storm and how that fit into the District’s contract with AMR. Chief Cole responded that Medic 440 can be posted and was posted at the top of the hill. He reported a large number of trees and wires were down on the Coastside, but the Division Chief intentionally kept Medic 441 available. Additional discussion occurred.

Chief Cole discussed the District’s involvement in the Maverick surf competition. He stated that Director Draper and two firefighters were on the primary response boat in charge of water safety during the Mavericks surf competition. Director Draper indicated that all agencies involved worked very well together.

Chief Ferreira reported on engines from Belmont-San Carlos that were brought over to the Coastside during the recent storms. He commended Chief Cole and Staff on their well-coordinated efforts.

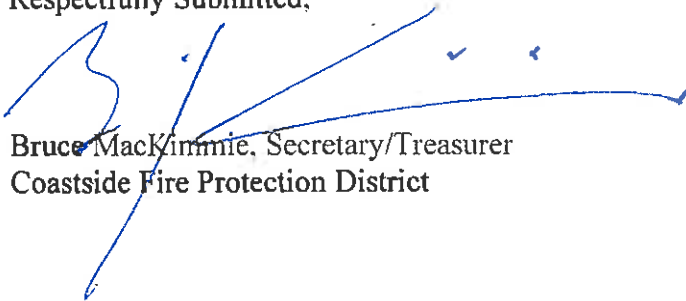
CORRESPONDENCE

Chief Cole briefly discussed the informational sheet regarding a Strategic Planning workshop and a thank you letter to the District's Emergency Rescue Crew.

ADJOURNMENT

Director MacKimmie made a motion to adjourn the meeting, and Director Lees seconded the motion. The motion passed unanimously 8-0 and the meeting was adjourned at 9:51 p.m.

Respectfully Submitted,



Bruce MacKimmie, Secretary/Treasurer
Coastside Fire Protection District

BOARD ACTION TAKEN AND DIRECTION TO STAFF

ON MOTION by Director Lees, seconded by Director Hosfeldt, the Board unanimously approved Items D and E of the Consent Calendar. Motion carried 8-0.

ON MOTION by Director McShane, seconded by Director Mackintosh, the Board unanimously approved Items B and C of the Consent Calendar, as amended. Motion carried 8-0.

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