

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

July 25, 2012

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

ACTION MINUTES

1. 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.

2. PRESENT AT ROLL CALL

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

Staff: Assistant Chief Paul Cole.

Cal Fire: Fire Chief John Ferreira.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board received public comments from members of the audience.

Direction was given to Staff to post the Board Bylaws and Policies & Procedures on the District's website.

5. CONSENT CALENDAR

- A. Approval of Minutes of June 27, 2012 Regular Board Meeting
- B. Approval of Minutes of July 3, 2012 Special Board Meeting
- C. Approval of Vendor Checks #14306-14372 in the amount of \$124,511.13, dated June 1 to June 30, 2012
- D. Approval of Payroll Checks #20474-20491 in the amount of \$2,200.28, dated June 1 to June 30, 2012
Direct Deposit of Federal, State and Hospital Taxes in the amount of \$340.26 dated June 1 to June 30, 2012

President Mackintosh initially pulled Item A from the Consent Calendar and then put it back on the Consent Calendar.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board unanimously approved Items A, B, C, and D of the Consent Calendar as submitted. Motion passed 5-0.

5A. REPORT ON CLOSED SESSION

Attorney Jean Savaree reported that the Board discussed appointment of a Fire Chief, and no action was taken.

6. CONTINUING BUSINESS

A. Request for Proposals for Fire Prevention Services

1. Review received proposals

Assistant Chief Paul Cole introduced Menlo Park Fire Chief Harold Schapelhouman and South San Francisco Fire Marshal Luis Da Silva, who each presented a proposal for Fire Prevention Services. Each responded to questions and comments from the Board throughout his discussion of his proposal.

Director Burke made comments on the proposal by CSG Consultants.

The Board heard public comments from the audience, and the Board responded to the public comments.

2. Provide direction to Staff

Vice President Alifano made a motion that the Committee continue to work on the Menlo Park proposal and bring it back to the Board for a vote. The motion died for lack of a second.

Board discussion occurred, and President Mackintosh provided direction to the Committee.

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

The Board took a recess at 9:18 p.m. and reconvened at 9:29 p.m.

B. Community Facilities District #22 (Carnoustie, LLC)

The Public Hearing (on Formation of CFD 22) will continue to August 22, 2012 Board meeting to comply with time requirements of Government Code Section 53326(a).

Assistant Chief Paul Cole indicated that a letter was received from the developer, and President Mackintosh stated this will be continued to the August 22, 2012 Board meeting.

7. **NEW BUSINESS**

A. Weed Abatement

Assistant Chief Paul Cole introduced the Resolution and stated it would be appropriate to open the public hearing on this item.

1. Public Hearing for Weed Abatement

President Mackintosh opened the public hearing.

Seeing no one wishing to speak on this item, President Mackintosh closed the public hearing.

2. Motion to Approve Weed Abatement Billings

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to approve the Weed Abatement billings. Motion passed 5-0.

3. Adopt Resolution No. 2012-18, Authorizing San Mateo County to place a Weed Abatement Assessment on the Tax Roll for FY 2012/13

ON MOTION by Director Burke, seconded by Vice President Alifano, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2012-18, Authorizing San Mateo County to place a Weed Abatement Assessment on the Tax Roll for FY 2012/13:

Secretary McShane	Yes
Director Riddell	Yes
Vice President Alifano	Yes
Director Burke	Yes
President Mackintosh	Yes

Motion passed 5-0.

B. Board Meeting Curfew Times

Secretary McShane discussed this item and asked Attorney Savaree for input regarding other agencies' time limits for meetings. Attorney Savaree discussed other agencies' time limit policies.

Board discussion occurred.

Direction was given to Attorney Savaree to draft a policy to end Board meetings at 10:30 p.m., and a Board member can make a motion to continue the meeting.

C. Review FY 2011/12 Exhibit E End of Year Performance and FY 2011/12 4th Quarter Work Plan

Vice President Alifano made a motion, seconded by Secretary McShane, to table this item until the August Board meeting.

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

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted to table this item until the August Board meeting. Motion passed 3-2, with Directors Burke and McShane the dissenting votes.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Assistant Chief Paul Cole reported that the end-of-year fund balance is as noted in the previous estimated report.

Cal Fire Chief John Ferreira indicated Staff has completed the year-end process, and he distributed the schedules before tonight's meeting. He discussed the Cal Fire CZU Accounting of Schedule A Actual Costs, All PCAs, FY 2011/12.

B. Volunteer Liaison Report

Vice President Alifano indicated there is nothing out of the normal to report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

President Mackintosh indicated that Secretary McShane could get the new map from Cal Fire Chief Ferreira showing the fire roads and fire hazard area.

A member of the audience asked that this map be placed on the District's website. Chief Ferreira indicated he could do this digitally.

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

Secretary McShane reported the next meeting will be in September.

F. ALS/JPA

No report.

G. Water Supply Assessment Committee Report

No report.

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

H. Shared Services Committee Report

President Mackintosh indicated this was already discussed earlier in the meeting.

I. Attorney's Report

Attorney Jean Savaree gave a Report on Closed Session earlier in the meeting; see Item 5A in these Minutes.

9. ADJOURNMENT

Vice President Alifano made the following motion to adjourn, seconded by Director Riddell:

"I would like to make a motion to adjourn, and the reason why I'd like to adjourn now is because we have all read Chief Ferreira's report and, while I feel he believes what he has written, it is obvious that the Board majority does not. I was told recently that sometimes the best course of action is to walk away when confronted with confrontation. I need to learn from my mistakes, and in this case

I think that a little positive can be achieved by verbalizing what he has written. I therefore would respectfully move we adjourn.”

With the approval of the Board majority, President Mackintosh declared the meeting adjourned at 9:50 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 Burke, seconded by Secretary McShane, the Board unanimously approved Items A, B, C, and D of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to approve the Weed Abatement billings. Motion passed 5-0.

ON MOTION by Director Burke, seconded by Vice President Alifano, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2012-18, Authorizing San Mateo County to place a Weed Abatement Assessment on the Tax Roll for FY 2012/13. Motion passed 5-0.

Direction was given to Attorney Savaree to draft a policy to end Board meetings at 10:30 p.m., and a Board member can make a motion to continue the meeting.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted to table Item 7C until the August Board meeting. Motion passed 3-2, with Directors Burke and McShane the dissenting votes.

ON MOTION by Vice President Alifano, seconded by Director Riddell, President Mackintosh declared the meeting adjourned at 9:50 p.m.