

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

July 15, 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 John Draper, Director Chris Cilia, and Director J. B. Cockrell.
Staff: Fire Chief Paul Cole.
Legal Counsel: Attorney Greg Rubens.
Admin. Secretary: Jean Headley.

PUBLIC COMMENT

None.

REPORT ON CLOSED SESSION

President Burke reported the Board held a Closed Session earlier this evening. Direction was given to Chief Cole, but no action was taken.

REPORT BY FIREFIGHTER IAFF LOCAL 2881

No report.

President Burke thanked all the members of Local 2881 as well as all the Cal Fire and other firefighters for the outstanding work being done throughout the State of California.

CONSENT CALENDAR

- A. Approval of Minutes of Coastside Fire Protection District Regular Meeting of June 17, 2008
- B. Approval of Minutes of Coastside Fire Protection District Special Meeting of June 25, 2008

- C. Approval of Vendor Checks #10844 - #10977 in the amount of \$644,975.14, dated June 1 to June 30, 2008
- E. Approval of Payroll Checks #44001678 - #44001686 in the amount of \$8,586.45 dated June 1 to June 30, 2008
Direct Payroll Deposits #230001 - #230004 in the amount of \$1,179.38, dated June 6, 2008
Direct Payroll Deposit #250001 in the amount of \$266.06, dated June 20, 2008
Direct Deposit of Federal, State and Hospital Tax in the amount of \$52,747.48, dated June 1 to June 30, 2008

Director Mackintosh pulled Items B from the Consent Calendar, the Minutes of the June 25, 2008 Special Board Meeting.

President Burke removed Item C from the Consent Calendar, Approval of Vendor Checks #10844 - #10977.

Director Lees noted that the Agenda does not include an Item D.

Director Cilia made corrections to Item A, Minutes of the June 17, 2008 Regular Board Meeting. He noted the page headings need to be changed to read June 17, 2008 instead of July 18, 2008. He also noted that on page 7, the motion passed 8-1 with Director Cilia dissenting, not 9-0 as shown on the original minutes.

ON MOTION by Director McShane, seconded by Director MacKimmie, the Board unanimously approved Items A and E of the Consent Calendar, as corrected. Motion carried 9-0.

Regarding Item B, Minutes of the June 25, 2008 Special Board Meeting, on page 3, 4th paragraph, Director Mackintosh changed the word "withdrawn" to "lifted."

ON MOTION by Director Mackintosh, seconded by Director MacKimmie, the Board unanimously approved Item B of the Consent Calendar, as amended. Motion carried 9-0.

President Burke recused himself from Item C and left the room as his name is listed on the check register for a mileage payment. He requested Vice President McShane to chair this item.

ON MOTION by Director Lees, seconded by Director McShane, the Board unanimously approved Item C of the Consent Calendar in the amount of \$644,975.14. Motion carried 8-0.

Legal Counsel was requested to research the amount that would require a director to recuse himself or herself.

President Burke returned to the meeting.

CONTINUING BUSINESS

A. Strategic Planning Update 08/09

President Burke discussed background on this issue and briefly discussed the goals listed on Chief Paul Cole's July 10, 2008 Staff Report. He added a goal to go through the process of having the Coastside Fire Protection District become a California District of Distinction, a program by the CSDA.

Several directors suggested additional goals. President Burke discussed coming up with a list of short-term goals and asked for volunteers to serve on an ad hoc committee to come up with a doable list of short-term goals. Directors MacKimmie, Lees, and Hosfeldt volunteered to serve on the ad hoc committee with President Burke.

President Burke indicated that Board members should provide Chief Cole with any additional goals, and Chief Cole asked that Board members identify their top five short-term goals.

President Burke asked Chief Cole to place Items 8, 9, 10, and 11 on the list of goals on the August agenda with Chief Cole's or the Finance Committee's recommendations.

B. Financial Analyst Update

Chief Paul Cole stated that Hector Lwin has completed the preliminary budget and is preparing for the audit as well as updating the District's investment policies and procedures.

C. Website Redesign Update

Chief Paul Cole reported this project is moving along quite well. Staff is looking at artwork at a meeting to take place on July 16th. The website will be used as an information venue for the public. He indicated he is pleased with progress so far.

D. Discuss Installation of Voice Mail for District Administration

Chief Paul Cole reported he is in contact with a vendor who is working on a price. This project is moving forward.

E. Review and Approve Board Policies

ON MOTION by Director Cockrell, seconded by Director Lees, the Board voted unanimously to approve Board policies as presented in the packet. Following Board discussion, the motion carried 9-0.

F. Discuss Half Moon Bay Volunteer Program Expenditures and Reserves

Chief Paul Cole discussed the Volunteer Program expenditures for the past two years. He stated the expenditures for FY 2006-07 were \$11,325 and for FY 2007-08 approximately \$9,500. These figures primarily consist of volunteer life insurance, uniforms, and medical examinations.

G. Discuss and Approve Recommendation to Prohibit the Use of Alcohol on District Property

President Burke indicated that Legal Counsel requested this item be postponed to the August agenda.

NEW BUSINESS

A. 2008-17 - Resolution Authorizing the Fire Chief to Execute Indemnity Agreements with County of San Mateo Regarding the Collection of Special Taxes

Chief Paul Cole introduced the Resolution, and recommended adoption of the Resolution as presented. Some Board discussion occurred.

ON MOTION by Director Cockrell, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-17 - Resolution Authorizing the Fire Chief to Execute Indemnity Agreements with County of San Mateo Regarding the Collection of Special Taxes:

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

Motion passed 9-0.

B. 2008-18 - Resolution Authorizing San Mateo County to place a Special Tax on the Tax Roll for FY 2008/09 (HMB Special Tax)

Chief Paul Cole introduced the Resolution and recommended adoption.

ON MOTION by Director Mackintosh, seconded by Director McShane, by the following Roll Call vote, the Board voted unanimously to adopt Resolution 2008-

18 - Resolution Authorizing San Mateo County to place a Special Tax on the Tax Roll for FY 2008/09 (HMB Special Tax):

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

Motion passed 9-0.

C. 2008-19 - Resolution Determining the Special Tax Liability for Community Facilities District No. 5 for FY 2008/09 (Moon Ridge)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-19 - Resolution Determining the Special Tax Liability for Community Facilities District No. 5 for FY 2008/09 (Moon Ridge):

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

Motion passed 9-0.

D. 2008-20 - Resolution Determining the Special Tax Liability for Community Facilities District No. 10 for FY 2008/09 (Main Street Pats – Phase 2)

ON MOTION by Director MacKimmie, seconded by Director Cilia, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-20 - Resolution Determining the Special Tax Liability for Community Facilities District No. 10 for FY 2008/09 (Main Street Pats – Phase 2):

Director Mackintosh	Aye
Director MacKimmie	Aye

Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
Director Cockrell	Aye
President Burke	Aye

Motion passed 9-0.

E. 2008-21 - Resolution Determining the Special Tax Liability for Community Facilities District No. 14 for FY 2008/09 (845 Main & 655 Miramontes)

ON MOTION by Director Hosfeldt, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-21 - Resolution Determining the Special Tax Liability for Community Facilities District No. 14 for FY 2008/09 (845 Main & 655 Miramontes):

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

Motion passed 9-0.

F. 2008-22 - Resolution Determining the Special Tax Liability for Community Facilities District No. 15 for FY 2008/09 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale)

ON MOTION by Director Draper, seconded by Director Cilia, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-22 - Resolution Determining the Special Tax Liability for Community Facilities District No. 15 for FY 2008/09 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale):

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

Director Draper	Aye
Director Cilia	Aye
Director Cockrell	Aye
President Burke	Aye

Motion passed 9-0.

G. 2008-23 - Resolution Determining the Special Tax Liability for Community Facilities District No. 16 for FY 2008/09 (Seacrest School)

ON MOTION by Director Cilia, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-23 - Resolution Determining the Special Tax Liability for Community Facilities District No. 16 for FY 2008/09 (Seacrest School):

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

Motion passed 9-0.

H. 2008-24 - Resolution Determining the Special Tax Liability for Community Facilities District No. 18 for FY 2008/09 (860 Airport)

ON MOTION by Director Hosfeldt, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-24 - Resolution Determining the Special Tax Liability for Community Facilities District No. 18 for FY 2008/09 (860 Airport):

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

Motion passed 9-0.

I. 2008-25 - Resolution Determining the Special Tax Liability for Community Facilities District No. 19 for FY 2008/09 (Harbor Village)

Director Lees recused himself from this item and left the room.

ON MOTION by Director Hosfeldt, seconded by Director Cilia, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-25 - Resolution Determining the Special Tax Liability for Community Facilities District No. 19 for FY 2008/09 (Harbor Village):

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

Motion passed 8-0.

Director Lees returned to the meeting.

J. 2008-26 – Transfer of Funds (sweep accounts for San Mateo County)

Chief Paul Cole introduced this Resolution and recommended adoption.

ON MOTION by Director Mackintosh, seconded by Director Lees, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-26 – Transfer of Funds:

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

Motion passed 9-0.

(Items K and N were discussed together. There was no Item L on the agenda.)

- K. 2008-27 – Resolution Authorizing San Mateo County to place a Special Tax on the Tax Roll for FY 2008/09 (PTM benefit assessment)
- N. Discuss Point Montara Parcel Tax

There was discussion with Attorney Greg Rubens regarding whether or not Board members who live in the Point Montara District need to recuse themselves from this item. Attorney Rubens opined that Montara residents need to recuse themselves, and Directors MacKimmie, McShane, Cilia, and Cockrell recused themselves and left the room. Board discussion occurred.

ON MOTION by Director Burke, seconded by Director Hosfeldt, by the following Roll Call Vote, the Board voted to amend Resolution 2008-27 to set the cost per unit factor at \$144 for Classes 3 through 31, and to set the cost per unit factor at \$160 for Classes 1 and 2:

Director Mackintosh	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
President Burke	Aye

Motion passed 5-0.

Directors MacKimmie, McShane, Cilia, and Cockrell returned to the meeting.

- M. Discuss and Approve Including the Half Moon Bay Volunteer Program in the District Audit

Director Hosfeldt stated the volunteers agree to provide the last two years of tax records to the District's auditor.

ON MOTION by President Burke, seconded by Director Lees, the Board voted unanimously to include the Half Moon Bay Volunteer Organization as part of the District audit at the District's cost. Following discussion the motion carried 9-0.

- O. Discussion and Direction Regarding Legal Services

This item was carried over to the August meeting.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that the Finance Committee meeting has discussed the possibility of a citizen volunteer or a perhaps a member of this Board becoming the Treasurer of the District in lieu of the County Treasurer. Direction was given to Chief Paul Cole to place an ad in the newspaper and/or the District's website and also to send letters to financial analysts and CPAs on the Coast to see if any qualified individuals express any interest.

President Burke stated the Finance Committee looked at adjustments made at the last meeting regarding hiring three additional firefighters. Chief Cole discussed the adjustments.

B. Volunteer Liaison Report

Director Hosfeldt stated the volunteers have continued with ongoing training, and have recently completed training of five volunteers. Ten volunteers attended the recent brush fire on Highway 92. The volunteers have also staffed stations overnight as needed when District staff were working on strike teams.

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

No report.

D. ALS/JPA

Director Lees reported attending a meeting where they were notified of our vote. Three bids have been received, and letters have gone out that CFPD is opting out for the next contract.

E. Attorney's Report

No report.

F. Fire Chief's Report

Chief Cole referred to the financial spreadsheets.

Chief Cole discussed the impacts of the correspondence regarding the District's Delta Dental policy. Board discussion occurred.

Chief Cole discussed the Grand Jury report regarding post-retirement health care. This issue will be on the August agenda.

Chief Cole discussed the July 2, 2008 letter from IAFF Local 2400.

Chief Cole reported the District has sent out several strike teams to the many fires throughout California. He also discussed the unusually high incidence of fires.

CORRESPONDENCE

No discussion.

ADJOURNMENT

Director MacKimmie made a motion to adjourn the meeting, and Director McShane seconded the motion. The motion passed unanimously 9-0 and the meeting was adjourned at 9:17 p.m.

Respectfully submitted,



Bruce MacKimmie, Secretary/Treasurer
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 McShane, seconded by Director MacKimmie, the Board unanimously approved Items A and E of the Consent Calendar, as corrected. Motion carried 9-0.

ON MOTION by Director Mackintosh, seconded by Director MacKimmie, the Board unanimously approved Item B of the Consent Calendar, as amended. Motion carried 9-0.

ON MOTION by Director Lees, seconded by Director McShane, the Board unanimously approved Item C of the Consent Calendar in the amount of \$644,975.14. Motion carried 8-0.

Legal Counsel was requested to research the amount that would require a director to recuse himself or herself from voting on the approval of Vendor Checks in the event a check is payable to a director for mileage, for example.

President Burke asked Chief Cole to place Items 8-11 on the August agenda, with the exception of Item 8E, with Chief Cole's and/or Finance Committee's recommendations.

ON MOTION by Director Cockrell, seconded by Director Lees, the Board voted unanimously to approve Board policies as presented in the packet. Following Board discussion, the motion carried 9-0.

President Burke indicated that Legal Counsel requested the issue of Prohibit the Use of Alcohol on District Property be postponed to the August agenda.

ON MOTION by Director Cockrell, seconded by Director McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-17 - Resolution Authorizing the Fire Chief to Execute Indemnity Agreements with County of San Mateo Regarding the Collection of Special Taxes. Motion passed 9-0.

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the Special Tax Liability for Community Facilities District No. 10 for FY 2008/09 (Main Street Pats – Phase 2). Motion passed 9-0.

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ON MOTION by Director Mackintosh, seconded by Director Lees, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-26 – Transfer of Funds. Motion passed 9-0.

ON MOTION by Director Burke, seconded by Director Hosfeldt, by Roll Call Vote, the Board voted to amend Resolution 2008-27 to set the cost per unit factor at \$144 for Classes 3 through 31, and to set the cost per unit factor at \$160 for Classes 1 and 2. Motion passed 5-0. (Directors MacKimmie, McShane, Cilia, and Cockrell had recused themselves)

The discussion of Legal Services was carried over to the August meeting.

Direction was given to Chief Cole to place an ad in the newspaper and/or the District's website and also to send letters to financial analysts and CPAs on the Coast to see if any qualified individuals express any interest in becoming the District's Treasurer.