

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

December 10, 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.

ROLL CALL

Board Members: President Gary Burke, Vice President Ginny McShane, Secretary Bruce MacKimmie, Director Doug Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell.

Staff: Division Chief Paul Cole.

Cal Fire: Fire Chief John Ferreira.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Cal Fire Chief John Ferreira introduced Division Chief Kathleen Lineberry, who was present to give the report regarding the Cal Fire Contract First Quarter Billing for 2008.

REPORT BY FIREFIGHTER IAFF LOCAL 2881

Cal Fire Chief John Ferreira introduced Fire Captain Sam Davis, Vice Director of the San Mateo/Santa Cruz Chapter of Local 2881, who works at Station 41. Chief Ferreira reported on his attendance at the Local 2881 convention in Reno.

CONSENT CALENDAR

- A. Approval of Minutes of October 22, 2008 Board Meeting
- B. Approval of Vendor Checks #11228 - #11332 in the amount of \$150,588.50, dated October 1 to October 31, 2008
- C. Approval of Payroll Checks #10008 - #10026 in the amount of \$10,623.15 dated October 1 to October 31, 2008

ON MOTION by Director MacKimmie, seconded by Director McShane, the Board unanimously approved Items B and C of the Consent Calendar as submitted, by a vote of

9-0. Item A was approved as submitted by a vote of 8-0-1, with Director Mackintosh abstaining as he was not present at the October 22 meeting.

NEW BUSINESS

A. Election of Board Officers and Establishing of Committees

President Burke opened the nominations for the office of Board President. Director Lees nominated Gary Burke for President, and Director McShane seconded the nomination. Hearing no further nominations, President Burke closed the nominations for President.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to elect Gary Burke as Board President for 2009. Motion carried 9-0.

President Burke opened the nominations for the office of Board Vice President. Director Lees nominated Ginny McShane for Vice President, and Director MacKimmie seconded the nomination. Hearing no further nominations, President Burke closed the nominations for Vice President.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted unanimously to elect Ginny McShane as Board Vice President for 2009. Motion carried 9-0.

President Burke opened the nominations for the office of Board Secretary. Director Lees nominated Bruce MacKimmie for Secretary, and Director Cockrell seconded the nomination. Hearing no further nominations, President Burke closed the nominations for Secretary.

ON MOTION by Director Lees, seconded by Director Cockrell, the Board voted unanimously to elect Bruce MacKimmie as Board Secretary for 2009. Motion carried 9-0.

ON MOTION by President Burke, seconded by Director Lees, the Board voted unanimously to maintain all the committees as they currently are, with one exception being the addition of Director Mackintosh, who wishes to join the Building Committee. Motion carried 9-0.

CONTINUING BUSINESS

A. Discuss and approve enrollment in a Post Retirement Health Care Trust Fund

Chief Cole summarized the December 8, 2008 memo entitled PARS vs. PERS Comparison. President Burke discussed the establishment of a trust fund for the 28 retirees.

Directors Lees and MacKimmie recused themselves from the discussion and left the room.

Board discussion occurred. It was suggested that a representative from PARS, Mitch Barker, come to the next Board meeting to answer questions from the Board and to bring with him a sample contract.

Chief Cole asked Director Cilia and any other directors to forward questions to him so he can forward them to Mitch Barker for responses at the next Board meeting.

B. Review progress toward achieving CSDA District of Distinction certification

President Burke stated that Chino Valley in Southern California became the first fire district to receive the District of Distinction certification. Board discussion occurred regarding the class needed to be taken by some Board members.

Direction to Staff was to send Board members an e-mail regarding the dates of the February governance/ethics class.

NEW BUSINESS (Continued)

A. Review Cal Fire Contract First Quarter Billing for FY 2008

Cal Fire Chief John Ferreira provided an overview of the Cal Fire billing for July, August and September of 2008. Chief Paul Cole distributed supporting documentation itemizing the July 2008 billing.

Division Chief Kathleen Lineberry and Chief John Ferreira discussed the figures and how they were computed. Chiefs Lineberry and Ferreira responded to Board questions and comments throughout their discussion.

President Burke requested Staff to prepare some kind of flow chart to indicate who comes up with the figures on the quarterly billing.

B. Review and Discuss Extension of the Montara Fog Contract Agreement

Chief Cole introduced this item and requested the Board to decide whether or not to continue with the contract. The Board praised Mr. Boville for his efficient work and his excellent presentation of the meetings.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to extend the contract with Montara Fog to December 31, 2009. Motion carried 9-0.

C. Review and Approve Contract Agreement with CSG Consultants for Fire Inspector Services

Chief Cole provided background for the reasons for this agreement. Board discussion occurred.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted to accept the contract with CSG Consultants. Motion carried 7-2, with Directors Draper and Cilia dissenting.

D. Review Fire District Fleet Maintenance/Repairs

Director Hosfeldt provided background for his request of Chief Cole for a report on needed fleet maintenance/repairs. Chief Cole discussed the amounts spent on fleet maintenance this year as compared to the same period last year.

E. Discuss Tracking of Out-of-District Engine Company Training

Director MacKimmie discussed tracking of out-of-district training. He requested that the Board limit the hours when a station is empty due to training. Chief Cole discussed the limited ability to comply with Director MacKimmie's request. Board discussion occurred.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke stated the Finance Committee has not met since the last Board meeting. He referred to the monthly spreadsheet in tonight's packet. Board discussion occurred. Staff was directed to schedule a Finance Committee meeting before the next Board meeting.

B. Volunteer Liaison Report

Director Hosfeldt reported on the training and activities of the Volunteer Firefighters since the last Board meeting.

C. Land and Structures Committee Report

Director MacKimmie reported on the Land and Structures Committee and referred to a list of questions generated by the committee, which he distributed tonight before the Board meeting began.

D. Vegetation Management Committee Report

Director Mackintosh stated there has been no meeting since the last Board meeting. He indicated the Committee is awaiting ordinance changes by Chiefs Cole and Jolley, and the Committee will report on this at the next Board meeting.

- E. California Independent Special Districts Association (San Mateo Co. Chapter)
No report.
- F. ALS/JPA
Director Lees reported that the Executive Committee canceled the Board meeting.
- G. Attorney's Report
No report.
- H. Fire Chief's Report
Chief John Ferreira reported that a Cal Fire employee who had left the District is returning. He also indicated that the Deputy Chief retired in July and that he is in the process of recruiting for his replacement.

Chief Ferreira reported on an informal meeting with Montara Water and Sewer District. He also talked about the Tour de California bike race coming through Half Moon Bay on February 16, 2009 and discussed the potential impacts on emergency access during the event.

Chief Paul Cole discussed the Target Safety on-line training program.

There was discussion regarding a fraudulent group that is calling citizens to solicit funds for the Fire District.


CORRESPONDENCE

Chief Cole commented on the correspondence in the packet.

ADJOURNMENT

Director Lees made a motion to adjourn the meeting, and Secretary MacKimmie seconded the motion. The motion passed unanimously 9-0 and the meeting was adjourned at 9:42 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 MacKimmie, seconded by Director McShane, the Board unanimously approved Items B and C of the Consent Calendar as submitted, by a vote of 9-0. Item A was approved as submitted by a vote of 8-0-1, with Director Mackintosh abstaining as he was not present at the October 22 meeting.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to elect Gary Burke as Board President for 2009. Motion carried 9-0.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted unanimously to elect Ginny McShane as Board Vice President for 2009. Motion carried 9-0.

ON MOTION by Director Lees, seconded by Director Cockrell, the Board voted unanimously to elect Bruce MacKimmie as Board Secretary for 2009. Motion carried 9-0.

ON MOTION by President Burke, seconded by Director Lees, the Board voted unanimously to maintain all the committees as they currently are, with one exception being the addition of Director Mackintosh, who wishes to join the Building Committee. Motion carried 9-0.

Regarding PARS, Chief Cole asked Director Cilia and any other directors to forward questions to him so he can forward them to Mitch Barker of PARS for responses at the next Board meeting.

Direction to Staff was to send Board members an e-mail regarding the dates of the February governance/ethics class.

President Burke requested Staff to prepare some kind of flow chart to indicate who comes up with the figures on the Cal Fire Contract quarterly billing.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to extend the contract with Montara Fog to December 31, 2009. Motion carried 9-0.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted to accept the contract with CSG Consultants. Motion passed 7-2 (Draper and Cilia).

Staff was directed to schedule a Finance Committee meeting before the next Board meeting.

Director Lees made a motion to adjourn the meeting, and Secretary MacKimmie seconded the motion. The motion passed unanimously 9-0 and the meeting was adjourned at 9:42 p.m.