

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

February 23, 2011

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

ACTION MINUTES

OPEN SESSION

President Gregg Hosfeldt called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 7:33 p.m.

PRESENT AT ROLL CALL

Directors Present: Secretary Doug Mackintosh, Director Ginny McShane, Vice President John Draper, Director Gary Burke, Director Gary Riddell, and President Gregg Hosfeldt.
Staff: Division Fire Chief Paul Cole.
Cal Fire: Fire Chief John Ferreira.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

ABSENT AT ROLL CALL

Director Mike Alifano was absent at Roll Call.

PLEDGE OF ALLEGIANCE

ORDER OF AGENDA

President Hosfeldt moved Item 6A up to be heard before Public Comment.

NEW BUSINESS – PART 1

A. Ceremonial – Presentation of Certificate of Appreciation to Linda Johnson

Director McShane presented a Certificate of Appreciation to Linda Johnson of Moss Beach who on December 29, 2010 gave her 500th donation of blood, the first woman to reach this mark at the Stanford Blood Center.

Ms. Johnson made some comments regarding the process of blood donation and said that she does this so that people can live longer.

Director Alifano arrived at 7:36 p.m.

PUBLIC COMMENT

Vince Williams of Moss Beach spoke regarding Secretary Mackintosh's comments regarding Item 6B at last month's Board meeting.

CONSENT CALENDAR

- A. Approval of Minutes of January 19, 2011 Special Board Meeting
- B. Approval of Minutes of January 26, 2011 Regular Board Meeting
- C. Approval of Vendor Checks #13115-13182 in the amount of \$165,298.85, dated January 1 to January 31, 2011
- D. Approval of Payroll Checks #20308-20316 in the amount of \$875.21, dated January 1 to January 31, 2011
Direct Deposit of Federal, State & Hospital Tax in the amount of \$136.70, dated January 1 to January 31, 2011

ON MOTION by Director Burke, seconded by Vice President Draper, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 7-0.

ORDER OF AGENDA

President Hosfeldt moved Item 8B up to be heard before Continuing Business.

NEW BUSINESS – PART 2

- B. Review and Approve the Basic Financial Statements Audit for the Period from July 1, 2009 through June 30, 2010

Division Chief Paul Cole distributed the Audit Report to the Board.

Mr. Ahmed Badawi, CPA and Partner of the firm Caporicci & Larson, presented a brief overview of his firm and discussed the audit documents for the period from July 1, 2009 to June 30, 2010. Following his presentation, Mr. Badawi responded to questions and comments from the Board. Mr. Badawi will make final revisions to the audit and it will be brought back to the next Board meeting for approval.

CONTINUING BUSINESS

- A. Staff Update on CalPERS ER 1979 Safety Plan Unfunded Liability

Attorney Jean Savaree stated that CalPERS indicated the actuarial study should be done by the end of February. She will follow-up with CalPERS to ensure their timeliness.

B. Cal Fire Contract Negotiations – Negotiation Session with Cal Fire Regarding “Exhibit E” of the Cooperative Fire Programs Fire Protection Reimbursement Agreement

Cal Fire Chief John Ferreira indicated that the additional changes made to Exhibit E have been highlighted in yellow on the version in tonight’s Board packet.

President Hosfeldt opened this item for Public Comment.

Vince Williams of Moss Beach spoke on this issue.

Attorney Savaree discussed the process by which the changes occurred between the various drafts of Exhibit E.

Lengthy, extensive discussion occurred between the Board and Staff regarding numerous items on Exhibit E. Attorney Savaree took notes in order to make appropriate changes for the final version of Exhibit E.

ON MOTION by Director Riddell, seconded by Vice President Draper, by the following Roll Call Vote, the Board voted to direct Attorney Savaree to explore the possibility of a performance clause in the Cal Fire Contract:

Secretary Mackintosh	Aye
Director McShane	Aye
Vice President Draper	Aye
Director Burke	No
Director Riddell	Aye
Director Alifano	Aye
President Hosfeldt	Aye

Motion passed 6-1, with Director Burke the dissenting vote.

The Board took a recess at 9:32 p.m. and reconvened at 9:40 p.m.

C. TriData, System Planning Division, Fire District Audit Update

President Hosfeldt opened this item for Public Comment.

Vince Williams of Moss Beach spoke on this issue.

President Hosfeldt closed the Public Comment portion.

Division Chief Paul Cole reported that he received a communication from TriData indicating that they are still progressing with their study and expect to meet the timeline for the draft report.

NEW BUSINESS – PART 2 (cont'd)

A. Auditor Services – Approve and Direct Fire Chief to Develop and Solicit Request for Proposals (RFP's) for New District Financial Auditing Services

Division Chief Paul Cole introduced this item and stated that the Committee recommends contacting Caporicci & Larson to see if they are interested in continuing. Chief Cole suggested tabling this item until a response is received from Caporicci & Larson.

C. Review and Approve Staff Recommendation to Award Fire Engines Contract to Golden State Fire Apparatus, Inc.

Division Chief Paul Cole summarized the Staff Report and recommended that the Board accept the report as presented. He stated that Staff and the Apparatus Committee highly recommend awarding the fire engine contract to Golden State Fire Apparatus Incorporated (Pierce). He named the members of the Apparatus Committee and praised their work.

Extensive discussion occurred between the Board and Staff.

Direction to Staff, as suggested by Director Burke, was that the Board President send a letter of commendation to the Apparatus Committee.

ON MOTION by Vice President Draper, seconded by Director Alifano, the Board voted unanimously to approve the purchase of three Type 1 Fire Engines from Golden State Fire Apparatus Incorporated (Pierce), that the cost of approximately \$1,604,000 be authorized from Reserves, and that payment for the bells be taken from the trust fund at First National Bank as a gift from the community. Motion passed 7-0.

D. Review and Approve CH2M Hill Facilities Services (CH2M Hill), Facilities Condition Assessment Contract Proposal

Division Chief Paul Cole summarized the Staff Report and recommended approval of the Facilities Assessment Proposal from CH2M Hill.

ON MOTION by Director Burke, seconded by Vice President Draper, the Board voted unanimously for CH2M Hill to provide a Facilities Assessment Report in the amount of \$10,375. Motion passed 7-0.

E. Discuss Establishing an Annual Community Recognition Event

President Hosfeldt stated he and Chief Cole have discussed establishing one evening during the year at a regular Board meeting to recognize individuals who have assisted with rescues and put themselves at risk to help someone else.

Board discussion occurred regarding the nomination process and perhaps to hold the event annually sometime in the fall.

F. Discuss and Approve Debt Service Payoff of CalPERS Inactive Pool Negative Side Fund and Cal Fire Promissory Note

Chief Cole summarized the Staff Report and stated that Staff recommends paying off the Cal Fire Promissory Note and the final CalPERS negative side fund.

Director Burke indicated that the Finance Committee supports Staff's recommendation.

ON MOTION by President Hosfeldt, seconded by Director Burke, the Board voted unanimously to approve the debt service payments to the CalPERS Negative Side Fund and the Cal Fire Promissory Note in the approximate amounts of \$1,082,593 and \$526,358.24, respectively. Motion passed 7-0.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Secretary Mackintosh stated the District is in good financial condition. He also said that the ERAF fund is not yet posted.

B. Volunteer Liaison Report

President Hosfeldt reported there are 6 volunteers currently in the academy and will be in active service within a couple of months. He also stated that the draft MOU will be back soon and that scholarships will be awarded to 3 high school students.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director McShane and Cal Fire Chief Ferreira discussed the State Responsibility Area lands in northern Montara. Chief Ferreira indicated that Cal Fire has been in contact with the National Park Service regarding some kind of annual contract to compensate the District for services provided in that area.

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

No report.

F. ALS/JPA

No report.

G. Water Supply Assessment Committee Report

President Hosfeldt reported that he and Director Riddell are waiting to hear from Coastside Water District regarding available dates for a meeting.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief John Ferreira summarized the January 2011 Statistics Report. He referred to an accident that occurred on February 22, 2011, and Fire Apparatus Engineer Dave Hibdon discussed the incident.

Chief Ferreira discussed preparations being made in the event of snow that has been forecasted for this weekend, an article in the Half Moon Bay Review, and an individual posing as a firefighter.

CORRESPONDENCE

Division Fire Chief Paul Cole referred to the Incident Report, the EMS Ambulance System Data Report, the PARS January 2011 Hot Sheet, and a seminar on Advanced Studies.

ADJOURNMENT

ON MOTION by Director Burke, seconded by President Hosfeldt, President Hosfeldt adjourned the meeting at 10:46 p.m.

Respectfully submitted,



Doug Mackintosh, 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 Vice President Draper, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 7-0.

ON MOTION by Director Riddell, seconded by Vice President Draper, by Roll Call Vote, the Board voted to direct Attorney Savaree to explore the possibility of a performance clause in the Cal Fire Contract. Motion passed 6-1, with Director Burke the dissenting vote.

Direction to Staff was that the Board President send a letter of commendation to the Apparatus Committee.

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