

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

December 29, 2010

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

ACTION MINUTES

OPEN SESSION

President Gregg Hosfeldt called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 6:05 p.m. The purposes for the Special Meeting included the Board's participation in a conference call with TriData Division, Systems Planning Corporation.

PRESENT AT ROLL CALL

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

NEW BUSINESS

- A. Adopt Resolution No. 2010-24, A Resolution Approving the Department of Forestry and Fire Protection Agreement No. 1CA66716 for Services From July 1, 2010 to June 30, 2011

Chief Paul Cole introduced the Resolution and requested adoption of the Resolution as presented. Board discussion occurred.

ON MOTION by Director Burke, seconded by Secretary Mackintosh, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2010-24, a Resolution

Approving the Department of Forestry and Fire Protection Agreement No. 1CA66716 for Services From July 1, 2010 to June 30, 2011, with the understanding that Exhibit E is still in process and under negotiation and changes are to be implemented as soon as possible:

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

Motion carried 6-1, with Director Riddell the dissenting vote.

B. Approve Assistance to Firefighter Grant Purchases not to exceed \$11,458.00

Chief Cole summarized the Staff Report and recommended approval of the grant purchase. Board discussion occurred. The Board thanked Chief Delay for locating and applying for this grant.

ON MOTION by Secretary Mackintosh, seconded by Director McShane, the Board authorized the expenditure of funds up to \$114,458 to the grant program, with the understanding that the District's share is not to exceed \$11,458 and that currently we have somewhere in the neighborhood of \$90,000 earmarked for portable radios and that be approved with the rest of the expenditure as allowed by the grant. Motion carried 7-0.

C. Approve Renewal of Memorandum of Agreement with Participating Agency (Urban Search & Rescue California US&R Task Force 3)

Chief Cole introduced the contract, briefed the Board on the purpose of the Memorandum of Agreement, and recommended renewing the contract. Board discussion occurred.

ON MOTION by President Hosfeldt, seconded by Director Alifano, the Board voted unanimously to renew the Memorandum of Agreement with Urban Search & Rescue California US&R Task Force 3. Motion carried 7-0.

D. Update on Fire Engine Bid Proposals and Manufacturer Selection Process

Chief Cole discussed the bid and selection process for equipment and vendors. He invited any members of the Board who want to accompany him to local Fire Districts to inspect existing equipment that is similar to what the Coastside Fire Protection District is contemplating purchasing. Chief Cole said he hopes to have a final recommendation for the Board by the January Board meeting and that the Committee will be in attendance at that meeting. Board discussion occurred.

The Board took a brief recess at 6:47 p.m. for Chief Cole to place the conference call to TriData.

The meeting reconvened at 6:54 p.m.

E. Participate in Conference Call with TriData Division, Systems Planning Corporation to Review the Fire District Audit Project Scope, Objectives, Goals, Work Plan, Background Information, Schedule and Issues

The Board and Staff participated in a conference call with Stephen K. Brezler – Senior Project Manager, John Montenaro – Senior Consultant, Peter Moye – Consultant and Financial Analyst, and Marcus Weisner – Senior GIS Data Analyst.

Mr. Brezler stated that they are grateful they were selected and are anxious to get started. He went over the various sections of the contract and requested Chief Cole to begin electronically transmitting documents to him as soon as possible.

Mr. Moye indicated he would like to see the District's financial information as well as documentation regarding the District's pension obligations.

There was discussion regarding possible dates for TriData to be on-site for a three-day period: two days for individual meetings with each Board member and then a group Board meeting to include input from the public. The dates of January 17 and 18 were selected for the Board member meetings, and the evening of January 19 for the full Board meeting with public input.

Mr. Brezler briefly discussed the scope of work and invited the Board to share their thoughts and concerns.

Director McShane mentioned the Board dynamics and provided some background including the municipal review, RFPs, CalFire, three lawsuits where the District prevailed, and retiree medical debt. She stated that she believes things are under control and that she did not vote for doing this study, although she did vote for TriData as the study provider. She indicated concern that this could confuse the community because she hears that the community is happy with the current level of service and she feels that \$44,500 is a lot of money to spend in the current financial climate. She said an expensive management review was performed about five years ago and she believes the report mostly resided in a desk drawer.

Director Burke indicated it is his hope that in looking at the scope of work, TriData would show some flexibility to the needs of the District and the Board, without changing the cost of the study. For example, Task #5 was to review and analyze station locations. Director Burke said that while there is little likelihood that the District would change station locations, he would hope TriData would use

their expertise to look at the existing facilities and make recommendations that would help the Board to upgrade the facilities. He also noted that the scope of work did not include anything regarding the District's preparedness for any kind of natural disaster and hoped TriData would include some aspects of that. He discussed the District's financial position, the unfunded retirement liability, and how the District is able to avoid certain costs such as those associated with hiring and training firefighters as well as MOU negotiations with Unions. Therefore, he requests that TriData address cost avoidance in the CalFire contract and how it affects the District's overall financial status. Lastly, Director Burke asks that as TriData makes financial comparisons between what the District now has and what TriData might recommend, what specifically are you comparing to, i.e., another district or another organization?

Director Riddell said that while the Board may know the current costs, the Board is in negotiations with CalFire and bringing them up to speed on fire services they did not provide that a normal fire service provides, so cost figures are being revised. He also said he would like to see costs involving training because the District's training budget skyrocketed and he would like to see what we're actually paying now versus what we were paying before. He said the District is budgeting \$100,000 for training; he said that CalFire has a high turnover rate and the District pays the training costs. He also said he would like to know the cost of CalPERS that the District pays for CalFire. He indicated he has several other concerns, such as chute time, financing and training, and comparing those items to what the District did before contracting with CalFire. He feels these can be further discussed during the individual Board member meetings. He feels CalFire breached the contract in several areas, such as truck operations, EMT's, and cliff rescue. He feels the level of service will drop, but CalFire will start charging the District for these items.

Director Alifano expressed concern about discrepancies in budget figures and deciding what the true numbers are. He is also concerned about the level of service issue as it relates to resident versus non-resident firefighters.

Secretary Mackintosh agrees with Director Burke that station locations will not change. Regarding the District's CalPERS debt, he would like information about how that relates to other agencies in the county or state. If the District is to continue with a contracted organization, Secretary Mackintosh said he would like help in understanding how to manage a contractor, i.e., reporting, oversight, etc. to make sure the contractor is providing the services contracted for. He also discussed the difficulty in dealing with costs and said he looks forward to any assistance TriData can provide in this regard.

Vice President Draper agreed with the previous speakers and asked how TriData will decide what members of the public to meet with.

President Hosfeldt indicated he will be looking for an analysis of service versus cost over the long-term.

Mr. Brezler indicated that no one mentioned how much is being done to reduce the demand for services. He discussed the benefits of risk reduction and fire prevention education.

Chief Cole suggested that after the one-on-one meetings with the Board members, TriData and the Board once again go over the scope of services at the public Board meeting.

The conference call ended at 7:50 p.m.

There was discussion regarding what groups or agencies to invite to participate in public input.

ADJOURNMENT

ON MOTION by Director Burke, seconded by President Hosfeldt, President Hosfeldt adjourned the meeting at 8:00 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

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