

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

**October 22, 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 Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell.

Staff: Division Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Cal Fire: Fire Chief John Ferreira.

Also Present: Cal Fire Battalion Chiefs Clayton Jolley and Eric Johnson.

Admin. Secretary Jean Headley.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

None.

**REPORT BY FIREFIGHTER IAFF LOCAL 2881**

No report.

**CONSENT CALENDAR**

- A. Approval of Minutes of Coastside Fire Protection District Special Meeting of September 24, 2008
- B. Approval of Vendor Checks #11146 - #11227 in the amount of \$132,608.87, dated September 1 to September 30, 2008
- C. Approval of Payroll Checks #10000 - #10007 in the amount of \$8,364.91 dated September 1 to September 30, 2008  
Direct Deposit of Federal, State and Hospital Tax in the amount of \$3,741.34, dated September 1 to September 30, 2008

Director Lees removed Item A from the Consent Calendar for discussion.

ON MOTION by Director Draper, seconded by Director Cockrell, the Board unanimously approved Items B and C of the Consent Calendar, as submitted. Motion carried 8-0.

Director Lees made a correction to the September 24, 2008 minutes. On page 5, the last line of paragraph F, should read as follows: "...second agenda item regarding sharing the Fire Marshal positions."

ON MOTION by Director Cilia, seconded by Director Draper, the Board unanimously approved Item A of the Consent Calendar, as amended. Motion carried 8-0.

**NEW BUSINESS** (Item A taken out of order to accommodate the speakers)

A. Review and approve the Basic Financial Statements Audit for the period from October 1, 2007 through June 30, 2008

Mr. Ahmed Badawi, a Partner with the firm of Caporicci & Larson, CPAs, made a presentation to the Board regarding the District's responsibilities, the CPA firm's responsibilities, the firm's auditing efforts, and the audit results. Mr. Badawi had previously distributed to the Board the printed presentation, which had been reviewed with him by the Finance Committee.

Mr. Hector Lwin, financial analyst for the District, made positive comments regarding Mr. Badawi's presentation.

Mr. Badawi discussed the District's Basic Financial Statements for the period from October 1, 2007 through June 30, 2008. He and Mr. Lwin responded to questions and comments from the Board.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to approve the Coastside Fire Protection District Audit with the amendments discussed at tonight's Board meeting. Motion carried 8-0.

**CONTINUING BUSINESS**

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

President Burke reported on interviews held with firms to handle the District's Post Retirement Health Care Trust Fund. Board discussion occurred. This item will be brought back to a future meeting.

B. Review progress toward achieving CSDA District of Distinction certification

President Burke requested Board members who have not yet attended the governance training to please arrange to do so.

## NEW BUSINESS

B. Discuss and approve recommended staffing changes to Fire Prevention Bureau

Cal Fire Chief John Ferreira discussed proposed staffing changes. He also discussed the Fire Captain and Battalion Chief positions. Board discussion occurred.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted unanimously to give Cal Fire 120-day notice of the elimination of the Inspector and Fire Marshal positions in the next contract. Motion carried 8-0.

Battalion Chief Clayton Jolley discussed contracting and staffing issues between the Coastside Fire Protection District and Cal Fire. Extensive Board discussion occurred.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to direct Cal Fire Chief John Ferreira to arrange to share the Fire Marshal on a trial basis with the San Mateo County Fire Department. Motion carried 7-0-1, with Director Cilia abstaining.

C. Discuss and approve the establishing of a District Facilities Ad-Hoc Committee

President Burke provided background on this issue as this relates to the District's short-term goals, and he discussed the type of people who should be on the committee.

Directors MacKimmie, Cockrell, and Draper volunteered to serve on the committee. President Burke invited the committee to suggest other persons to volunteer on the committee such as realtors, architects, etc. This issue will be brought back on the agenda for the next regular Board meeting.

D. Discuss and approve changing the November 2008 and December 2008 regularly scheduled Board meeting dates

Due to the upcoming holidays, it was suggested to combine the November and December meetings and have one meeting in early December. The date of December 10, 2008 was agreed upon.

ON MOTION by President Burke, seconded by Director Cilia, the Board voted unanimously to hold the combined November and December meetings on December 10, 2008. Motion carried 8-0.

## **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

- A. Finance Committee Report  
President Burke referred to the presentations on the audit and financial statements earlier in tonight's meeting.
- B. Volunteer Liaison Report  
Director Hosfeldt reported on the activities of the Volunteer Firefighters. Chief Paul Cole indicated that Captain Lord has been doing an outstanding job.
- C. California Independent Special Districts Association (San Mateo Co. Chapter)  
No report.
- D. ALS/JPA  
Director Lees reported on the final meeting today of the committee to redo the JPA contract.
- E. Vegetation Management Committee Report  
Cal Fire Chief John Ferreira summarized the recommendations of the Vegetation Management Committee. Board discussion occurred.
- F. Attorney's Report  
No report.
- G. Fire Chief's Report  
Chief John Ferreira discussed engine companies sent to fires out of the area.  
  
Board discussion occurred regarding equipment repairs.  
  
Chief Ferreira also discussed additional ambulance staffing. Board discussion occurred.  
  
Director MacKimmie discussed the Report of Response Times.

## **CORRESPONDENCE**

No discussion.

## **ADJOURNMENT**

Director Lees made a motion to adjourn the meeting, and Secretary MacKimmie seconded the motion. The motion passed unanimously 8-0 and the meeting was adjourned at 10:00 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 Draper, seconded by Director Cockrell, the Board unanimously approved Items B and C of the Consent Calendar, as submitted. Motion carried 8-0.

ON MOTION by Director Cilia, seconded by Director Draper, the Board unanimously approved Item A of the Consent Calendar, as amended. Motion carried 8-0.

ON MOTION by Director Lees, seconded by Director McShane, the Board voted unanimously to approve the Coastside Fire Protection District Audit with the amendments discussed at tonight's Board meeting. Motion carried 8-0.

Direction to Staff: Look at the \$1,000 deductible on the insurance to see if a higher deductible could result in significant savings to the District.

Direction to Staff: Provide the rest of the Board with the sales packet from PARS regarding the Post Retirement Health Care Trust Fund issue.

ON MOTION by Director Lees, seconded by Director MacKimmie, the Board voted unanimously to give Cal Fire 120-day notice of the elimination of the Inspector and Fire Marshal positions in the next contract. Motion carried 8-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to direct Cal Fire Chief John Ferreira to arrange to share the Fire Marshal on a trial basis with the San Mateo County Fire Department. Motion carried 7-0-1, with Director Cilia abstaining.

Direction to Staff: Regarding the discussion about Fire Prevention Bureau staffing changes, include an objective measure of whether there is a reduction in service after four months.

ON MOTION by President Burke, seconded by Director Cilia, the Board voted unanimously to hold the combined November and December meetings on December 10, 2008. Motion carried 8-0.

Direction to Staff: To place an item to review the Montara Fog contract on the December 10<sup>th</sup> meeting agenda.