

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

December 9, 2009

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

ACTION MINUTES

OPEN SESSION

President Gary Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 7:30 p.m. This meeting is to conduct the Board's regular business. The date was changed due to the Thanksgiving and Christmas holidays.

ROLL CALL

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

ORDER OF AGENDA

Attorney Jean Savaree added to the agenda Resolution No. 2009-36 certifying the results of the General Municipal Election held on November 3, 2009.

ON MOTION by Director Mackintosh, seconded by Director Hosfeldt, by the following Roll Call Vote, the Board unanimously added to the agenda Resolution No. 2009-36, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring the Results of the General Municipal Election Held in the Coastside Fire Protection District on Tuesday, November 3, 2009 and Such Other Matters as Provided by Law:

Director Mackintosh	Aye
Vice President McShane	Aye
Director Hosfeldt	Aye
Director Cilia	Aye
Director Draper	Aye
Director Riddell	Aye
President Burke	Aye

Motion passed 7-0.

ON MOTION by Director Mackintosh, seconded by Director Hosfeldt, by the following Roll Call Vote, the Board unanimously Adopted Resolution No. 2009-36, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring the Results of the General Municipal Election Held in the Coastside Fire Protection District on Tuesday, November 3, 2009 and Such Other Matters as Provided by Law:

Director Mackintosh	Aye
Vice President McShane	Aye
Director Hosfeldt	Aye
Director Cilia	Aye
Director Draper	Aye
Director Riddell	Aye
President Burke	Aye

Motion passed 7-0.

CEREMONIAL

Attorney Jean Savaree gave the Oath of Office to newly elected Board member Gary Riddell and re-elected Board members Gary Burke and Ginny McShane.

PUBLIC COMMENT

None.

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

- A. Approval of Minutes of August 6, 2009 Special Board Meeting
- B. Approval of Minutes of October 28, 2009 Regular Board Meeting
- C. Approval of Vendor Checks #12159 - #12223 in the amount of \$103,299.50, dated October 1 to October 31, 2009.
- D. Approval of Payroll Checks #20162 - #20171 in the amount of \$960.44 dated October 1 to October 31, 2009.
Direct Deposit of Federal, State and Hospital Tax in the amount of \$159.12 dated October 1 to October 31, 2009.

President Burke removed Item A, Minutes of the August 6, 2009 Special Board Meeting, from the Consent Calendar.

Director Draper requested that Item B, Minutes of the October 28, 2009 Regular Board Meeting, be removed from the Consent Calendar.

ON MOTION by Director Hosfeldt, seconded by Director Cilia, the Board unanimously approved Items C and D of the Consent Calendar as submitted. Motion passed 7-0.

Regarding Item A, Minutes of the August 6, 2009 meeting, President Burke stated that four of the five directors who were at the August 6 meeting have already approved the Minutes at a previous meeting, and Director Draper is the only director whose approval of those Minutes is still needed. Director Draper gave his approval of the August 6, 2009 Minutes.

Regarding Item B, Minutes of the October 28, 2009 meeting, Director Draper stated he was not present at that meeting and will abstain from the vote.

ON MOTION by Vice President McShane, seconded by President Burke, the Board voted to approve Item B of the Consent Calendar, Minutes of the October 28, 2009 Regular Board Meeting. Motion passed 6-0-1, Director Draper abstaining.

NEW BUSINESS

- A. Resolution No. 2009-32, Resolution Honoring J. B. Cockrell in Recognition of Service to Coastside Fire Protection District

ON MOTION by Director Draper, seconded by President Burke, by the following Roll Call Vote, the Board adopted Resolution No. 2009-32, Resolution Honoring J. B. Cockrell in Recognition of Service to Coastside Fire Protection District:

Director Mackintosh	Aye
Vice President McShane	Aye
Director Hosfeldt	Aye
Director Cilia	Aye
Director Draper	Aye
Director Riddell	Abstain
President Burke	Aye

Motion passed 6-0-1, Director Riddell abstaining.

- B. Resolution No. 2009-33, Resolution Honoring Lane Lees in Recognition of Service to Coastside Fire Protection District

ON MOTION by Director Mackintosh, seconded by Vice President McShane, by the following Roll Call Vote, the Board adopted Resolution No. 2009-33, Resolution Honoring Lane Lees in Recognition of Service to Coastside Fire Protection District:

Director Mackintosh	Aye
Vice President McShane	Aye
Director Hosfeldt	Aye

Director Cilia	Aye
Director Draper	Aye
Director Riddell	Abstain
President Burke	Aye

Motion passed 6-0-1, Director Riddell abstaining.

C. Resolution No. 2009-34, Resolution Honoring Bruce MacKimmie in Recognition of Service to Coastside Fire Protection District

ON MOTION by Vice President McShane, seconded by Director Hosfeldt, by the following Roll Call Vote, the Board adopted Resolution No. 2009-34, Resolution Honoring Bruce MacKimmie in Recognition of Service to Coastside Fire Protection District:

Director Mackintosh	Aye
Vice President McShane	Aye
Director Hosfeldt	Aye
Director Cilia	Aye
Director Draper	Aye
Director Riddell	Abstain
President Burke	Aye

Motion passed 6-0-1, Director Riddell abstaining.

CEREMONIAL BREAK

Cal Fire Chief John Ferreira read the pertinent parts of the Resolutions and presented the Resolutions to Bruce MacKimmie and Lane Lees. J.B. Cockrell was not in attendance.

The Board took a brief recess at 7:39 p.m. and reconvened at 7:43 p.m.

NEW BUSINESS (cont'd)

D. Election of Board Officers

Director Riddell nominated Director Chris Cilia for Board President, and Director Hosfeldt seconded the nomination.

President Burke moved to cease nominations, and Director Hosfeldt seconded.

ON MOTION by Director Riddell, seconded by Director Hosfeldt, the Board voted unanimously to elect Chris Cilia to serve as Board President for 2010. Motion passed 7-0.

President Cilia took his place as the President of the Board and nameplates were moved.

Director Riddell nominated Director Gregg Hosfeldt for Board Vice President, and President Cilia seconded the nomination.

Director Burke moved to cease nominations, and Director Draper seconded.

ON MOTION by Director Riddell, seconded by Director Burke, the Board voted unanimously to elect Gregg Hosfeldt to serve as Vice President for 2010. Motion passed 7-0.

Director Riddell nominated John Draper for Board Secretary, and Vice President Hosfeldt seconded the nomination.

ON MOTION by Director Riddell, seconded by Vice President Hosfeldt, the Board voted unanimously to elect John Draper to serve as Secretary for 2010. Motion passed 7-0.

E. Selection of Committee Members

Finance Committee:

Directors Mackintosh, Burke and Riddell volunteered to be on the Finance Committee, and said volunteers were so assigned.

Vegetation Management Committee:

Vice President Hosfeldt, Secretary Draper, and Director McShane volunteered to be on the Vegetation Management Committee, and said volunteers were so assigned.

Water Supply Assurance Committee:

President Cilia, Vice President Hosfeldt, and Director Riddell volunteered to be on the Water Supply Assurance Committee, and said volunteers were so assigned.

Land and Structures Committee:

Secretary Draper and Directors McShane and Riddell volunteered to be on the Land and Structures Committee, and said volunteers were so assigned.

F. Selection of Volunteer Liaison

Vice President Hosfeldt volunteered to continue as Volunteer Liaison, and he was so assigned.

G. Selection of California Independent Special Districts Association Liaison

Director McShane volunteered to be the CSDA Liaison, and she was so assigned.

H. Selection of ALS/JPA Liaison

President Cilia volunteered to be the ALS/JPA Liaison, and Director Mackintosh agreed to act as backup.

I. Review and Approve the Basic Financial Statements Audit for the Period from July 1, 2008 through June 30, 2009

Mr. Ahmed Badawi, CPA, from the firm of Caporicci & Larson, presented and discussed the audit results for the year ended June 30, 2009. He discussed the responsibilities of Management and the auditors as well as the opinions of the auditors. At the conclusion of Mr. Badawi's presentation, he responded to questions and comments from the Board. Board discussion occurred.

ON MOTION by Director Mackintosh, seconded by Vice President Hosfeldt, the Board voted unanimously to receive the Basic Financial Statements Audit and refer the report to the Finance Committee for review before coming back to the Board for final approval. Motion passed 7-0.

Director Burke commented on the vast improvements in the financial condition of the District in the past four years. The Board thanked the auditors for their time and efforts and for tonight's presentation. The Board also thanked Hector Lwin for his assistance in the audit.

J. Discuss and Approve Cost Recovery in the Amount of \$7,461 for the Sea Bright Fire Incident

Chief Rich Samson stated that the Health and Safety Code allows the District to recover costs from parties responsible for fires. He stated that the individual who caused the Sea Bright fire in Montara has admitted responsibility and the District is moving forward with cost recovery. Chief Samson indicated that the \$7,461 amount is a typographical error, and the actual total is closer to \$17,000. He indicated the District's share is approximately \$1,500, with the balance being for Cal Fire's labor, aircraft, and equipment. He asked the Board for authority to pursue this matter in conjunction with Cal Fire.

Chief Samson asked if the Board would authorize Staff to move forward on other cost recovery cases in the future without bringing each individual case before the Board. It was decided the Board would like each case brought before the Board.

ON MOTION by Director Burke, seconded by Secretary Draper, the Board voted unanimously to cooperate with Cal Fire in seeking restitution for the cost recovery for the Sea Bright fire. Motion passed 7-0.

K. Adopt Resolution No. 2009-35, Resolution Authorizing Check Signatures for Coastside Fire Protection District

ON MOTION by Director Burke, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2009-35, Resolution Authorizing Check Signatures for Coastside Fire Protection District:

Director Mackintosh	Aye
Director McShane	Aye
Vice President Hosfeldt	Aye
Director Burke	Aye
Secretary Draper	Aye
Director Riddell	Aye
President Cilia	Aye

Motion passed 7-0.

L. Review and Approve the Amended CFPD Promissory Note for Health Care Vesting of Employees

Cal Fire Chief John Ferreira introduced this item and summarized Cal Fire's November 30, 2009 letter to the Board. He requested that the Board sign a new Promissory Note to replace the existing one, with new amounts and a new listing of employees. Board discussion occurred.

ON MOTION by Director Mackintosh, seconded by Vice President Hosfeldt, the Board voted unanimously to accept the amended Promissory Note. Motion passed 7-0.

M. Review and Approve the CFPD Promissory Note for Health Care Vesting of Employees, December 2009 Invoice

Cal Fire Chief Ferreira explained that this item revises the amortization schedule due to changes in the Promissory Note, and he requested approval of the new amortization schedule.

ON MOTION by Director Mackintosh, seconded by Director Burke, the Board voted unanimously to pay the regular payment and apply the remainder to the principal. Motion passed 7-0.

N. Review and Approve Cal Fire Contract Schedule-A Fiscal Sheets Incorporating Final Rate Letter

Cal Fire Chief John Ferreira summarized Chief Paul Cole's December 7, 2009 Staff Report and recommended that the Board accept the report and approve Schedule A.

ON MOTION by Director Burke, seconded by Vice President Hosfeldt, the Board voted unanimously to approve the Cal Fire Contract Schedule A Fiscal Sheets incorporating the Final Rate Letter. Motion passed 7-0.

CONTINUING BUSINESS

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

Division Chief Paul Cole indicated he has nothing to report as he is still waiting to hear from CalPERS.

Direction to Staff was to look into funding alternatives as well as rates, terms, conditions, and statutes.

B. Update of Board of Directors Goals for FY 2009/2010

Division Chief Paul Cole summarized his December 7, 2009 Staff Report and recommended that the Board approve the identified 2009/2010 goals.

Board discussion occurred regarding getting input from new Board members. Chief Cole briefly summarized each goal and discussed which committees would be involved to accomplish said goal.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

No report.

B. Volunteer Liaison Report

Vice President Hosfeldt reported the volunteers are currently working on structure fire evaluations and various community service activities.

Mr. Hosfeldt stated he is currently working with Chief Cole on volunteer recruitment, which is scheduled to commence in January 2010. It is hoped that grants may be obtained to cover some of the recruitment costs. Mr. Hosfeldt anticipates having ten solid candidates.

Vince Williams of Moss Beach asked if volunteers are considered employees of the District. Attorney Jean Savaree indicated she would provide a memo to the Board on this issue.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Mackintosh stated there is no report. He stated this is the time to put pressure on Cal Fire regarding the Montara Firebreak Project.

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

No report.

F. ALS/JPA

No report.

G. Attorney's Report

No report.

H. Fire Chief's Report

Cal Fire Chief John Ferreira stated that next month Staff is scheduled to report back to the Board about the status of the shared Marshal position. He requested each Board member to provide input to him or Chief Cole regarding how to judge the success (i.e., complaints or lack of complaints, level of service to the District, etc).

Division Chief Paul Cole reported the last cliff rescue training was postponed due to a storm. He stated that swim program evaluations are moving forward. Board discussion occurred.

CORRESPONDENCE

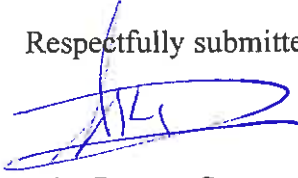
Division Chief Paul Cole discussed the Exception Reports.

Director McShane thanked Chief Cole for the Certificate from San Mateo County for her service as a Director for the Coastside Fire Protection District.

ADJOURNMENT

Director McShane made a motion to adjourn the meeting, and Vice President Hosfeldt seconded the motion. The motion passed unanimously 7-0, and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "JD", is written over the text "Respectfully submitted,".

John Draper, 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 Mackintosh, seconded by Director Hosfeldt, by Roll Call Vote, the Board unanimously added to the agenda Resolution No. 2009-36, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring the Results of the General Municipal Election Held in the Coastside Fire Protection District on Tuesday, November 3, 2009 and Such Other Matters as Provided by Law. Motion passed 7-0.

ON MOTION by Director Mackintosh, seconded by Director Hosfeldt, by Roll Call Vote, the Board unanimously Adopted Resolution No. 2009-36. Motion passed 7-0.

ON MOTION by Director Hosfeldt, seconded by Director Cilia, the Board unanimously approved Items C and D of the Consent Calendar as submitted. Motion passed 7-0.

Regarding Item A, Director Draper gave his approval of the August 6, 2009 Minutes.

ON MOTION by Vice President McShane, seconded by President Burke, the Board voted to approve Item B of the Consent Calendar, Minutes of the October 28, 2009 Regular Board Meeting. Motion passed 6-0-1, Director Draper abstaining.

ON MOTION by Director Draper, seconded by President Burke, by Roll Call Vote, the Board adopted Resolution No. 2009-32, Resolution Honoring J. B. Cockrell. Motion passed 6-0-1, Director Riddell abstaining.

ON MOTION by Director Mackintosh, seconded by Vice President McShane, by Roll Call Vote, the Board adopted Resolution No. 2009-33, Resolution Honoring Lane Lees. Motion passed 6-0-1, Director Riddell abstaining.

ON MOTION by Vice President McShane, seconded by Director Hosfeldt, by Roll Call Vote, the Board adopted Resolution No. 2009-34, Resolution Honoring Bruce MacKimmie. Motion passed 6-0-1, Director Riddell abstaining.

ON MOTION by Director Riddell, seconded by Director Hosfeldt, the Board voted unanimously to elect Chris Cilia to serve as Board President for 2010. Motion passed 7-0.

ON MOTION by Director Riddell, seconded by Director Burke, the Board voted unanimously to elect Gregg Hosfeldt to serve as Vice President for 2010. Motion passed 7-0.

ON MOTION by Director Riddell, seconded by Vice President Hosfeldt, the Board voted unanimously to elect John Draper to serve as Secretary for 2010. Motion passed 7-0.

Finance Committee: Directors Mackintosh, Burke and Riddell.

Vegetation Management Committee: Vice President Hosfeldt, Secretary Draper, and Director McShane.

Water Supply Assurance Committee: President Cilia, Vice President Hosfeldt, and Director Riddell.

Land and Structures Committee: Secretary Draper and Directors McShane and Riddell.

Vice President Hosfeldt volunteered to continue as Volunteer Liaison.

Director McShane volunteered to be the CSDA Liaison.

President Cilia volunteered to be the ALS/JPA Liaison, and Director Mackintosh agreed to act as backup.

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ON MOTION by Director Burke, seconded by Secretary Draper, the Board voted unanimously to cooperate with Cal Fire in seeking restitution for the cost recovery for the Sea Bright fire. Motion passed 7-0.

ON MOTION by Director Burke, seconded by Director McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2009-35, Resolution Authorizing Check Signatures for Coastside Fire Protection District. Motion passed 7-0.

ON MOTION by Director Mackintosh, seconded by Vice President Hosfeldt, the Board voted unanimously to accept the amended Promissory Note for Health Care Vesting. Motion passed 7-0.

ON MOTION by Director Mackintosh, seconded by Director Burke, the Board voted unanimously to pay the regular payment on the Promissory Note for Health Care Vesting and apply the remainder to the principal. Motion passed 7-0.

ON MOTION by Director Burke, seconded by Vice President Hosfeldt, the Board voted unanimously to approve the Cal Fire Contract Schedule-A Fiscal Sheets incorporating the Final Rate Letter. Motion passed 7-0.

Direction to Staff regarding CalPERS Unfunded Liability was to look into funding alternatives as well as rates, terms, conditions, and statutes.

Vince Williams of Moss Beach asked if volunteers are considered employees of the District. Attorney Jean Savaree indicated she would provide a memo to the Board on this issue.

Director Mackintosh indicated this is the time to put pressure on Cal Fire regarding the Montara Firebreak Project.