

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

August 19, 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 7:00 p.m.

PRESENT AT OPEN SESSION

Board Members: President Gary Burke, Vice President Ginny McShane, Secretary Bruce MacKimmie, Director Douglas Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell.
Staff: Fire Chief Paul Cole.
Legal Counsel: Attorney Greg Rubens.
Cal Fire: Operations Chief Steven Woodill

CLOSED SESSION

President Burke adjourned the meeting into Closed Session at 7:05 p.m.

- A. Conference with Legal Counsel – Anticipated Litigation
One Case (Government Code Section 54956.9)

OPEN SESSION

President Burke called the meeting back into Open Session at 7:30 p.m.

ROLL CALL

Board Members: President Gary Burke, Vice President Ginny McShane, Secretary Bruce MacKimmie, Director Douglas Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell.
Staff: Fire Chief Paul Cole.
Legal Counsel: Attorney Greg Rubens.
Cal Fire: Operations Chief Steven Woodill
Admin. Secretary: Jean Headley

PUBLIC COMMENT

None.

PLEDGE OF ALLEGIANCE

REPORT ON CLOSED SESSION

Attorney Greg Rubens reported that discussion was held and no action was taken.

PUBLIC COMMENT

Vice President McShane stated that she will be attending the Montara Sanitary Water District's 50th Anniversary Party on Sunday, August 24th, at the Lighthouse in Montara from 1:00 to 4:00 p.m. She indicated that Quentin Kopp will also be in attendance. President Burke asked Vice President McShane to express congratulations from the Board of Directors of the Coastside Fire Protection District.

REPORT BY FIREFIGHTER IAFF LOCAL 2881

No report.

CONSENT CALENDAR

- A. Approval of Minutes of Coastside Fire Protection District Regular Meeting of July 15, 2008
- B. Approval of Minutes of Coastside Fire Protection District Special Meeting of July 21, 2008
- C. Approval of Vendor Checks #10978 - #11055 in the amount of \$658,563.53, dated July 1 to July 31, 2008
- D. Approval of Payroll Checks #44001687 - #44001703 in the amount of \$10,318.27 dated July 1 to July 31, 2008
Direct Payroll Deposit #270001 in the amount of \$31.99, dated July 3, 2008
Direct Payroll Deposit #290001 in the amount of \$516.68, dated July 18, 2008
Direct Deposit of Federal, State and Hospital Tax in the amount of \$3,479.01, dated July 1 to July 31, 2008

Director Lees removed Items A, B, C, and D from the Consent Calendar for discussion.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Director Lees indicated that according to the Board Policy & Procedures Manual, all Minutes should contain a statement that the audio and video tapes of meetings are available for inspection during regular business hours.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Vice President McShane made a correction to Page 3, Item A, 2nd paragraph, indicating that she did not volunteer to serve on the ad-hoc committee regarding short-term goals.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Director Lees indicated a change may be needed on Page 9, Item M, regarding the number of years of tax records to be provided to the auditor.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Director Hosfeldt requested on Page 4, Item F, that the minutes reflect the amounts of the Volunteer Program expenditures for the past two years as discussed by Chief Cole.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Director Hosfeldt requested clarification on Page 10, Item B by adding "when District Staff were working on strike teams" to the last sentence.

Regarding Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, Director Mackintosh commented on Page 3, Item A, last paragraph. He stated that in order for the Minutes to stand alone, the items referred to need to be relisted in the Minutes. Chief Cole stated the items mentioned were on the list of goals, not agenda items. Director Lees indicated that Directors are to keep supporting documents with the Minutes according to the Board Policies & Procedures.

ON MOTION by Director Hosfeldt, seconded by Director McShane, the Board unanimously approved Item A of the Consent Calendar, Minutes of the July 15, 2008 Regular Board Meeting, as amended. Motion carried 9-0.

Regarding Item B of the Consent Calendar, Minutes of the July 21, 2008 Special Board Meeting, Director Lees reiterated the need for a statement about audio and video tapes being available for inspection during normal business hours, and also indicated the Minutes should state the reason for the special meeting. President Burke directed Administrative Secretary Headley to add a statement at the beginning of the Minutes stating that the meeting was held to provide necessary changes to Resolution 2008-27.

Director Mackintosh asked Staff for a future agenda item to add a Policy to include the reason for special meetings on the agenda for said meeting.

ON MOTION by Vice President McShane, seconded by Director Lees, the Board approved Item B of the Consent Calendar, Minutes of the July 21, 2008 Special Board Meeting, as amended. Motion carried 8-0-1, with Secretary MacKimmie abstaining, as he was not at the July 21st meeting.

Regarding Item C of the Consent Calendar, Approval of Vendor Checks, Director Lees had several comments on the Check Detail. Chief Cole and Chief Woodill responded to Director Lee's comments.

ON MOTION by Vice President McShane, seconded by Director Lees, the Board approved Item C of the Consent Calendar, Vendor Checks #10978 - #11055, dated July 1 to July 31, 2008, in the amount of \$658,563.53. Motion carried 8-0-1, with Secretary MacKimmie abstaining as one check is payable to him for mileage reimbursement.

ON MOTION by Director Lees, seconded by Director Cilia, the Board unanimously approved Item D of the Consent Calendar. Motion carried 8-0.

CONTINUING BUSINESS

A. Board of Directors Goals for FY 08/09

Chief Cole indicated he has received lists of goals from most Board members. He will meet with the ad hoc committee, and this will be on next month's agenda. President Burke reminded the board that these will be short-term goals to be attained by June 30, 2009.

B. Discussion and Direction Regarding Legal Services

President Burke indicated the Board is attempting to establish a new meeting date on the fourth Wednesday of the month to accommodate the schedules of Legal Counsel Jean Savaree as well as Administrative Secretary Jean Headley. The alternative of keeping the meeting dates on the second Tuesday of the month with Attorney Greg Rubens as Legal Counsel was also discussed. Also discussed was the effect of changing our meeting date on other local meetings.

Vice President McShane made a motion, and Director Lees seconded, to change the meeting date to the fourth Wednesday of the month. The motion and the second were subsequently withdrawn following discussion that this action needs to be done as an agenda item.

ON MOTION by Director Mackintosh, seconded by Director Cockrell, the Board voted to cancel the Board's regularly scheduled meeting of September 16, 2008 and call a special meeting on Wednesday, September 24, 2008, to conduct the Board's normal business. Motion passed 6-3, with Secretary MacKimmie and Directors Draper and Cilia dissenting.

C. Discuss and Approve Recommendation to Prohibit the Use of Alcohol on District Property

Extensive discussion was held regarding the use and storage of alcohol on District property.

ON MOTION by Director Lees, seconded by Vice President McShane, by the following Roll Call vote, the Board voted that no alcoholic beverages be consumed, distributed, or dispensed on any District property by any employees, volunteers, or any other personnel:

Director Mackintosh	Yes
Secretary MacKimmie	Yes
Vice President McShane	Yes

Director Hosfeldt	No
Director Lees	Yes
Director Draper	No
Director Cilia	No
Director Cockrell	Yes
President Burke	Yes

Motion passed 6-3.

NEW BUSINESS

Director Mackintosh requested that Item K be moved up to be next on the agenda.

- K. Review and approve amendment to the Board Policies of the Coastsid Fire Protection District as to the order of roll call votes

ON MOTION by Director Mackintosh, seconded by Vice President McShane, the Board voted that language requiring that a roll call vote be taken alphabetically be stricken from the Board Policies. Motion passed 9-0.

- A. Review and approve updated Capital Equipment (rolling stock) replacement schedule

President Burke discussed the Rolling Stock Replacement Schedule and the Board engaged in additional discussion. This item is to be put on the agenda for the next meeting, with additional discussion of staff vehicles, support vehicles, and the use thereof.

- B. Review and approve Capital Equipment (tools and equipment) replacement schedule

Chief Cole discussed the Tools and Equipment Replacement Schedule. Additional discussion occurred among the Board and Chief Cole.

ON MOTION by Director Lees, seconded by Director Cockrell, the Board voted unanimously to approve Item B under New Business, Review and Approve Capital Equipment (tools and equipment) replacement schedule. Motion passed 9-0.

- C. Review and approve designated reserve goals

Director Lees requested removal of the Retiree Health Care portion to be voted on separately. He will recuse himself from that portion.

President Burke stated the Finance Committee feels that, realistically, the ten, twelve, twenty and thirty year goals should be removed and keep the five-year

goals at this time. He discussed some of the goals and how the figures were arrived at. Additional Board discussion occurred.

ON MOTION by Director Draper, seconded by Director Cockrell, the Board voted unanimously to approve the five-year reserve goals for Apparatus, Capital Equipment, Structure Improvement, Legal and Special Projects. Motion carried 9-0.

Secretary MacKimmie and Director Lees recused themselves from discussion of retiree health care.

ON MOTION by Director Draper, seconded by Director Cilia, the Board voted to approve the five-year reserve goal for Retiree Health Care. Motion carried 7-0.

Secretary MacKimmie and Director Lees rejoined the meeting.

D. Discuss and approve enrollment in CalPERS Post Retirement Health Care Trust Fund for Annuitants

Chief Cole stated the actuarials have been done. President Burke discussed other agencies' participation in CalPERS. Board discussion occurred.

Direction to Staff was for Hector Lwin to research other agencies regarding other options and rates of investment, and to bring this item back to the next meeting.

E. Discuss development of Fire Apparatus Exhaust Brake Policy

Discussion was held regarding the exhaust brake policy as it relates to various operations and locations. President Burke asked Chief Cole to prepare some type of written policy on this issue.

F. Discuss Cal Fire Contract Exhibit E – Personnel Accountability of Time

Discussion was held regarding what kind of system is being developed to account for personnel. Chief Cole and Chief Woodill extensively discussed the checks and balances in place to account for personnel.

Vice President McShane requested that Item L be taken next out of order as she had to leave the meeting soon.

L. Review and approve waiving of Board compensation for the Special Board Meeting held July 21, 2008

Extensive discussion was held regarding Board compensation for meetings attended.

Director Mackintosh made a motion to waive Board compensation for the Special Board Meeting held on July 21, 2008, and Director Cilia seconded the motion. The motion failed by a vote of 3-5-1, with Director Lees abstaining.

G. Discuss purchasing of station supplies

Discussion was held regarding the purchase of station supplies. Direction to Staff was to look at how the purchasing of supplies is done and to come back to the Board if any kind of policy is required.

Vice President McShane left the meeting at 9:45 p.m.

H. Discuss removal of Station 44 patch collection

Secretary MacKimmie indicated that this issue has been resolved, and Chief Cole concurred.

I. Discuss purchase of a Hybrid staff vehicle

Discussion was held regarding the purchase of hybrids for non-emergency response personnel to drive in order to get better gas mileage. Direction to Chief Cole was to consider alternative vehicles in his analysis when he prepares his schedule on capital equipment replacement.

J. Review and respond to Grand Jury Report on "Awareness of San Mateo Government Agencies of Reporting Requirements for Non-Pension Post-Employment Benefits Report"

Chief Cole summarized the July 10, 2008 letter from John Fitton, San Mateo County Superior Court Executive Officer to the Coastside Fire Protection District Governing Board. Direction was given to Legal Counsel to prepare the requested response.

M. Discuss and approve Fire District goal of achieving CSDA "District of Distinction Status" through the California Special District Association

President Burke discussed this item and respectfully requested that any Board member who has attended the ethics training and/or a governance workshop provide Jan Cochran with documentation stating they have attended the training. Chief Cole was asked to keep this item on the agenda for follow-up.

N. Discuss and identify the components to the Fire District's Annual Report

President Burke indicated he visualizes a four-page, fold-up document on quality paper with a logo and simple graphics, outlining the Board's operations, status,

accomplishments and challenges. He welcomes any Board member to submit appropriate ideas to Chief Cole for his preparation of the annual report.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Director Mackintosh reported the Finance Committee met with the auditor and received a schedule of when various items are due. President Burke indicated the audit is in process and appears to be proceeding well.

B. Volunteer Liaison Report

Director Hosfeldt reported on the activities of the volunteers, and stated he met with Chief Ferreira to discuss Chief Ferreira's vision for the volunteers. He indicated that Chief Ferreira will attend a volunteer meeting in September to discuss his plans for the volunteer organization.

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

No report.

D. ALS/JPA

Director Lees discussed his attendance at meetings regarding the reauthorization of the new contract. He stated the next meeting is August 26th. As to the contract, Director Lees indicated that protest letters have been filed, and Chief Cole is following-through on this.

E. Attorney's Report

No report.

F. Fire Chief's Report

Chief Cole discussed the Incident History Report, reported on the status of the search for a part-time Treasurer, and discussed today's fire at Highway 92 and Pillarcitos. He also reported another employee has given notice, discussed steps being taken regarding obtaining replacements, and discussed training procedures.

Chief Woodill and Chief Cole extensively discussed the status of the transition and cross-training.

Chief Cole and Chief Woodill responded to Director Mackintosh's question regarding the vegetation management issue. Direction to Staff was to place this item on the agenda for the next meeting, in conjunction with the Weed Abatement Committee.

Chief Cole responded to Director Lees' question regarding whether any former Coastside employees have been able to work overtime at other units.

Chief Cole discussed an upcoming meeting with various agencies at the Half Moon Bay Community Center on September 23rd regarding disaster preparedness. The meeting will be noticed to the public, and the meeting may be taped.

Chief Cole reported that the web site is up and that upcoming events will be placed on the home page.

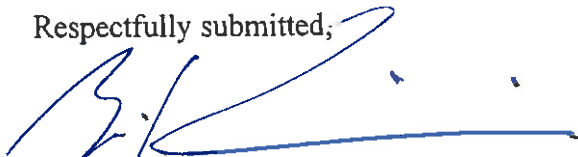
CORRESPONDENCE

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 10:30 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 Hosfeldt, seconded by Director McShane, the Board unanimously approved Item A, Minutes of the July 15, 2008 Board Meeting, as amended. Motion carried 9-0.

ON MOTION by Director McShane, seconded by Director Lees, the Board approved Item B, Minutes of the July 21, 2008 Special Board Meeting, as amended. Motion carried 8-0-1, with Secretary MacKimmie abstaining, as he was not at the July 21st meeting.

ON MOTION by Vice President McShane, seconded by Director Lees, the Board approved Item C of the Consent Calendar, Vendor Checks dated July 1 to July 31, 2008 in the amount of \$658,563.53. Motion carried 8-0-1, with Secretary MacKimmie abstaining as one check is payable to him for mileage reimbursement.

ON MOTION by Director Lees, seconded by Vice President McShane, by Roll Call vote, the Board voted that no alcohol be stored, consumed, distributed, or partaken on District property. Motion passed 6-3, with Directors Hosfeldt, Draper, and Cilia the dissenting votes.

ON MOTION by Director Mackintosh, seconded by Vice President McShane, the Board voted that language requiring that a roll call vote be taken alphabetically be stricken from the Board Policies. Motion passed 9-0.

The Rolling Stock Replacement Schedule is to be put on the agenda for the next meeting after Chief Cole updates the figures, with recommendations for policy on staffing vehicles, use of vehicles for Cal Fire personnel, in and out of District, and support vehicles.

ON MOTION by Director Lees, seconded by Director Cockrell, the Board voted unanimously to approve Item B under New Business, Review and Approve Capital Equipment (tools and equipment) replacement schedule. Motion passed 9-0.

ON MOTION by Director Draper, seconded by Director Cockrell, the Board voted unanimously to approve the five-year reserve goals for Apparatus, Capital Equipment, Structure Improvement, Legal and Special Projects. Motion carried 9-0.

ON MOTION by Director Draper, seconded by Director Cilia, the Board voted to approve the five-year reserve goal for Retiree Health Care. Motion carried 7-0. (MacKimmie and Lees had recused themselves)

Regarding CalPERS Post Retirement Health Care Trust Fund for Annuitants investments, direction to Staff was for Hector Lwin to research other agencies regarding options and rates of investment, and to bring this item back to the next meeting.

President Burke asked Chief Cole to prepare a written policy on exhaust brake usage.

Following discussion about accountability of personnel, Chief Woodill indicated that after the current fire season is over, it would be a good idea to go back and audit firefighter timesheets.

Director Mackintosh made a motion to waive Board compensation for the Special Board Meeting held on July 21, 2008, and Director Cilia seconded the motion. The motion failed by a vote of 3-5-1, with Director Lees abstaining.

Direction to Staff was to look at how the purchasing of coffee is done and to come back to the Board if any kind of policy is required.

Direction to Chief Cole was to consider alternative (hybrid) vehicles in his analysis when he prepares his schedule on capital equipment replacement.

Chief Cole was asked to keep the CSDA "District of Distinction Status" item on the agenda for follow-up.

Regarding the District's Annual Report, President Burke indicated he visualizes a four-page, fold-up document on quality paper with a logo and simple graphics, outlining the Board's operations, status, accomplishments and challenges. He invited Board member to submit appropriate ideas to Chief Cole for his preparation of the annual report.

Direction to Staff was to place the vegetation management issue on the agenda for the next meeting, in conjunction with the Weed Abatement Committee.

Chief Cole discussed an upcoming meeting with various agencies at the Half Moon Bay Community Center on September 23rd regarding disaster preparedness. The meeting will be noticed to the public, and the meeting may be taped.