

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

January 30, 2013

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

ACTION MINUTES

1. OPEN SESSION

President Mackintosh called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 7:30 p.m. This special Board meeting was called a week later than the regular January meeting date because Vice President Alifano was scheduled to receive a community business award on the same day as the regular January meeting date.

2. PRESENT AT ROLL CALL

Directors Present: Secretary Ginny McShane, Director Gary Riddell, Vice President Mike Alifano, Director Gary Burke, and President Doug Mackintosh.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

Assistant Chief Paul Cole stated that Cal Fire Acting Chief Scott Jalbert is absent due to the two new arrivals to his family, and President Mackintosh offered the Board's congratulations to Chief Jalbert.

Also in attendance were District Consultants Susan George, Attorney Rick Bolanos, and Retired Fire Chief Dan Belville.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

A. Approval of minutes of December 19, 2012 Special Board Meeting

- B. Approval of Vendor Checks #14682-14748 in the amount of \$114,390.66, dated December 1 to December 30, 2012
- C. Approval of Payroll Checks #20529-20542 in the amount of \$3,868.25, dated December 1 to December 30, 2012
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$671.88, dated December 1 to December 30, 2012

Director Burke stated he will abstain from voting on Item 5A.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to approved Items B, C, and D of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board unanimously approved Item A of the Consent Calendar as submitted. Motion passed 4-0-1, with Director Burke abstaining.

President Mackintosh suggested moving up Item 7A to next on the agenda.

7. NEW BUSINESS (taken out of order)

- A. Review and Approve Final District Audit for Fiscal Year Ending June 30, 2012
 - 1. Half Moon Bay Volunteer Fire Department Preliminary Review Report

David Farnsworth of Blomberg & Griffin distributed a multi-page document entitled "Half Moon Bay Volunteer Department - Analysis of Financial Review for the Fiscal Year Ended June 30, 2012," and he provided background information on the process taken to perform the accounting.

Mr. Farnsworth made an overhead slide presentation regarding the analysis and discussed each page in the handout.

Director Burke thanked the volunteer firefighters for assisting Mr. Farnsworth in the preparation of the audit, and Secretary McShane acknowledged Chief Pimentel, who was in the audience, and thanked him for leading the volunteers.

Assistant Chief Cole indicated the correction has been made as noted at the last meeting.

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to adopt the audit as presented at the previous meeting. Motion passed 5-0.

6. CONTINUING BUSINESS

A. Stand-Alone Fire Department Update

1. Review, Discussion and Approval of Recommended Approach to Continuing Formation of a Standalone Fire Department and Formulation of Related Board Policy

Retired Chief Dan Belville made a PowerPoint presentation regarding the least amount of expenditures necessary and still continue the process to create a standalone department. He discussed each page of the PowerPoint presentation and he also discussed the proposed timeline. He responded to some questions and comments from the Board and the audience during his presentation.

Susan George presented the Salary and Benefit Revisions section of the PowerPoint presentation.

The Board heard public comments from the audience.

Board discussion occurred, with each Board member providing extensive comments on their views on this issue.

Attorney Jean Savaree summarized several items that she feels are clarifications requested by the Consultants.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board voted to accept the Staff Report and follow the recommendations which are made in the report. Motion passed 3-2, with Director Burke and Secretary McShane dissenting.

The Board took a brief recess at 9:31 p.m. and reconvened at 9:37 p.m.

2. Process for Restructuring Retiree Health Benefits to Accommodate the Creation of a Standalone Fire Department

Director Riddell recused himself and left the room for this item.

Attorney Rick Bolanos summarized the Staff Report and requested authorization from the Board to negotiate with service providers and come back to the Board with a contract to hire a consultant to set up an HRA plan.

The Board heard public comments from the audience.

Additional Board discussion occurred, and Attorney Bolanos responded to questions from the Board.

ON MOTION by Vice President Alifano, seconded by President Mackintosh, the Board voted on whether to adopt the recommended process for restructuring retiree health benefits to accommodate the creation of a standalone fire department. Motion failed by a 2-2 tie vote, with Director Burke and Secretary McShane voting no.

3. Complete Accounting, to date, of all Expenditures on the Consultants and Attorneys Hired Specifically to Form a Stand Alone Fire District

Secretary McShane asked Assistant Chief Cole to keep track of how much money is being spent in restructuring the department to form a standalone fire district.

Assistant Chief Cole responded that Staff has begun compiling these figures and has come up with an approximate amount of \$189,000 paid to the consultants and Attorney Savaree for time spent solely on this issue.

7. NEW BUSINESS

- A. (moved up to follow Consent Calendar)
- B. Community Facilities District #23 (169 Princeton Avenue)
 1. Public Hearing

Assistant Chief Paul Cole introduced this item, and President Mackintosh opened the public hearing.

Seeing no one wishing to speak, President Mackintosh closed the public hearing.

2. Motion to Adopt Res. No. 2013-01; Resolution of Formation

ON MOTION by Vice President Alifano, seconded by Director Alifano, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2013-01, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 23, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special

Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

Secretary McShane	Yes
Director Riddell	Yes
Vice President Alifano	Yes
Director Burke	Yes
President Mackintosh	Yes

Motion passed 5-0.

3. Motion to Adopt Res. No. 2013-02; Resolution Calling for Special Election

ON MOTION by Vice President Alifano, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2013-02, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 23:

Secretary McShane	Yes
Director Riddell	Yes
Vice President Alifano	Yes
Director Burke	Yes
President Mackintosh	Yes

Motion passed 5-0.

C. Review and Consider Weed Abatement Request for Refund

Assistant Chief Cole summarized the Staff Report and responded to questions and comments from the Board.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to deny the request for refund. Motion passed 5-0.

D. Review and Approve District Customer Satisfaction Survey

Assistant Chief Cole presented a draft Customer Satisfaction Survey which was prepared by Staff. He indicated this would potentially be given to residents when firefighters are providing them with a service and would also be made available on the District's website to be filled out online.

Board discussion occurred.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted unanimously to hold off on this at this time and to note in Exhibit E that this has been completed. Motion passed 5-0.

At 10:30 p.m., the Board decided to move Item E to the next Board meeting and go on with tonight's meeting with the remaining items on the Agenda.

E. Review FY 12/13 Exhibit E 2nd Quarter

Assistant Chief Cole summarized the Staff Report and recommended that the Board approve the scrapping of the listed equipment.

ON MOTION by Vice President Alifano, seconded by Director Burke, the Board voted unanimously to approve the disposal of the equipment listed in the Staff Report. Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Assistant Chief Cole referenced items included in the Board packet.

B. Volunteer Liaison Report

Vice President Alifano stated he attended a business meeting with the volunteers, and he discussed the number of hours put in by the volunteers.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee

No report.

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

Secretary McShane said she is planning to attend a meeting soon.

F. ALS/JPA

President Mackintosh stated there was a JPA meeting and it was determined that the umbrella insurance policy is no longer needed. He also discussed new medical procedures being tried first in San Mateo County as well as video inhibition.

G. Water Supply Assessment Committee Report

No report.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole briefly discussed the ongoing problems with communications in the Devil's Slide Tunnel.

9. CORRESPONDENCE

None.

10. ADJOURNMENT

President Mackintosh adjourned the meeting at 10:45 p.m.

Respectfully submitted,



Ginny McShane, 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 Secretary McShane, the Board voted unanimously to approved Items B, C, and D of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board unanimously approved Item A of the Consent Calendar as submitted. Motion passed 4-0-1, with Director Burke abstaining.

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to adopt the audit as presented at the previous meeting. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board voted to accept the Staff Report and follow the recommendations which are made in the report. Motion passed 3-2, with Director Burke and Secretary McShane dissenting.

ON MOTION by Vice President Alifano, seconded by President Mackintosh, the Board voted on whether or not to adopt the recommended process for restructuring retiree health benefits to accommodate the creation of a standalone fire department. Motion failed by a 2-2 tie vote, with Director Burke and Secretary McShane voting no.

ON MOTION by Vice President Alifano, seconded by Director Alifano, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2013-01, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 23, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2013-02, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 23. Motion passed 5-0.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to deny the request for weed abatement refund. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Secretary McShane, the Board voted unanimously to hold off on the Customer Satisfaction Survey at this time and to note in Exhibit E that this has been completed. Motion passed 5-0.

ON MOTION by Vice President Alifano, seconded by Director Burke, the Board voted unanimously to approve the disposal of the equipment listed in the Staff Report. Motion passed 5-0.

President Mackintosh adjourned the meeting at 10:45 p.m.