

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

September 23, 2009

**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.

PRESENT AT ROLL CALL

Board Members: President Gary Burke, Secretary Bruce MacKimmie, Director Doug Mackintosh, Director Gregg Hosfeldt, Director Lane Lees, Director John Draper, Director Chris Cilia, and Director J. B. Cockrell. Vice President Ginny McShane was absent.

Staff: Division Fire Chief Paul Cole.

Cal Fire: Fire Chief John Ferreira.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Kathryn Slater-Carter of Montara indicated she is speaking in her capacity as a citizen. She spoke of the long-standing problem of narrow streets on the Coastside and encouraged the staffs of local boards to work together in the interests of public safety in order to ensure adequate width for resident parking as well as emergency vehicles.

Ms. Carter commented on a fire hydrant variance given for a house on Reef Point Road and feels that the staffs of the Fire District and Water & Sanitary District should have worked together to arrive at a better solution.

Ms. Carter also commented that the County is giving right-of-way encroachment easements, and she hopes that the Fire District contacts County Public Works to be sure these easements leave the roadway wide enough for emergency vehicles.

Leonard Woren of El Granada also spoke on the issue of narrow streets. He added that the Fire District is allowing minimum 20-foot road width especially in West Miramar and that there is no enforcement of "No Parking, Fire Lane" signs. He urged the District to make sure the streets are more than the minimum width in order to ensure public safety.

Division Chief Paul Cole requested Chief Clayton Jolley to address the issue of the fire hydrant variance. Chief Jolley reported on his discussion with the contractor regarding the ¾" plastic pipe. The contractor will send a letter to the Board requesting the variance be vacated, and he will put in a fire hydrant.

Director Chris Cilia discussed the issue of insufficient infrastructure regarding the water supply. Kathryn Slater-Carter spoke of an ongoing project to put in a storage tank at the top of Alta Vista Road and the related pending lawsuit. President Burke indicated this issue should be agendized for a future meeting.

CONSENT CALENDAR

- A. Approval of Minutes of August 6, 2009 Special Board Meeting
- B. Approval of Minutes of August 26, 2009 Regular Board Meeting
- C. Approval of Vendor Checks #12029 - #12091 in the amount of \$150,116.59, dated August 1 to August 31, 2009
- D. Approval of Payroll Checks #20150 - #20151 in the amount of \$221.64 dated August 1 to August 31, 2009
Direct Deposit of Federal, State and Hospital Tax in the amount of \$36.72 dated August 1 to August 31, 2009

President Burke pulled Item 5A from the agenda, the Minutes of the August 6, 2009 Special Board Meeting, and moved this item to the next meeting.

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

CONTINUING BUSINESS

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

Division Chief Paul Cole reported he has been working with CalPERS regarding the comparison costs for termination of the contract. These figures are expected within 90 days. The District will continue paying down part of the side fund in the meantime.

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

Division Chief Paul Cole commended the Board members for their input. He will consolidate similar items while maintaining individual goals and then resend the

goals to the Board members. Board members are requested to provide Staff with their top ten goals.

NEW BUSINESS

A. Motion to Adopt Resolution No. 2009-28, Resolution Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2009/10

Division Chief Paul Cole introduced the Resolution. President Burke opened the item for public comment. Hearing no public comment, he closed the public comment portion.

ON MOTION by Secretary MacKimmie, seconded by Director Hosfeldt, by the following Roll Call Vote, the Board adopted Resolution No. 2009-28, Resolution Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2009/10:

Director Mackintosh	Aye
Secretary MacKimmie	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
Director Cockrell	Aye
President Burke	Aye

Motion passed 8-0.

B. Review and Approve Final Budget for FY 2009/2010

Division Chief Paul Cole presented the final budget for FY 2009/2010 and recommended approval.

1. Public Hearing

President Burke opened the public hearing. Hearing no public comment, he closed the public hearing.

2. Motion to Adopt Final Budget for Fiscal Year 2009/2010

ON MOTION by Director Lees, seconded by Director Cockrell, by the following Roll Call Vote, the Board unanimously approved the Final Budget for Fiscal Year 2009/2010:

Director Mackintosh	Aye
Secretary MacKimmie	Aye

Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
Director Cockrell	Aye
President Burke	Aye

Motion passed 8-0.

C. Discuss and Approve Shared Assistant Chief Position with San Mateo County Fire

Cal Fire Chief John Ferreira introduced this item and summarized the September 16, 2009 Staff Report. He requested Board approval to conduct this as a test period until April 2010. Board discussion occurred regarding the Board's apprehensions and the length of the trial period. The Board would like an agreement that Chief Cole will be on the Coast at least fifty percent of the time, and the Board would like to see a full evaluation report by January 2010.

ON MOTION by Director Lees, seconded by Secretary MacKimmie, the Board voted unanimously to share the Division Chief position on a trial basis with an evaluation report at the January 2010 Board meeting. Director Cilia amended the motion to include a written agreement that Chief Cole will spend at least fifty percent of his time on the Coast. Both the maker and second approved the amendment, and the motion passed 8-0.

D. Determine Expenditure Use of Ethel Gilligan Trust Fund

President Burke introduced this item.

ON MOTION by Director Lees, seconded by Secretary MacKimmie, the Board voted unanimously to purchase another thermal imaging camera, with a plaque indicating it was donated by the Ethel Gilligan Trust. Motion passed 8-0.

E. Select New California Special District Association (CSDA) Board Representative

This item was postponed until after the upcoming Board election.

F. Discuss Shared Fire Marshal Availability and Schedule

Director Cilia discussed the lack of a Fire Marshal on the Coast during certain times and indicated that he would like a report brought to the Board regarding a contingency plan in the absence of a Fire Marshal. Discussion occurred regarding alternate personnel coverage. Director Hosfeldt indicated he would like a brief overview of the CSG contract and budget.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Division Chief Paul Cole reported he is awaiting the Cal Fire monthly billings. He also discussed other items on the financial statements.

B. Volunteer Liaison Report

Director Hosfeldt reported the volunteers are participating in driver training programs, hazardous materials response, station coverage, responding to small brush fires, and participating in strike teams. He also discussed upcoming volunteer recruitment.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Mackintosh reported that the homeowners association conducted a tour. San Mateo/Santa Cruz Cal Fire Chief Sampson reported they are working with County Planning and CalTrans regarding placing a chipper on the Coral Reef site. Discussion occurred regarding how to make the public more aware of the project.

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

No report.

F. ALS/JPA

Director Lees displayed a plaque he received from the ALS/JPA Committee.

G. Attorney's Report

Attorney Jean Savaree briefly discussed the Board's recent approval of the JPA amendments and the Board's request for her to follow-up on this issue. She will report on this at the next meeting.

H. Fire Chief's Report

Vince Williams of Moss Beach asked Cal Fire Chief John Ferreira how the San Mateo County Fire budget shortfalls impacts on our District. Chief Ferreira responded that at this time he does not feel the County's shortfalls will impact the Coastside.

Division Chief Paul Cole reported that the Coastside Fire Protection District still does provide cliff rescue training.

Chief Cole reported that water rescue had been stopped per Union and Board direction, but there has been discussion about resurrecting a different water rescue program. He will report to the Board on this at the January meeting.

Chief Cole discussed the Out of District Training Hours Report from September 1 to September 17, 2009.

Chief Cole indicated that AMR is revising their plan for more coverage on the Coast. Discussion occurred.

Regarding AMR housing at Station 40, Chief Cole reported that another facility has been located, but he recommended allowing them to stay at Station 40 pending Board approval. Board discussion occurred regarding the length of this arrangement. The Board requested Attorney Jean Savaree to prepare the appropriate agreement.

Chief Cole reported he and Attorney Savaree will prepare a document retention schedule and will present it to the Board at a future meeting.

Chief Cole reported on the status of the Annual Community Report and stated it is now on the District's Web site.

CORRESPONDENCE

None.

ADJOURNMENT

Secretary MacKimmie made a motion to adjourn the meeting, and Director Cilia seconded the motion. The motion passed unanimously 8-0, and the meeting was adjourned at 9:52 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

Director Cilia discussed the issue of insufficient infrastructure regarding the water supply. Kathryn Slater-Carter spoke of an ongoing project to put in a storage tank at the top of Alta Vista Road and the related pending lawsuit. President Burke indicated this issue should be agendized for a future meeting.

President Burke pulled Item 5A from the agenda, Minutes of the August 6, 2009 Special Board Meeting, and moved this item to the next meeting.

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

ON MOTION by Secretary MacKimmie, seconded by Director Hosfeldt, by Roll Call Vote, the Board adopted Resolution No. 2009-28, Resolution Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2009/10. Motion passed 8-0.

ON MOTION by Director Lees, seconded by Director Cockrell, by Roll Call Vote, the Board unanimously approved the Final Budget for Fiscal Year 2009/2010. Motion passed 8-0.

ON MOTION by Director Lees, seconded by Secretary MacKimmie, the Board voted unanimously to share the Division Chief position on a trial basis with an evaluation report at the January 2010 Board meeting. Director Cilia amended the motion to include a written agreement that Chief Cole will spend at least fifty percent of his time on the Coast. Both the maker and second approved the amendment, and the motion passed 8-0.

ON MOTION by Director Lees, seconded by Secretary MacKimmie, the Board voted unanimously to purchase another thermal imaging camera, with a plaque indicating it was donated by the Ethel Gilligan Trust. Motion passed 8-0.

Director Cilia indicated he would like a report brought to the Board regarding a contingency plan in the absence of a Fire Marshal.

Director Hosfeldt indicated he would like a brief overview of the CSG contract and budget.

Regarding AMR housing at Station 40, Chief Cole reported that another facility has been located, but he recommended allowing them to stay at Station 40 pending Board approval. The Board requested Attorney Jean Savaree to prepare the appropriate agreement.

Chief Cole reported he and Attorney Savaree will prepare a document retention schedule and will present it to the Board at a future meeting.