

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

October 27, 2010

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

ACTION MINUTES

OPEN SESSION

President Gregg Hosfeldt 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

Directors Present: Secretary Doug Mackintosh, Director Ginny McShane, Vice President John Draper, Director Gary Burke, Director Gary Riddell, and President Gregg Hosfeldt.
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

None.

CONSENT CALENDAR

- A. Approval of Minutes of September 8, 2010 Special Board Meeting
- B. Approval of Minutes of September 22, 2010 Special Board Meeting
- C. Approval of Minutes of September 22, 2010 Regular Board Meeting
- D. Approval of Vendor Checks #12815-12907 in the amount of \$2,148,123.27, dated September 1 to September 30, 2010
- E. Approval of Payroll Checks #20261-20269 in the amount of \$1,422.19, dated September 1 to September 30, 2010
Direct Deposit of Federal, State & Hospital Tax in the amount of \$235.62, dated September 1 to September 30, 2010

Secretary Mackintosh removed Item C from the Consent Calendar.

ON MOTION by Director Burke, seconded by Secretary Draper, the Board voted unanimously to approve Items A, B, D, and E of the Consent Calendar as submitted. Motion passed 6-0.

Secretary Mackintosh requested an addition to Item C of the Consent Calendar, the Minutes of the September 22, 2010 Regular Board Meeting to indicate that Mr. Itelson's report states that the District is currently at a fund level of \$614,283, which is far in excess of GASB 45 requirements.

ON MOTION by Director McShane, seconded by Director Burke, the Board voted unanimously to approve Item C of the Consent Calendar, as amended. Motion passed 6-0.

Secretary Mackintosh also stated that in Mr. Itelson's actuarial report, he noted the addition of one retiree and one eligible spouse. Secretary Mackintosh said he would like a report from Staff to understand how people get added and the rules for how that happens.

Lane Lees spoke on the GASB issue and the PERS Healthcare issue.

CONTINUING BUSINESS

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

Division Chief Paul Cole reported that the lump sum payments were made to CalPERS during the past week on the active pool and Staff will report back to the Board following receipt of the Finance Committee's report.

Director Burke referred to a newspaper article regarding CalPERS management. Some Board discussion occurred.

NEW BUSINESS

A. Request for Proposals – "Management Audit." Questions and Answers with Prospective Firms (30 minutes per firm)

President Hosfeldt opened this item for public comment.

Vince Williams of Moss Beach spoke on this issue.

Seeing no additional speakers for public comment, President Hosfeldt closed the public comment section.

Division Chief Paul Cole distributed Citygate Associates' Proposal to Conduct a Fire District Audit for the Coastside Fire Protection District.

Chief Stewart Gray, Citygate's Fire Practice Principal, and Dr. Dwane Milnes, Citygate's General Government Principal, introduced themselves and provided information regarding their backgrounds. Mr. Gray stated that the third member of the Citygate team would be retired Sacramento Fire Chief Don Mette, Citygate's Fire Services Specialist, who was unable to attend tonight's meeting.

Chiefs Gray and Milnes discussed the process of how Citygate would perform the audit. At the conclusion of their presentation, they responded to questions and comments from the Board.

The Board took a recess between presentations at 8:13 p.m. and reconvened at 8:16 p.m.

Martin Goughnour, Director of Financial Services for Emergency Services Consulting International, provided information regarding his fire services background and introduced his Associate Cameron Phillips. Mr. Phillips also provided information regarding his fire services background.

Mr. Phillips distributed ESCI's Proposal to Conduct a Comprehensive Performance and Management Audit for the Coastside Fire Protection District. Messrs. Goughnour and Phillips made a Power Point presentation of their proposal.

At the conclusion of their presentation, Messrs. Goughnour and Phillips responded to questions and comments from the Board.

The Board took a recess between presentations at 8:46 p.m. and reconvened at 8:52 p.m.

Steven Bresler, Senior Program Manager for TriData, a Division of System Planning Corporation, and John Montenero, of the West Coast Division of TriData, provided their background information. The third member of the team would be Peter Moy, who lives in Washington and has an office in the Bay Area.

Messrs. Bresler and Montenero had distributed their proposal to the Board prior to introducing themselves and providing background information. They discussed their proposal, responding to questions and comments from the Board throughout their presentation.

After Messrs. Bresler and Montenero left the meeting, Board discussion occurred. Direction to Staff was to bring back a contract with TriData at a future meeting.

B. Adopt Resolution No. 2010-18 – Resolution Honoring Chris Cilia in Recognition of Service to the Coastside Fire Protection District

President Hosfeldt made corrections to the Resolution and asked if there was any public comment on this item. There was no public comment.

ON MOTION by Director Burke, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2010-18 – Resolution Honoring Chris Cilia in Recognition of Service to the Coastside Fire Protection District, as corrected:

| | |
|-----------------------|-----|
| Secretary Mackintosh | Aye |
| Director McShane | Aye |
| Vice President Draper | Aye |
| Director Burke | Aye |
| Director Riddell | Aye |
| President Hosfeldt | Aye |

Motion passed 6-0.

(The next two items were taken out of order)

- G. First Reading and Introduction of Ordinance No. 2010-01 – An Ordinance Adopting the California Fire Code 2010 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and the Environment From Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers Therefor

Battalion Chief Clayton Jolley distributed a Staff Report regarding 2010 California Fire Code Adoption and summarized the report. He recommended that the Board introduce and read in title only Ordinance No. 2010-01 and continue the matter for adoption of Resolution 2010-19.

President Hosfeldt opened this matter for public comment.

Vince Williams of Moss Beach asked a question on this issue and Chief Jolley responded.

President Hosfeldt closed the public comment section of this matter.

Board discussion occurred.

ON MOTION by Director McShane, seconded by Director Burke, the Board voted unanimously to introduce Ordinance No. 2010-01, waive the first reading of the full Ordinance, and set a public hearing for a second reading of the Ordinance. Motion passed 6-0.

- H. Adopt Resolution No. 2010-19 – Resolution Adopting Findings Supporting Amendments to the Fire Code

ON MOTION by Director Burke, seconded by Vice President Draper, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2010-19 – Resolution Adopting Findings Supporting Amendments to the Fire Code:

| | |
|-----------------------|-----|
| Secretary Mackintosh | Aye |
| Director McShane | Aye |
| Vice President Draper | Aye |
| Director Burke | Aye |
| Director Riddell | Aye |
| President Hosfeldt | Aye |

Motion passed 6-0.

(Back to the regular order of the Agenda.)

C. Discuss Policies to be Developed Regarding Use of Computers and the Internet by the Board

Director McShane discussed the Board's use of laptops during Board meetings.

President Hosfeldt asked if there was any public comment. Seeing no one wishing to speak, he closed the public comment section of this item.

Attorney Savaree indicated she will provide such policies at a future meeting.

Additional Board discussion occurred.

D. Determine Board Meeting Schedule for November and December, 2010

Following discussion between the Board and Staff, it was decided to hold the combined November and December 2010 Board meetings on Wednesday, December 8, 2010.

E. Discuss the Number of Fire Engine Purchases and Provide Direction to Staff

Division Chief Paul Cole stated that at the Board's direction, Staff sent out specs and has received responses from some vendors. He said that Staff recommends purchasing three apparatus, eliminate one extra rig in the fleet, and look at the opportunity to retrofit one of the good chassis to be a technical rescue vehicle, depending on the cost involved. He discussed the high amount of maintenance dollars spent on some of the fleet vehicles to date.

President Hosfeldt asked if there was any public comment. Seeing no one wishing to speak on this item, he closed the public comment section.

Board discussion occurred. Direction to Staff was to purchase three fire engines and for this to come back to the Board for final approval.

F. Discuss Motion by Director Burke Giving CalPERS a One-Year Termination Notice of the District's ER 1979 Retirement Contract

Director Burke discussed this issue. He made a motion, and Director McShane seconded the motion, that the Coastside Fire Protection District formally, as appropriate, notify CalPERS that we will terminate our contract with CalPERS as of December 31, 2011. The motion and the second were later withdrawn following extensive Board discussion.

President Hosfeldt opened the issue for public comment.

Vince Williams and Lane Lees both spoke on this item.

President Hosfeldt closed the issue for public comment.

Board discussion occurred. Direction to Staff was to research with Michele and Chief Schapelhouman of Menlo Park regarding when would be most advantageous time for the District to tender their notice to CalPERS in order to save a significant amount of money (\$1 to \$2 million), and for Staff to contact CalPERS and ask if the notice can be withdrawn should the Board change its mind. Staff was also directed to research if anyone else has terminated from CalPERS and what was their experience.

This will be one of the issues discussed at the Special Board Meeting to be held on November 18, 2010.

CONTINUING BUSINESS

A. Staff Update on CalPERS 1979 Safety Plan Unfunded Liability

No report.

B. Cal Fire Contract Negotiations – Negotiation Session with Cal Fire Regarding “Exhibit E” of the Cooperative Fire Programs Fire Protection Reimbursement Agreement

Division Chief Paul Cole distributed two letters to the Board regarding “Turnout” or “Chute” Time and “Confined Space Rescue,” and Cal Fire Chief John Ferreira summarized the letters. Chief Cole discussed the definition of Confined Spaces and extensive Board discussion occurred.

Direction to Staff was to electronically send these two letters to the Directors.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Director Burke reported that the Finance Committee discussed the Promissory Note, agreed with Staff's memo, and suggested to follow through with payment in the budget for this year and possibly reduce the payment for the following fiscal year.

Director Burke said the Committee briefly discussed what constitutes total revenue for the District year-to-year.

B. Volunteer Liaison Report

President Hosfeldt reported working with Chief Cole regarding the ten new volunteers, and he stated the volunteers helped with the Pumpkin Festival and other community activities.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

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

No report.

F. ALS/JPA

No report.

G. Water Supply Assessment Committee Report

No report.

H. Fire Protection Staffing/Management Committee Report

No report.

I. Attorney's Report

No report.

J. Fire Chief's Report

Cal Fire Chief John Ferreira summarized the Chief Report on September 2010 Statistics. He also discussed the financial situation in Riverside. He stated that Staff is beginning the process for the Annual Report.

CORRESPONDENCE

No comment.

ADJOURNMENT

ON MOTION by Vice President Draper, seconded by Director Burke, President Hosfeldt adjourned the meeting at 11:08 p.m.

Respectfully submitted,



Doug Mackintosh, 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 Draper, the Board voted unanimously to approve Items A, B, D, and E of the Consent Calendar as submitted. Motion passed 6-0.

ON MOTION by Director McShane, seconded by Director Burke, the Board voted unanimously to approve Item C of the Consent Calendar, as amended. Motion passed 6-0.

Direction to Staff was to bring back a contract with TriData at a future meeting.

ON MOTION by Director Burke, seconded by Director McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2010-18 – Resolution Honoring Chris Cilia in Recognition of Service to the Coastside Fire Protection District, as corrected. Motion passed 6-0.

ON MOTION by Director McShane, seconded by Director Burke, the Board voted unanimously to introduce Ordinance No. 2010-01, waive the first reading of the full Ordinance, and set a public hearing for a second reading of the Ordinance. Motion passed 6-0.

Attorney Savaree indicated that at a future meeting, she will provide policies regarding Board members' use of laptop computers during Board meetings.

It was decided to hold the combined November and December 2010 Board meetings on Wednesday, December 8, 2010.

Direction to Staff was to purchase three fire engines and for this to come back to the Board for final approval.

Regarding giving CalPERS a one-year notice of termination, direction to Staff was to research with Michele and Chief Schapelhouman of Menlo Park regarding when would be most advantageous time for the District to tender their notice to CalPERS in order to save a significant amount of money (\$1 to \$2 million), and for Staff to contact CalPERS and ask if the notice can be withdrawn should the Board change its mind. Staff was also directed to research if anyone else has terminated from CalPERS and what was their experience. This will be one of the issues discussed at the Special Board Meeting to be held on November 18, 2010.

Direction to Staff was to electronically send the two Cal Fire letters dated October 27, 2010 regarding "Turnout" or "Chute" Time and "Confined Space Rescue" to the Directors.