

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

April 29, 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 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: Fire Chief Paul Cole.

Legal Counsel: Attorney Gregory Rubens.

Admin. Secretary: Jean Headley.

PUBLIC COMMENT

None.

REPORT BY FIREFIGHTER IAFF LOCAL 2400

None.

CONSENT CALENDAR

- A. Approval of minutes of Coastside Fire District Special Meeting of March 18, 2008
- B. Approval of Vendor Checks #10510 - #10661 in the amount of \$256,102.97 dated March 1 to March 31, 2008
- C. Approval of Payroll Checks #44001632 - #44001650 in the amount of \$10,340.24 dated March 1 to March 31, 2008
Direct Payroll Deposits #110001 - #110025 in the amount of \$64,126.51, dated March 14, 2008
Direct Payroll Deposits #130001 - #130025 in the amount of \$65,874.51, dated March 28, 2008
Direct Deposit of Federal, State and Hospital Tax in the amount of \$41,865.26, dated March 1 to March 31, 2008

Director Mackintosh pulled Item A from the Consent Calendar, the Minutes of the March 18, 2008 Regular Meeting.

ON MOTION by Director McShane, seconded by Director Hosfeldt, the Board unanimously approved Items B and C of the Consent Calendar. Motion carried 8-0.

Director Lees referred to a payment made to Strawflower Electronics and indicated that Director Mackintosh has been in conflict of interest for quite some time as he is part owner of Strawflower Electronics and has not recused himself. President Burke requested District Counsel to look into this and report back at the next Board meeting.

Regarding Item A, Minutes of the March 18, 2008 Regular Board Meeting, Director Mackintosh corrected a typographical error on page 3, Item C, to change "now" to "not."

Director Mackintosh referred to three items he requested on this agenda which are not on the agenda.

Director Cilia referred to page 5, Item E, indicating he had asked the Board to abandon the motion to increase compensation for meetings, and he would like that added to the minutes for the March 18, 2008 meeting. President Burke instructed Administrative Secretary Jean Headley to correct the March 18 minutes to reflect what Director Cilia actually said and the revised minutes placed on the May 20, 2008 agenda for approval.

ON MOTION by Director Mackintosh, seconded by Director Cilia, the Board voted unanimously to postpone approval of the Minutes of the March 18, 2008 meeting until the next regular Board meeting. Motion carried 8-0.

CONTINUING BUSINESS

A. Strategic Planning Update

President Burke reported that the Strategic Planning Committee (himself, Directors Lees and Mackintosh, and Chief Cole) met on March 21, 2008. Following discussion, it was decided that each Board member should review the SWOT analysis in tonight's packet and provide comments to Chief Cole. Direction was given to Chief Cole to bring this item back on the next agenda.

NEW BUSINESS

A. Adopt Resolution No. 2008-09 Resolution to Tax Defer Member Paid Contributions In The Public Employees' Retirement System (CalPERS)

Chief Paul Cole summarized the Board Report, introduced the Resolution, and recommended adoption of the Resolution as presented.

ON MOTION by Director Lees, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-09, Resolution To Tax Defer Member Paid Contributions in the Public Employees' Retirement System (CalPERS):

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
President Burke	Aye

Motion passed 8-0.

B. Adopt Resolution No. 2008-10 Resolution Of Intention To Approve A Contract Between The Board Of Administration – California Public Employees' Retirement System And The Board of Directors Coastside Fire Protection District

Chief Paul Cole summarized the Board Report, introduced the Resolution, and recommended adoption of the Resolution.

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2008-10, Resolution of Intention to Approve a Contract Between The Board of Administration – California Public Employees' Retirement System and the Board of Directors Coastside Fire Protection District:

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
President Burke	Aye

Motion passed 8-0.

C. Adopt Resolution No. 2008-11 Resolution Authorizing a Retroactive Payment Adjustment Of Health Care To Retirees

Directors MacKimmie and Lees recused themselves and left the room.

Chief Paul Cole summarized the Board Report and recommended adoption of the Resolution.

Director Mackintosh indicated concern with the word "retroactive" in the title of the Resolution and moved to change the title of the Resolution to "Resolution Authorizing Payment to Correct Billing Errors in April and May, 2008." Discussion occurred with Attorney Gregory Rubens.

ON MOTION by Director Mackintosh, seconded by Director Cilia, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2008-11, Resolution Authorizing a Payment to Correct Billing Errors in April and May, 2008:

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

Motion passed 6-0.

Directors Lees and MacKimmie rejoined the meeting.

D. Adopt Resolution No. 2008-12 Resolution Adopting An Amended Conflict of Interest Code for the Coastside Fire District

Chief Cole summarized the Board Report and recommended adoption of the Resolution as presented. Discussion occurred.

ON MOTION by Director Lees, seconded by Director McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2008-12, Resolution Adopting An Amended Conflict of Interest Code for the Coastside Fire Protection District:

Director Mackintosh	Aye
Director MacKimmie	Aye
Director McShane	Aye
Director Hosfeldt	Aye
Director Lees	Aye
Director Draper	Aye
Director Cilia	Aye
President Burke	Aye

Motion passed 8-0.

E. Approve Website Re-Design Estimate from Wired Moon

Chief Cole summarized the Board Report and recommended that the Board accept the Wired Moon estimate and enter into a contract for services.

ON MOTION by Director Hosfeldt, seconded by Director McShane, the Board voted unanimously to approve the website re-design estimate from Wired Moon in the amount of \$8,660. Following discussion, the motion passed 8-0.

F. Review and Approve Agreement For Financial Management and Administrative Services with Regional Government Services

Chief Cole summarized the Board Report and recommended that the Board approve the Agreement for Management and Administrative Services with Regional Government Services.

Discussion occurred regarding hourly rates and how many hours might be required.

ON MOTION by Director Mackintosh, seconded by Director MacKimmie, the Board voted to approve the Agreement for Management and Administrative Services with Regional Government Services. Motion passed 7-1, with Director Cilia dissenting.

The Board provided direction to Chief Cole to place this item on each agenda under Continuing Business.

G. Review Proposals and Select Firm To Perform District Auditing Services

Chief Cole summarized the Board Report, indicated he received good references for Caporicci & Larson, and recommended that the Board award the District's auditing services to Caporicci & Larson.

Discussion occurred regarding hours in the other proposals, references for Caporicci & Larson, and IBM vs. MacIntosh operating systems.

ON MOTION by Director MacKimmie, seconded by Director McShane, the Board voted unanimously to award the District's auditing services to Caporicci & Larson, Certified Public Accountants, for fiscal years ending June 30, 2008 through June 30, 2010, with an option to extend for two additional years. Motion passed 8-0.

H. Discuss Installation of Voice Mail for District Administration

Director Cilia indicated that some of the Chiefs within San Mateo County stated they encountered difficulties reaching Chief Officers at CFPD, and he feels communications should be made as easy as possible. He proposed that CFPD provide voice mail services for not only Chief Officers, but for all ranks and positions.

Following discussion, Chief Cole was requested to do some research regarding the need for voice mail, anticipated cost and other factors, and to report back to the Board under Continuing Business at the next regular Board meeting.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Chief Cole discussed the Assets and Reserves Information as well as the Revenue and Expense detail, responding to questions and comments from the Board. It was decided to hold a Finance Committee meeting immediately prior to the May 20, 2008 regular Board meeting.

B. Volunteer Liaison Report

Director Hosfeldt reported on volunteer activities including the Rebuilding Together Project, training meetings, and responses to accidents and cliff and water rescues. He reminded the Board of the annual crab fundraising dinner on May 17, 2008.

Director Hosfeldt reported that volunteer Captain Solloway transported the Easter Bunny to a party in El Granada as part of the District's annual community Easter celebration.

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

President Burke reported there is a meeting on May 6, 2008 to select a representative to LAFCo. He asked for a volunteer from the Board, and Director McShane volunteered.

ON MOTION by Director Burke, seconded by Director MacKimmie, the Board voted unanimously for Vice President McShane to represent the Coastside Fire Protection District at the California Independent Special Districts Selection Committee meeting, on May 6, 2008 and that she be authorized to vote as appropriate. Motion passed 8-0.

D. ALS/JPA

Director Lees reported the next committee meeting will be on May 5, 2008 and the full Board will meet on May 27 or May 28.

Chief Cole discussed the selection process for the back-up ambulance service. Additional Board discussion occurred.

E. Attorney's Report

Attorney Greg Rubens reported that the District's position prevailed at the Court of Appeals. He indicated the stay is still in effect. He stated the decision could be appealed. There was discussion regarding who is able to appeal the decision to the Supreme Court.

F. Fire Chief's Report

Chief Cole referred to the "Rebuilding Together" report that he distributed to the Board before the meeting. He spoke about the tremendous success of the event which helped an El Granada family, and he praised the staff and volunteers who participated in the event.

Chief Cole discussed other items in the meeting packet.

CORRESPONDENCE

No discussion.

ADJOURNMENT

Director MacKimmie made a motion to adjourn the meeting, and Director Lees seconded the motion. The motion passed unanimously 8-0 and the meeting was adjourned at 9:20 p.m.

Respectfully submitted,



Bruce MacKimmie, Secretary/Treasurer
Coastside Fire Protection District

BOARD ACTION TAKEN AND DIRECTION TO STAFF

ON MOTION by Director McShane, seconded by Director Hosfeldt, the Board unanimously approved Items B and C of the Consent Calendar. Motion carried 8-0.

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Direction was given to Chief Cole to bring Strategic Planning Update back on the next agenda.

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