

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

January 19, 2011

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

ACTION MINUTES

OPEN SESSION

President Gregg Hosfeldt called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 6:30 p.m. The purpose for the Special Meeting was to discuss and finalize the TriData, Systems Planning Corporation, Fire District Audit Project Scope and Deliverables.

PRESENT AT ROLL CALL

Directors Present: Secretary Doug Mackintosh, Director Ginny McShane, Vice President John Draper, Director Gary Burke, and President Gregg Hosfeldt.
Staff: Division Fire Chief Paul Cole.
Cal Fire: Fire Chief John Ferreira.

ABSENT AT ROLL CALL

Directors Gary Riddell and Mike Alifano were absent at Roll Call. Director Alifano arrived at approximately 6:35 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

NEW BUSINESS

- A. Discuss and Finalize the TriData, Systems Planning Corporation, Fire District Audit Project Scope and Deliverables

Division Chief Paul Cole introduced this item.

Stephen K. Brezler, Senior Project Manager, and John Montenero, Senior Consultant, of TriData, discussed their activities over the past three days in meetings with personnel, Board members, and members of the community. Mr. Brezler provided general observations regarding their visits to various District facilities and meetings with on-site personnel to gather input regarding operations.

Mr. Brezler informed the Board that a meeting is scheduled for January 27, 2011 between TriData's Analyst Marcus Weisner, Chief Cole, and District personnel to facilitate the process of collecting CAD incident data and response times.

Mr. Brezler discussed the scope of work and the process of financial review by Peter Moy, and he indicated the cost proposed for the audit is appropriate unless the Finance Committee requires a lot of additional work by Mr. Moy.

Messrs. Brezler and Montenero stated the Board's decision to contract fire services to Cal Fire was a reasonable although difficult decision, and they discussed the level of service provided by Cal Fire as well as differences in the policies and procedures of Cal Fire and those of the District.

Mr. Brezler indicated he feels the volunteer firefighters are an underutilized resource, and he stated that TriData will provide the Board with recommendations on how to improve this resource.

Mr. Brezler also discussed response time analysis, staffing pattern hours, and follow-up meetings that will occur in the near future.

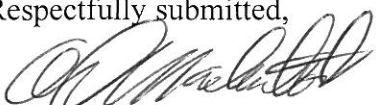
In summary, Mr. Brezler indicated the current system is working reasonably well, although improvements and compromises can be made. He feels that TriData's forthcoming ideas and recommendations can result in some improvements and compromises. He said that any radical changes at this time would be imprudent because the District has been through enough instability over the past few years.

Extensive discussion occurred between the Board, Messrs. Brezler and Montenero, and Cal Fire Chief John Ferreira.

ADJOURNMENT

ON MOTION by Director Burke, seconded by Secretary Mackintosh, President Hosfeldt adjourned the meeting at 7:30 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.