

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

**March 23, 2011**

**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 7:32 p.m.

**PRESENT AT ROLL CALL**

Directors Present: Secretary Doug Mackintosh, Director Ginny McShane, Vice President John Draper, Director Gary Burke, Director Gary Riddell, Director Mike Alifano, 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**

Vince Williams of Moss Beach stated he would be making comments on Items 7A and perhaps other items.

**CONSENT CALENDAR**

- A. Approval of Minutes of February 23, 2011 Regular Board Meeting
- B. Approval of Vendor Checks #13183-13237 in the amount of \$84,457.54 dated February 1 to February 28, 2011
- C. Approval of Payroll Checks #20317-20330 in the amount of \$1,346.96 dated February 1 to February 28, 2011
- D. Direct Deposit of Federal, State & Hospital Tax in the amount of \$203.20 dated February 1 to February 28, 2011

ON MOTION by Director Burke, seconded by Director McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 7-0.

## CONTINUING BUSINESS

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

Division Chief Paul Cole indicated Staff is still awaiting word from CalPERS, and CalPERS has missed the established timeline. Chief Cole stated that according to Dave DuBois of CalPERS, other project priorities and furloughs are holding up this information and we should receive the information in April.

Attorney Jean Savaree stated that she received a call from David Peebles of CalPERS, who indicated that he and Dave DuBois will call her at 10:00 a.m. tomorrow (March 24<sup>th</sup>) and provide her with a status report.

### B. Auditor Services – Consider Extending Contract Audit Services with Caporicci & Larson, Inc. for \$15,000 or Approve and Direct Fire Chief to Develop and Solicit Request for Proposals (RFP's) for New District Financial Auditing Services

Division Chief Paul Cole stated that Caporicci & Larson have responded they have no problem extending the contract, at an additional cost of \$3,000 per year, and Chief Cole asked the Board if this amount is acceptable to the Board. Chief Cole stated Caporicci & Larson's fee began at \$10,000, the next year increased to \$11,000, and last year to \$12,000. Chief Cole explained to the Board the reasons for the \$3,000 proposed increase.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, he closed the public comment.

Secretary Mackintosh stated the Finance Committee recommends extending the Caporicci & Larson contract for two additional years at \$15,000, or, if the Board does not agree, to authorize Chief Cole to issue an RFP for audit services.

Board discussion occurred.

ON MOTION by Secretary Mackintosh, seconded by Director McShane, the Board voted unanimously to accept Caporicci & Larson for an additional two years at \$15,000 per year. Motion passed 7-0.

### C. TriData, System Planning Division, Fire District Audit Update

Division Chief Paul Cole indicated Staff had been waiting to hear from Peter Moyer and he discussed Mr. Moyer's Revised Scope and Budget for the Coastside Fire Protection District's Financial Analysis.

Extensive Board discussion occurred.

D. Review Amended "Draft" Knox Box Agreement with Cabrillo Unified School District and Provide Direction to Staff

Division Chief Paul Cole stated he met with Cabrillo School Superintendent and discussed the draft Acknowledgement and Receipt Agreement.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, he closed the public comment.

Discussion occurred between the Board and Staff. The Board did not feel this is a good idea, and Chief Cole will advise the Cabrillo Unified School District.

**NEW BUSINESS**

A. Review and Approve LG-1 FY 11/12 Cal Fire "Exhibit E" of the Cooperative Fire Programs Fire Protection Reimbursement Agreement

President Hosfeldt opened this item for public comment.

Vince Williams of Moss Beach spoke on this item.

Seeing no additional speakers wishing to speak on this item, President Hosfeldt closed the public comment.

Cal Fire Chief John Ferreira referenced the March 7, 2011 version of "Exhibit E" and stated that Staff's recommendation is to approve "Exhibit E." Extensive Board discussion occurred.

ON MOTION by Director Burke, seconded by Secretary Mackintosh, by the following Roll Call Vote, the Board voted to approve "Exhibit E" as presented and amended:

Secretary Mackintosh	Aye
Director McShane	Aye
Vice President Draper	Aye
Director Burke	Aye
Director Riddell	No
Director Alifano	Aye
President Hosfeldt	Aye

Motion passed 6-1, with Director Riddell the dissenting vote.

B. Discuss LG-1 FY 11/12 "Schedule A" Fiscal Sheets and Preliminary Rate Letter

Cal Fire Chief John Ferreira discussed the most recent version of "Schedule A" and the additional documents included in Tab 6 of the Board packet.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, President Hosfeldt closed the public comment.

Extensive discussion occurred between the Board and Staff. Chief Paul Cole distributed copies of the November 3, 2009 memo to Region Chiefs.

C. Review Received Bids for Station 41 Repaving, Drainage Improvement and Apparatus Bay Resurfacing Project and Provide Direction to Staff

Division Chief Paul Cole discussed the two bids received.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, President Hosfeldt closed the public comment.

Extensive discussion occurred between the Board and Staff.

Secretary Mackintosh suggested referring this item to the Land & Building Committee to further investigate and to get written clarification of what work actually needs to be done.

ON MOTION by Director Mackintosh, seconded by Director Alifano, by the following Roll Call Vote, the Board voted to give the Land & Building Committee the authority to approve the low bid if they get further written clarification as to the scope of the bid and that in checking with the people who are knowledgeable, that what is proposed by that bid is adequate to do the job:

Secretary Mackintosh	Aye
Director McShane	No
Vice President Draper	Aye
Director Burke	Aye
Director Riddell	Aye
Director Alifano	Aye
President Hosfeldt	No

Motion passed 5-2, with Director McShane and President Hosfeldt the dissenting votes.

D. Review and Approve Updated Apparatus Replacement Schedule Internal Service Fund

Division Chief Paul Cole referred to the amended Rolling Stock Capital Equipment Replacement Program and recommended adoption by the Board as presented. Board discussion occurred.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, he closed public comment.

ON MOTION by Director Burke, seconded by Vice President Draper, the Board voted unanimously to approve the Capital Equipment Replacement Program – Rolling Stock as presented. Motion carried 7-0.

E. Weed Abatement – Authorization to Advertise for Weed Abatement Contract Bids for 2011 and 2012

Division Chief Paul Cole referred to the Notice of Inviting Bids and stated that the current contractor, Josh Hutchins, has placed his bid for 2011.

President Hosfeldt opened this item for public comment. Seeing no one wishing to speak on this item, he closed public comment.

Board discussion occurred. Direction to Staff was to bring this item back to the next Board meeting for extension of the Weed Abatement contract.

### **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

President Hosfeldt opened Items A through I for public comment. Seeing no one wishing to speak on any of these items, President Hosfeldt closed the public comment.

A. Finance Committee Report

Director Burke reported the Finance Committee met and that most of the items discussed by the Finance Committee have already been discussed during tonight's Board meeting. Secretary Mackintosh stated that the ERAF money has posted.

B. Volunteer Liaison Report

President Hosfeldt reported that six new volunteers are going through the academy process. He also stated the regular volunteers are going through EMT recertification, and the volunteers have responded to a drowning, storm calls, and the tsunami event.

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

President Hosfeldt reported that he and Directors Alifano and Riddell met with representatives of the Coastside County Water District on March 21, and that there will be a meeting with the Montara Water District in the next few weeks.

H. Attorney's Report

Attorney Jean Savaree referred to the draft letter to Cal Fire regarding penalties and incentives. Discussion occurred between the Board and Staff.

I. Fire Chief's Report

Cal Fire Chief John Ferreira discussed the February 2011 Statistics Report and he discussed the effects of the tsunami. He and Chief Paul Cole responded to questions and comments from the Board regarding the Statistics Report.

Chief Ferreira stated the Fire Fighters I will be hired April 1 for hydrant and defensible space inspections.

Chief Ferreira referred to the District's ISO rating system and stated the District's rating has improved from 5 to 4. He stated the District is in the top 10 percent of fire districts in the nation, as rated by the Insurance Service Organization.

Chief Ferreira discussed the draft Annual Report, and Board discussion occurred.

President Hosfeldt commented on the AMR Response Report.

## **CORRESPONDENCE**

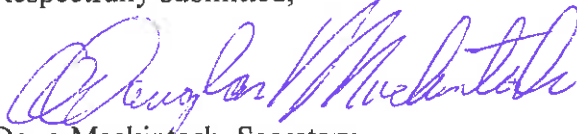
Division Fire Chief Paul Cole reviewed the items in the Correspondence section of the Board's packet, and he reminded the Board of the Lions Club dinner on April 1<sup>st</sup> at the Crown Plaza in Foster City, where Captains Ken Lord and Paul Province will be honored.

Vince Williams of Moss Beach asked if the ISO report can be put on the District's web site.

## **ADJOURNMENT**

ON MOTION by Vice President Draper, seconded by Director Burke, President Hosfeldt adjourned the meeting at 9:57 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**

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ON MOTION by Secretary Mackintosh, seconded by Director McShane, the Board voted unanimously to accept Caporicci & Larson for an additional two years at \$15,000 per year. Motion passed 7-0.

Discussion occurred between the Board and Staff regarding the Knox Box issue. The Board did not feel this is a good idea, and Chief Cole will advise the Cabrillo Unified School District.

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