

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

May 23, 2012

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

ACTION MINUTES

OPEN SESSION

President Mackintosh 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: President Doug Mackintosh, Vice President Mike Alifano, Secretary Ginny McShane, Director Gary Burke, and Director Gary Riddell.
Staff: Assistant Chief Paul Cole.
Cal Fire: Fire Chief John Ferreira.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The Board heard public comments from four members of the audience.

CONSENT CALENDAR

- A. Approval of Minutes of April 25, 2012 Regular Board Meeting
- B. Approval of Minutes of May 9, 2012 Special Board Meeting
- C. Approval of Vendor Checks #14155-14226 in the amount of \$131,869.26, dated April 1 to April 30, 2012
- D. Approval of Payroll Checks #20453-20460 in the amount of \$2,692.30, dated April 1 to April 30, 2012
Direct Deposit of Federal, State and Hospital Taxes in the amount of \$722.90 dated April 1 to April 30, 2012

President Mackintosh pulled Items A and B from the Consent Calendar.

ON MOTION by Secretary McShane, seconded by Vice President Alifano, the Board voted unanimously to approve Items C and D of the Consent Calendar as submitted. Motion passed 5-0.

President Mackintosh and Director Burke made corrections to Item A of the Consent Calendar, the Minutes of the April 25, 2012 Regular Board Meeting.

President Mackintosh made corrections to Item B of the Consent Calendar, the Minutes of the May 9, 2012 Special Board Meeting.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to approve Items A and B of the Consent Calendar as amended. Motion passed 5-0.

CONTINUING BUSINESS

A. Review and Approve District Comments to San Mateo County Civil Grand Jury Report – “Going Backward or Forward” (April 25, 2012)

Attorney Jean Savaree provided background on this issue and indicated she has written the responses as directed by the Board.

The Board received public comments from the audience, at times responding to questions and comments from the public.

Following public comments, each Board member provided extensive comments on the issue.

The Board discussed the proposed responses prepared by Attorney Savaree and provided additional direction to Attorney Savaree in order to enable her to complete the response.

Cal Fire Chief John Ferreira provided comments.

Additional Board discussion occurred, and direction was given to Attorney Savaree to finalize the responses and bring this back to the next meeting.

B. Audit Services – Review Request for Proposals (RFP’s) responses for new District financial auditing services and provide direction to staff

Assistant Chief Paul Cole summarized the Staff Report and recommended that the Board accept the audit proposal of Blomberg & Griffin Accountancy Corporation and award the contract in the amount of \$9,975.00.

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to award the three-year contract for audit services to Blomberg & Griffin Accountancy Corporation in the amount of \$9,975.00. Motion passed 5-0.

C. Review Resolution Language establishing a Restricted Fund for the purpose of funding a multi-purpose building with the desired space for Volunteer functions

President Mackintosh provided background on this issue and presented some draft language for a Resolution for the Volunteers to obtain a building for meetings and functions.

The Board received public comment from members of the audience.

Extensive Board discussion occurred, and Attorney Jean Savaree provided comments.

It was the consensus of the Board to move forward and discuss this issue with the Volunteer organization.

D. Exhibit E 3rd Quarter Report

Cal Fire Chief John Ferreira presented the 3rd Quarter Report on Exhibit E and discussed some sections of the report. He responded to questions and comments from the Board.

NEW BUSINESS

A. Review and Approve Issuance of Request for Proposals (RFP) for Fire Prevention Services

Attorney Jean Savaree summarized the Staff Report and presented the draft RFP to the Board.

The Board received public comment from members of the audience and responded to the comments.

Following public comment, discussion occurred between the Board and Chief Ferreira.

The Board took a recess at 10:30 p.m. and reconvened at 10:35 p.m.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board voted to approve the RFP as amended, with responses due back before the July Board meeting. Motion passed 3-1-1, with Director Burke abstaining, and Secretary McShane voting no.

BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Director Burke reported that the Finance Committee reviewed the financial statements and everything is in order.

President Mackintosh reported that the first amount of the Lehman Bros. settlement has come in.

B. Volunteer Liaison Report

Vice President Alifano reported on the Crab Feed at the IDES Hall, and he indicated that the volunteers left during the event to participate in firefighting at a local fire that occurred while the event was happening. He also discussed a conversation he had with past-president Gregg Hosfeldt.

C. Land and Structures Committee Report

Assistant Chief Paul Cole indicated he received correspondence from the Harbor District that he will discuss with the committee.

D. Vegetation Management Committee Report

President Mackintosh indicated there will be a meeting at the District office at 9:30 a.m. on June 6th with Chief Sampson.

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

Secretary McShane reported she is going to the upcoming meeting in June in San Mateo. President Mackintosh stated he received a formal request for nominations to the LAFCo Board by June 29th.

F. ALS/JPA

President Mackintosh reported the committee met and adopted the budget.

G. Water Supply Assessment Committee Report

Director Riddell indicated there is no report. Secretary McShane said that the moratorium in Montara has been lifted, and the people with dry wells are now getting water.

H. Shared Services Committee Report

This was discussed earlier in tonight's meeting.

I. Attorney's Report

Attorney Jean Savaree referred to a May 15, 2012 letter from Cal Fire.

J. Fire Chief's Report

Cal Fire Chief John Ferreira indicated he has nothing else to report.

CORRESPONDENCE

No discussion.

Justin Sheaff, San Mateo-Santa Cruz Chapter Director, Local 2081, addressed the Board.

ADJOURNMENT

President Mackintosh adjourned the meeting at 11:02 p.m.

Respectfully submitted,



Ginny McShane, 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 Secretary McShane, seconded by Vice President Alifano, the Board voted unanimously to approve Items C and D of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director Burke, seconded by Secretary McShane, the Board voted unanimously to approve Items A and B of the Consent Calendar as amended. Motion passed 5-0.

Direction was given to Attorney Jean Savaree to finalize the responses to the Grand Jury Report and bring this back to the next meeting.

ON MOTION by Director Burke, seconded by Vice President Alifano, the Board voted unanimously to award the three-year contract for audit services to Blomberg & Griffin Accountancy Corporation in the amount of \$9,975.00. Motion passed 5-0.

It was the consensus of the Board to move forward and discuss the issue of a multi-purpose building with the Volunteer organization.

ON MOTION by Vice President Alifano, seconded by Director Riddell, the Board voted to approve the RFP for Fire Prevention Services as amended, with responses due back before the July Board meeting. Motion passed 3-1-1, with Director Burke abstaining, and Secretary McShane voting no.