

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

**May 24, 2017**

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

**ACTION MINUTES**

**1. OPEN SESSION**

President Burke called to order the regular meeting of the Board of Directors of the Coastsides Fire Protection District at 6:02 p.m.

**2. ROLL CALL**

Directors Present: Secretary Ginny McShane, Director Steve Stockman, Vice President Cockrell, and President Gary Burke.

Staff: Assistant Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

Director Bruce MacKimmie was absent.

CalFire Chief Ian Larkin was absent due to a business commitment.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

A. Approval of minutes of April 26, 2017 Regular Board Meeting.

B. Approval of Vendor Checks #18333-18387 in the amount of \$88,932.43, dated April 1 to April 30, 2017.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

**6. CONTINUING BUSINESS**

A. Weed Abatement

1. Continued Public Hearing (Continued from April 26, 2017)  
Public Hearing for Weed Abatement – for property owners having  
any objections to the proposed removal of such weeds

President Burke opened the Public Hearing. Seeing no one wishing to speak, President Burke closed the Public Hearing.

2. Resolution No. 2017-08, A Resolution of the Board of Directors of  
the Coastside Fire Protection District Authorizing the Fire Chief to  
Undertake the Removal of Weeds and Abatement of Public  
Nuisances

Assistant Chief Cole summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-08, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances:

Secretary McShane	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

- B. Second Reading of Amendment to Ordinance 2015-01, An Ordinance of  
the Coastside Fire Protection District Setting Compensation for Members  
of the Coastside Fire Protection District Governing Board, by Adding  
Provisions for Reimbursement of Expenses for the Governing Board

Attorney Savaree summarized the Staff Report and recommended adoption of Ordinance No. 217-02, an Amendment to Ordinance No. 2015-01.

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one wishing to speak, President Burke closed the Public Hearing.

2. Adopt Amendment to Ordinance No. 2015-01

ON MOTION by Secretary McShane, seconded by Director Stockman, by the following Roll Call Vote, the Board unanimously approved Ordinance 2017-02, Amendment to Ordinance No. 2015-01, An Ordinance of the Coastside Fire Protection District Setting Compensation for Members of the Coastside Fire Protection District Governing Board, by Adding Provisions for Reimbursement of Expenses for the Governing Board:

Secretary McShane	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

7. **NEW BUSINESS**

A. Community Facilities District No. 31 (Pacific Ridge Unit 1 Lots 1-19, Half Moon Bay)

Assistant Chief Cole introduced the Resolution and recommended adoption of the Resolution.

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one wishing to speak, President Burke closed the Public Hearing.

2. Resolution No. 2017-06; A Resolution of Formation of the Coastside Fire Protection Community Facilities District No. 31, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2017-06; A Resolution of Formation of the Coastside Fire Protection Community Facilities District No. 31, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

Secretary McShane	Aye
Director Stockman	Aye

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

3. Resolution No. 2017-07, A Resolution Calling for a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 31

ON MOTION by Director Stockman, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2017-07, A Resolution Calling for a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 31:

Secretary McShane	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

B. Request for Proposal (RFP) Results – Audit Services

1. Review submitted proposals and provide direction to Staff

Assistant Chief Cole summarized the Staff Report and recommended that Board award the contract to Harshwal & Company LLP. Board discussion occurred.

ON MOTION by Secretary McShane, seconded by Director Stockman, the Board voted unanimously to award the District's auditing services to Harshwal & Company LLP for fiscal years ending June 30, 2017 through June 30, 2019, with an option to extend for two additional years. Motion passed 4-0.

C. Review and Discuss Financial Trends and Factors Impacting Future District Operations

Assistant Chief Cole updated the Board regarding certain upcoming significant costs and expenses in the next year for Cal Fire and Cal PERS and the impact these could have on the budget.

The Board members provided comments on this issue, and discussion occurred between the Board and Staff.

**8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting this week. He indicated the overall finances of the District are in good shape.

Secretary McShane praised President Burke and Assistant Chief Cole for their work on the Finance Committee.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at the annual Salmon and Crab Dinner on May 13<sup>th</sup> and it was well attended.

C. Land and Structures Committee Report

No report. Vice President Cockrell reported the construction is moving forward on the Training Prop. He initiated a discussion with Assistant Chief Cole on the financing of health insurance premiums.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

President Burke reported that he attended the JPA as alternate for Director MacKimmie. They approved the budget of \$4.8 million for the coming year for the JPA. Chief Larkin has been elected to the JP Management Committee. President Burke discussed a new communication system that will be put into place re: ambulance dispersal and Chief Larkin can update the Board at the next meeting.

F. Emergency Preparedness

Director Stockman asked President Burke who made up the attendance of the JPA meeting that President Burke attended, and President Burke responded.

Director Stockman provided a review of the Emergency Preparedness organization on the Coast. The group identified selected items to be dealt with and advising who would be involved on the Coast and how to reach them in case of an emergency.

G. Attorney's Report

No report.

H. Fire Chief's Report

Assistant Chief Cole updated the Board on the status of the Training Prop, and indicates the hope is it will be completed by September or October of this year.

**9. CORRESPONDENCE**

Assistant Chief Cole updated the Board on the PARS account.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 7:07 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 Vice President Cockrell, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

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