

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

May 28, 2014

**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 Coastside Fire Protection District at 6:00 p.m.

President Burke announced that pursuant to the Ralph M. Brown Act, all votes shall be by roll call due to Secretary J. B. Cockrell teleconferencing from Harris Ranch Inn, Coalinga, California.

2. ROLL CALL

Directors Present: Vice President Ginny McShane, Director Harvey Rarback,
Secretary J. B. Cockrell (via teleconference call), and
President Gary Burke.
Cal Fire: Chief Scott Jalbert.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comments from a member of the audience.

5. PUBLIC COMMENT – LOCAL 2881

Justin Sheaff of Local 2881 distributed and discussed the Cal Fire Firefighters of the Coastside Fire District May 2014 Update.

6. CEREMONIAL

A. Adopt Resolution No. 2014-13, Resolution Honoring Karen Anderson in Recognition of Service to the Coastside Fire Protection District

ON MOTION by President Burke, seconded by Director Rarback, by the following Roll Call Vote and Approved by Acclamation, the Board unanimously adopted Resolution No. 2014-13, Resolution Honoring Karen Anderson in Recognition of Service to the Coastside Fire Protection District:

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

Motion passed 4-0.

President Burke and the Board presented former Director Anderson with a plaque commending her for her services on the Coastside Fire Protection District Board of Directors. Everyone applauded, including Secretary Cockrell by teleconference call.

Each Board member provided congratulatory comments to Ms. Anderson.

Ms. Anderson expressed how much she enjoyed working with the Board and with Cal Fire.

7. CONSENT CALENDAR

- A. Approval of minutes of April 23, 2014 Regular Board Meeting
- B. Approval of minutes of May 19, 2014 Special Board Meeting
- C. Approval of Vendor Checks #15835-15916 in the amount of \$87,349.37, dated April 1 to April 30, 2014
- D. Approval of Payroll Checks #20662-20668 in the amount of \$675.34, dated April 1 to April 30, 2014
- E. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.27, dated April 1 to April 30, 2014

ON MOTION by Vice President McShane, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously approved the Consent Calendar as submitted:

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

Motion passed 4-0.

8. CONTINUING BUSINESS

- A. Adopt Resolution No. 2014-09, a Resolution of the District Board of the Coastside Fire Protection District Appointing a Board Member, Or Call for an Election to Fill the Vacancy Created by the Resignation of Director Anderson

The Board heard public comments from members of the audience.

President Burke summarized the Special Board Meeting that was held on May 19 to interview potential candidates. He stated that since that time, candidates Neal Atkinson and Michael Gaynes have withdrawn their names from consideration. He opened this matter for Board discussion, and Board discussion occurred.

PRESIDENT BURKE nominated Paul Grigorieff to the Board of Directors, and Secretary Cockrell seconded the nomination. The Roll Call Vote was as follows:

Vice President McShane	No
Director Rarback	No
Secretary Cockrell	Aye
President Burke	Aye

Motion failed with a 2-2 tie.

PRESIDENT BURKE nominated Steve Stockman to the Board of Directors, and Secretary Cockrell seconded the nomination. The Roll Call Vote was as follows:

Vice President McShane	No
Director Rarback	No
Secretary Cockrell	Aye
President Burke	Aye

Motion failed with a 2-2 tie.

VICE PRESIDENT McShane nominated Bill Kehoe to the Board of Directors, and Director Rarback seconded the nomination. The Roll Call Vote was as follows:

Vice President McShane	Aye
Director Rarback	Aye
Secretary Cockrell	No
President Burke	No

Motion failed with a 2-2 tie.

Following additional Board discussion, this matter will now go to the Board of Supervisors.

B. Motion to Adopt Resolution No. 2014-10, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election

Assistant Chief Paul Cole introduced the Resolution and opened the special election sealed ballot. He announced the vote is "yes."

The Board heard public comment from a member of the audience.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-10, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election:

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

Motion passed 4-0.

C. Motion to Adopt Ordinance No. 2014-01, An Ordinance Levying Special Taxes within Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay)

Assistant Chief Cole introduced the Ordinance.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by the following Roll Call Vote, the Board voted to Adopt Ordinance No. 2014-01, An Ordinance Levying Special Taxes within Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay):

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

Motion passed 4-0.

D. Motion to Adopt Resolution No 2014-11, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election

Assistant Chief Cole introduced the Resolution and opened the sealed ballot. He indicated the vote was in the affirmative.

ON MOTION by Director Rarback, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No 2014-11, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election:

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

Motion passed 4-0.

- E. Motion to Adopt Ordinance No. 2014-02, An Ordinance Levying Special Taxes within Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay)

Assistant Chief Cole introduced the Ordinance.

ON MOTION by President Burke, seconded by Secretary Cockrell, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2014-02, An Ordinance Levying Special Taxes within Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay):

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

Motion passed 4-0.

- F. Adopt Resolution No. 2014-12, 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 and recommended that the Board approve the contract.

ON MOTION by Vice President McShane, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-12, 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:

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

Motion passed 4-0.

G. Update on Policies and Procedures Update

Vice President McShane discussed this issue and suggested a Board workshop, and to include a member of the public. Each Board member provided comments.

9. **NEW BUSINESS**

A. Discussion and Direction on Proposed Amendments to the Coastside Fire Protection District's Procurement Guidelines and Procurement Manual

Assistant Chief Cole summarized the Staff Report and requested that the Board approve the proposed changes to the Procurement Guidelines and Procurement Manual. Some Board discussion occurred.

ON MOTION by Director Rarback, seconded by Vice President McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2014-13, Resolution of the Coastside Fire Protection District Board Amending the Procurement Guidelines and Procurement Manual of the Coastside Fire Protection District:

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

Motion passed 4-0.

B. Review and Approve the Request for Qualifications for Project Management Services, Fire Station 41 Building Project

Assistant Chief Cole presented the Request for Qualifications to the Board and requested that the Board approve it so that Staff can proceed to obtain a project manager for this project.

ON MOTION by Vice President McShane, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously approved the Request for Qualifications for Project Management Services, Fire Station 41 Building Project:

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

Motion passed 4-0.

- C. Discussion and Direction on Consideration of Raise from \$100 to \$145 for Board Members for Regular and Special Board Meetings, and Consideration of \$50 for Special Committee Work, Not to Exceed Two Committee Meetings a Month

Vice President McShane discussed this item, and Attorney Savaree summarized the Staff Report.

Extensive Board discussion occurred, with each Board member providing comments.

It was decided to postpone this issue and include this in the upcoming review of the Policies and Procedures Manual.

10. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report

President Burke indicated the Finance Committee did not meet. He stated the District is on target with expenses and revenues.

Assistant Chief Cole indicated the Finance Committee will meet soon to discuss the proposed final budget.

- B. Volunteer Liaison Report

Secretary Cockrell reported the volunteers had a successful crab feed and a good time was had by all.

- C. Land and Structures Committee Report

Assistant Chief Cole reported that the committee looked at alternative locations. He met with one individual regarding a possible lot, which was the parcel previously identified by Citygate as the ideal spot to relocate Station 41.

Board discussion occurred.

D. Vegetation Management Committee Report

Vice President McShane indicated she made notations on Memorial Day of some parcels that need to be mowed.

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

Director Rarback reported that CSDA held a quarterly meeting on May 6th, and the San Mateo County Harbor District President made a special presentation.

F. ALS/JPA

Cal Fire Chief Jalbert indicated that JPA is meeting tonight and will be adopting their budget.

G. Emergency Preparedness

Vice President McShane reported that she spent a day last week with the American Red Cross, and they explained how they spend their money. She will be meeting with this district's American Red Cross president.

Director Rarback indicated he went to a CEAP meeting on May 2nd. On May 17th, Rock the Block had a disaster preparedness area. He also attended an Emergency Preparedness demonstration in Pacifica by Captain Joe Spanheimer of Pacifica Police Department.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported there were no major injuries or accidents. There was one minor accident and injury.

He reported attending a two-day planning session with the San Mateo County Fire Chiefs Association, and one item discussed was the dashboard software system. He indicated that Citygate said it should be up and running by October and he will give a PowerPoint presentation.

He commended the firefighters who responded to the various incidents and recognized how all the training and equipment is worth it.

He stated that Cal Fire is required to do an SRA review every five years, and this is now in process.

He reported that Captain Lord's training vehicle is finished and ready for him.

He indicated they submitted a VFA (Volunteer Fire Assistant) grant on behalf of the HMB Volunteers for personal fire safety equipment. He reported that the Engine 44 crews participated in a county-wide wildland fire drill.

Chief Jalbert stated that for Professional Administrators Day, he and Assistant Chief Cole took Michele Ortiz and Janice Cochran to lunch, and he thanked the office staff for all their hard behind-the-scenes work.

He reported that Cal Fire sent some help to southern California to assist with their fires.

Assistant Chief Cole reported the Coastal Emergency Operating Plan is almost completed.

11. CORRESPONDENCE

Attorney Jean Savaree referred to the Grand Jury's May 19, 2014 letter and suggested this be placed on an upcoming agenda for action.

12. CLOSED SESSION

President Burke recessed the Board into Closed Session at 7:52 p.m.

- A. Conference with Real Property Negotiators (Government Code Section 549568), Property: APN# 047-081-430, Agency Negotiator: Assistant Chief Cole, Negotiating Parties: Coastside Fire Protection District and Mr. Keet Nerhan, Under Negotiation: Price and terms of payment for purchase

President Burke indicated he will report on any action taken in Closed Session at the beginning of the June Board meeting.

Respectfully submitted,



J. B. Cockrell, Secretary
Coastside Fire Protection District

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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 President Burke, seconded by Director Rarback, by Roll Call Vote and Approved by Acclamation, the Board unanimously adopted Resolution No. 2014-13, Resolution Honoring Karen Anderson in Recognition of Service to the Coastside Fire Protection District. Motion passed 4-0 by acclamation.

ON MOTION by Vice President McShane, seconded by Director Rarback, by Roll Call Vote, the Board unanimously approved the Consent Calendar as submitted. Motion passed 4-0.

Following three unsuccessful nominations and votes, as well as additional Board discussion, the matter of a replacement on the Board for former Director Anderson's seat will now go to the Board of Supervisors.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2014-10, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election. Motion passed 4-0.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Ordinance No. 2014-01, An Ordinance Levying Special Taxes within Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay). Motion passed 4-0.

ON MOTION by Director Rarback, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No 2014-11, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election. Motion passed 4-0.

ON MOTION by President Burke, seconded by Secretary Cockrell, by Roll Call Vote, the Board unanimously adopted Ordinance No. 2014-02, An Ordinance Levying Special Taxes within Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay). Motion passed 4-0.

ON MOTION by Vice President McShane, seconded by Director Rarback, by Roll Call Vote, the Board unanimously adopted Resolution No. 2014-12, 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. Motion passed 4-0.

Vice President McShane discussed this issue of Policies and Procedures Update, and suggested a Board workshop to include a member of the public.

ON MOTION by Director Rarback, seconded by Vice President McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2014-13, Resolution of the Coastside Fire Protection District Board Amending the Procurement Guidelines and Procurement Manual of the Coastside Fire Protection District. Motion passed 4-0.

ON MOTION by Vice President McShane, seconded by Director Rarback, by Roll Call Vote, the Board unanimously approved the Request for Qualifications for Project Management Services, Fire Station 41 Building Project. Motion passed 4-0.

It was decided to postpone the issue of raises for Board members, and to include this in the upcoming review of the Policies and Procedures Manual.