

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

February 28, 2018

**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.

2. ROLL CALL

Directors Present: Secretary McShane, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.
Legal Counsel: Jean Savaree.
Staff: Assistant Chief Paul Cole.
Admin. Secretary: Jean Headley.

Director Stockman was absent due to illness.
Cal Fire Chief Ian Larkin was absent due to attendance at another meeting.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to amend tonight's agenda to add under New Business an item to review and take action on a request from the Dream Machines/Adult Day Care Center when Mr. Chad Hooker arrives later during tonight's meeting. Motion passed 4-0.

5. CONSENT CALENDAR

- A. Approval of minutes of January 24, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 18941-19009 in the amount of \$129,955.66, dated January 1 to January 31, 2018.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0-1, with Secretary McShane abstaining since she was not present at the January 24, 2018 meeting.

6. NEW BUSINESS

A. Review and Approve Financial Statements and Independent Auditor's Report for the Year Ended June 30, 2017

Assistant Chief Cole introduced Sanwar Harshwal, CPA with Patel & Associates.

Mr. Harshwal greeted the Board, presented the Independent Auditor's Report for the Fiscal Year ended June 30, 2017, and said he would be happy to answer any questions the Board may have. He responded to questions and comments from the Board.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the Financial Statements and Independent Auditor's Report for the Fiscal Year ending June 30, 2017:

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

Motion passed 4-0.

B. Review and Consider a request from the Dream Machines/Adult Day Care Center

Chad Hooker thanked the Board for accommodating his request to speak this evening regarding the upcoming Dream Machines event on April 29, 2018, which will benefit the Adult Day Care Center. He reported on last year's event and again requested fire protection services at no cost.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously that the Coastside Fire Protection District supply fire protection services and medical services to the Dream Machines on April 29, 2018 at no cost to the Dream Machines organization. Motion passed 4-0.

C. Consider and Adopt Resolution No. 2018-02, A Resolution Approving Plans and Specifications for the Fire Station 41 Project, Authorize the Assistant Fire Chief to Advertise for Bids and to Execute a Contract with the Lowest Responsive and Responsible Bidder, in an Amount Not to Exceed \$8,625,000, Which Includes a Fifteen Percent Contingency

Attorney Savaree introduced this item, providing a brief background on the project. She indicated the Board is being asked to approve the plans

and specifications and to give Assistant Chief Cole the authority to award the contract, as long as it does not exceed \$8,625,000.

Assistant Chief Cole provided comments about how the \$8,625,000 figure was arrived at. He discussed the process of vetting the bids that are received, and he stated he will come back to the Board with recommendations.

President Burke provided comments on the project.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-02, A Resolution Approving Plans and Specifications for the Fire Station 41 Project, Authorize the Assistant Fire Chief to Advertise for Bids and to Execute a Contract with the Lowest Responsive and Responsible Bidder, in an Amount Not to Exceed \$8,625,000, Which Includes a Fifteen Percent Contingency:

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

Motion passed 4-0.

D. Review and Discuss Coastside Fire Protection District Apparatus Replacement Schedule

Assistant Chief Cole introduced and discussed the Capital Equipment Replacement Program-Rolling Stock report. He provided a brief background on this subject. He responded to questions and comments from the Board.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting this month. He discussed some of the figures in the financial statements.

Assistant Chief Cole indicated that Cal Fire has not yet billed the District for any particular quarter in this fiscal year, although the money has been set aside. He discussed when the invoice from Cal Fire will be coming.

President Burke referred to and summarized the December PARS report.

B. Volunteer Liaison Report

Vice President J.B. Cockrell reported his attendance at this month's business meeting where items discussed included selling T-shirts and donating toys for Christmas. He announced that the annual crab dinner fundraiser will be held on April 7th. Also discussed at the meeting were scholarships and the 501(c)(3) issue. He reported the amounts the volunteers have in their bank accounts and discussed the new training officer.

C. Land and Structures Committee Report

Vice President Cockrell indicated he met with Director Stockman and Assistant Chief Cole. They discussed the variance issues regarding Station 41 and monies set aside to buy property for Station 44, which will probably be a 2-story station. They also discussed the surplus properties that will be disposed of and the appraisal process.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Secretary McShane reported on her attendance at the meeting. They discussed the treatment and logistics concerning the animals affected by the Sonoma/Napa County area fires. Also discussed at the meeting was the faith community and reaching out to various pastors to attend the meetings.

G. Attorney's Report

Attorney Savaree had no report.

President Burke and Assistant Chief Cole both praised Attorney Savaree and her associates for their excellent legal support on Station 41 as well as other projects over the years.

H. Fire Chief's Report

Assistant Chief Cole informed the Board that Fire Marshall Mondragon

has transferred out of the unit, and he discussed the process of seeking a replacement.

Assistant Chief Cole discussed the issue of the Sonoma fires and the creation of a “ready, set, go map.” He will share a draft of the document with the Board before finalizing it.

Assistant Chief Cole reported three firefighters have left the District this month and he summarized the details.

President Burke commented on a couple of upcoming California Special Districts Association meetings, one of which is in Monterey on April 16th and 17th that he is planning to attend. He asked the Board members to let Assistant Chief Cole if anyone else wants to go.

8. CORRESPONDENCE

None.

9. ADJOURNMENT

President Burke adjourned the meeting at 7:10 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 Director MacKimmie, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0-1, with Secretary McShane abstaining since she was not present at the January 24, 2018 meeting.

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