

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

January 22, 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.

2. ROLL CALL

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

Cal Fire Chief Scott Jalbert was at a meeting in Sacramento.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. PUBLIC COMMENT – LOCAL 2881

None.

6. CONSENT CALENDAR

- A Approval of amended minutes of December 11, 2013 Special Board Meeting
- B. Approval of minutes of January 22, 2014 Regular Board Meeting
- C. Approval of Vendor Checks #15537-15625 in the amount of \$342,087.92, dated December 1 to December 31, 2013
- C. Approval of Payroll Checks #20634-20641 in the amount of \$782.45, dated December 1 to December 31, 2013

Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.84, dated December 1 to December 31, 2013

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

The Board took a brief recess at 6:03 p.m. to await the arrival of Director Anderson. Director Anderson arrived at 6:05 p.m. and the meeting resumed.

7. CONTINUING BUSINESS

A. Fire Station Location Analysis Update, Citygate Associates, Stu Gary

Assistant Chief Cole introduced Stu Gary of Citygate Associates and referred to the handout of the PowerPoint presentation to be made by Mr. Gary.

Mr. Stu Gary gave a lengthy PowerPoint presentation regarding possible locations for fire stations on the Coastsides. He extensively discussed the information on each of the slides as well as the various scenarios shown on the numerous maps. Mr. Gary responded to questions and comments from the Board throughout his presentation.

Mr. Gary informed the Board that preliminary information such as architectural space planning assessments will need to be gathered before a decision is made to purchase any property. Board discussion occurred.

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

President Burke suggested that the Land Use Committee have a meeting regarding this issue and come back to the next Board meeting with recommendations.

B. Strategic Plan Update

1. Review Strategic Plan Work Schedule

President Burke updated the Board on the draft Strategic Plan Work Schedule.

2. Review Fire District Background Letter

President Burke referenced the draft background letter and asked the Board members to review this letter and bring comments to the next meeting.

3. Review Amended Mission-Vision-Values Statement

President Burke asked the Board members to review the amended Mission-Vision-Values Statement.

4. Review SWOT Analysis Template

Assistant Chief Cole discussed each category of the SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats).

President Burke requested that Board members to get their comments back to Chief Cole by February 15th so that a public meeting can be scheduled in February to present the draft Mission-Vision-Values Statement and SWOT Analysis in order to obtain input from citizens, with the hope that the Strategic Plan could possibly be completed by May.

8. NEW BUSINESS

A. Adopt Resolution No. 2014-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance

Assistant Chief Cole introduced the Resolution and asked the Board to adopt the Resolution as written.

ON MOTION by Vice President McShane, seconded by Director Anderson, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

B. Weed Abatement

1. Authorization to Advertise for Weed Abatement Contract Bids

Assistant Chief Cole introduced this item and requested the Board to authorize him to advertise for weed abatement contract bids.

Extensive Board discussion occurred, including having Chief Sampson give a presentation to the Board regarding the fire danger from eucalyptus trees and other types of invasive vegetation.

ON MOTION by Director Anderson, seconded by Vice President McShane, the Board voted unanimously to authorize Assistant Chief Cole to advertise for weed abatement contract bids. Motion passed 5-0.

9. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Assistant Chief Cole discussed the highlights of the financial statements.

President Burke provided information regarding property tax revenues, CalPERS costs, and retirees' health care costs. He also discussed the PARS report in tonight's Board packet.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

This was discussed previously in tonight's meeting.

Assistant Chief Cole indicated that RFP's are out and responses are expected soon.

D. Vegetation Management Committee Report

Vice President McShane reported that the Coral Reef Project is completed. Additional discussion occurred regarding bringing pressure to bear on the extreme fire hazard from invasive trees.

President Burke suggested that the committee contact the California Special Districts Association to see if any other districts might be interested in joining with the CFPD to get some legislation passed in regards to fire hazard from invasive trees.

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

No report.

F. ALS/JPA

Director Anderson reported on the quarterly meeting which occurred last week. She reported that Chief Jalbert was appointed to replace Chief Ferreira on the Management Committee.

She stated there was a report on the state of the JPA, and she provided this information to the Board.

She discussed a survey which was sent to the 2,950 people who used the ambulance service during the year. Of the 609 responses received, 98% rated the service as "great" or "good," and 99% said response time was quick.

Director Anderson also discussed the annual report, which showed the annual contributions made by AMR to various agencies.

She also discussed the Yearly Review in Response to Illness and Injury Prevention and the Community Education Plan.

G. Emergency Preparedness

Vice President McShane discussed her attendance at the monthly CEAP meeting in Half Moon Bay. The subject of the most recent meeting was regarding the Department of Emergency Services.

Chief Cole indicated a background/get acquainted meeting will be scheduled between Staff and the new Coastal Office of Emergency Services Coordinator for the CERT Program, Nick Cotuso. Following that meeting, Mr. Cotuso will be invited to the February Board meeting to meet the Board.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole discussed the highlights of the Annual Statistics Report regarding response times.

He pointed out some of the highlights of the Cal Fire Annual Deliverables document that was distributed to the Board prior to the meeting.

J. Other

Director Anderson stated she received a call from Justin Sheaf of Local 2881 indicating that someone else was planning to attend tonight's meeting, but they were not aware of the new 6:00 meeting time.

Vice President McShane spoke in honor of 93-year-old John "Jack" Nolan who died on December 20, 2013. Mr. Nolan had often attended CFPD meetings, and she requested that the meeting be adjourned in his honor.

10. CORRESPONDENCE

No discussion.

11. ADJOURNMENT

President Burke adjourned the Board into Closed Session at 7:47 p.m. in honor of John "Jack" Nolan. He indicated that the Report on Closed Session will be given at the beginning of the February Board meeting.

12. CLOSED SESSION

- A. Public Employee Performance Evaluation – District Counsel, Government Code Section 54957(b)(1)

Respectfully submitted,



J. B. Cockrell, 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 McShane, seconded by Director Rarback, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

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