

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

**April 25, 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 Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Admin. Secretary: Jean Headley.

Assistant Chief Paul Cole was on vacation.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of March 28, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19078-19147 in the amount of \$5,200,053.22, dated March 1 to March 31, 2018.
- C. Approval of Payroll Checks #20987-20995 in the amount of \$1,374.46, dated March 1 to March 31, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$240.29, dated March 1, 2018 to March 31 2018.

ON MOTION by Director Stockman, seconded by Director MacKimmie, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

**6. NEW BUSINESS**

A. Weed Abatement

1. 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 on this issue, President Burke closed the Public Hearing.

2. Review Weed Abatement Contract Bid

No discussion occurred.

3. Authorization to Award Weed Abatement Contract

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to award the Weed Abatement Contract to JC Hutchins Construction Company. Motion passed 5-0.

B. Review and Discuss First Amendment to Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services

Attorney Savaree summarized the Staff Report and recommended that the Board authorize the amendment but not execute the contract until the Board is ready to be in contract with the contractor.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No.2018-04, A Resolution of the District Board of Coastside Fire Protection District Authorizing the Board President to Execute a First Amendment to the Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services:

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

Motion passed 5-0.

C. Review Chief Report Listing the Surplus of Equipment

President Burke summarized the Staff Report and recommended approval of the scrapping of the surplus equipment listed.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to approve the scrapping of the surplus equipment in the Staff Report.

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

A. Finance Committee Report

President Burke reported that he and Secretary McShane had a Finance Committee meeting earlier this evening. He discussed some of the items in the financial pages. He also referred to and discussed the PARS report.

B. Volunteer Liaison Report

Vice President Cockrell reported on the Volunteer Firefighters crab dinner.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported on last month's CEAP meeting. He indicated that Jeff Norris from the OES reported on the San Mateo Alerts. Director Stockman again spoke about the CEC Group, who had a meeting this week. They formed a temporary Board, and they are working towards coordinating all the volunteer groups on the Coast. He indicated that OES put on a Coastside drill, and they will report on that at a future meeting.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin referred to the March Statistics report.

Chief Larkin briefed the Board on former employee, Albert Bartal, who passed away last week after being in a long coma from an off-duty injury sustained in 2011. He requested that tonight's meeting be adjourned in honor of his memory.

President Burke mentioned the Special District Leadership Academy, and Director MacKimmie reported on the conference.

**8. CORRESPONDENCE**

No discussion.

**9. CLOSED SESSION**

President Burke adjourned the Board into Closed Session at 6:21 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: New C1 Subdivision at 531 Obispo Road (existing Fire Station 41)

Agency Negotiator: Paul Cole

Negotiating Parties: Coastside Fire Protection District and Potential Purchasers

Under Negotiation: Terms and price for potential sale of property

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: General Manager

**10. REPORT ON ACTION TAKEN IN CLOSED SESSION**

President Burke brought the Board back into Open Session at 7:24 p.m. He reported no action was taken in the Closed Session.

**11. ADJOURNMENT**

President Burke adjourned the meeting at 7:25 p.m. in honor of the memory of former employee Albert Bartal.

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 Stockman, seconded by Director MacKimmie, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to award the Weed Abatement Contract to JC Hutchins Construction Company. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt Resolution No.2018-04, A Resolution of the District Board of Coastside Fire Protection District Authorizing the Board President to Execute a First Amendment to the Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to approve the scrapping of the surplus equipment in the Staff Report.