

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

January 27, 2016

**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 6:01 p.m.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,
Director Bruce MacKimmie, Vice President J. B. Cockrell,
and President Gary Burke.

Staff: Assistant Chief Paul Cole.

Legal Counsel: Attorney Kai Reuss.

Admin. Secretary: Jean Headley.

Cal Fire Chief Scott Jalbert was not in attendance.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of December 2, Special Board Meeting.
- B. Approval of minutes of December 2, 2015 Public Meeting Re: Station 40 Training Prop
- C. Approval of Vendor Checks #17144-17212 in the amount of \$1,673,933.88, dated November 1 to November 30, 2015.
- D. Approval of Vendor Checks #17213-17282 in the amount of \$236,311.75, dated December 1 to December 31, 2015.
- E. Approval of Payroll Checks #20825-20832 in the amount of \$1,127.91, dated November 1 to November 30, 2015.
- F. Approval of Payroll Checks #20833-20840 in the amount of \$1,100.81, dated December 1 to December 31, 2015.

- G. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$206.94, dated November 1 to November 30, 2015.
- H. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$282.13, dated December 1 to December 31, 2015.

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

President Burke moved up Item 7A to immediately follow the Consent Calendar.

7. NEW BUSINESS

- A. Review and Approve Financial Statements and Independent Auditor's Report for Fiscal Year Ending June 30, 2015

John E. Blomberg, CPA, of Blomberg & Griffin, presented the Board with Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2015, as well as the Analysis of Financial Audit for the Fiscal Year Ended June 30, 2015.

Mr. Blomberg discussed the difficulties with GASB 68. He also discussed the highlights and differences in this year's report relating to asset changes and additions. He then summarized the Financial Statements and the Auditor's Report.

At the conclusion of Mr. Blomberg's summary, he responded to questions and comments from the Board.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board unanimously approved the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2015. Motion passed 5-0.

6. CONTINUING BUSINESS

- A. SDLF District of Distinction Update

Assistant Chief Cole indicated the packet has been updated and Staff will be mailing it out this week.

- B. New Fire Station 41 and Station 40 Training Prop Construction Update

Assistant Chief Cole updated the Board regarding the status of these two projects.

7. **NEW BUSINESS**

- B. Review and Discuss CalPERS Safety and Miscellaneous Plans Annual Valuation Report as of June 30, 2014

Assistant Chief Cole summarized the Staff Report and recommended that the Board accept the report as presented.

President Burke provided comments on this issue.

- C. Adopt Resolution No. 2016-01, 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 recommended that the Board accept the report as presented and adopt the Resolution.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

- D. Weed Abatement

1. Authorization to Advertise for Weed Abatement Contractor Bids

Assistant Chief Cole referred to the Public Notice of Inviting Bids in tonight's Board packet and recommended that the Board approve the Public Notice so that Staff can advertise for bids.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to approve the Public Notice Inviting Bids for weed abatement. Motion passed 5-0.

E. Review, Discuss and/or Consider Amendments to the Cal Fire Contract Operational Plan Deliverables

Assistant Chief Cole discussed each item shown on the Cal Fire Annual Deliverables Report.

President Burke directed Staff to create some kinds of publications or press releases or periodic newsletters about the District and what is the role of the Board and the Firefighters.

F. Review and Approve Request for Qualifications/Proposals (RFQ/RFP) for Insurance Broker Services – Property and Casualty Program

Assistant Chief Cole provided background to the Board on this issue and referred to the RFQ/RFP in tonight's packet, and he asked for approval to send out the RFQ/RFP.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to approve the Request for Qualifications/Proposals (RFQ/RFP) for Insurance Broker Services – Property and Casualty Program. Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Secretary McShane indicated the District is doing fine financially.

President Burke added that the Finance Committee also reviewed the procurement guidelines, and the Auditor's Report that was discussed earlier in tonight's meeting.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

President Burke indicated this has already been discussed earlier in tonight's meeting.

D. Vegetation Management Committee Report

No report.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he has been to two CEAP meetings. He stated that at the December meeting, Chief Delay discussed today's up-to-date electronics for firefighters.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole referred to the end of the year statistics report, and he discussed a recent fire downtown.

Assistant Chief Cole discussed a recent cliff rescue at Devil's Slide, where the individual was deceased.

9. CORRESPONDENCE

President Burke referred to the PARS Report.

Assistant Chief Cole referred to a thank you letter from a citizen regarding Chief Mondragon, and also letters in support of the Training Prop.

The Board heard public comments from a member of the audience regarding Agenda Item 6B.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:31 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 Rarback, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board unanimously approved the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2015. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2016-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to approve the Public Notice Inviting Bids for weed abatement. Motion passed 5-0.

During discussion about the Cal Fire Annual Deliverables Report, President Burke directed Staff to create some kinds of publications or press releases or periodic newsletters about the District and what is the role of the Board and the Firefighters.