

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

**March 26, 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 6:05 p.m.

**2. ROLL CALL**

Directors Present: Vice President Ginny McShane, Director Harvey Rarback,  
Director Karen Anderson, Secretary J. B. Cockrell, and  
President Gary Burke.  
Cal Fire: 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 members of the audience.

**5. PUBLIC COMMENT – LOCAL 2881**

Justin Sheaff of Cal Fire Local 2881 spoke to the Board regarding Public Service Announcements, newspaper articles, and ongoing training.

**6. CONSENT CALENDAR**

- A Approval of amended minutes of February 26, 2014 Regular Board Meeting
- B. Approval of minutes of February 28, 2014 Special Board Meeting
- C. Approval of Vendor Checks #15720-15770 in the amount of \$1,460,304.91, dated February 1 to February 28, 2014
- C. Approval of Payroll Checks #20649-20655 in the amount of \$675.34, dated February 1 to February 28, 2014

Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.27, dated February 1 to February 28, 2014

ON MOTION by President Burke, seconded by Secretary Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

**7. CONTINUING BUSINESS**

A. Strategic Plan Update

1. Review, Discuss, Edit and Approve 2014 Strategic Plan

President Burke pointed out a few items in the proposed 2014 Strategic Business Plan and suggested a slight change of wording. Secretary Cockrell also suggested two minor word changes.

President Burke invited the Board members to make suggestions to the draft 2014 Strategic Plan Initiatives. He explained each of the initiatives, and Board discussion occurred.

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

Following additional Board discussion, it was decided to add a 14<sup>th</sup> initiative that the Coastside Fire Protection District would work cooperatively with the two water districts on matters of mutual interest.

ON MOTION by President Burke, seconded by Director Anderson, the Board voted unanimously to approve the entire Coastside Fire Protection District Board of Directors 2014 Strategic Business Plan, with the amendments discussed in tonight's meeting. Motion passed 5-0.

**8. NEW BUSINESS**

A. Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay)

1. Motion to Adopt Resolution No. 2014-03, Resolution of Intention to Form Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay)

Assistant Chief Cole indicated this is the first reading of this item, and this will come back before the Board.

ON MOTION by Director Anderson, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-03,

Resolution of Intention to Form Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay):

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

Motion passed 5-0.

B. Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay)

1. Motion to Adopt Resolution No. 2014-04, Resolution of Intention to Form Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay)

President Burke introduced this item.

ON MOTION by Director Anderson, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-04, Resolution of Intention to Form Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay):

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

Motion passed 5-0.

C. Review, Discuss, and Approve Updated Procurement Policy

Assistant Chief Cole introduced this item and summarized the Staff Report.

President Burke suggested that this be placed on next month's agenda when the complete report is presented to the Board.

D. Review and Approve Staff Recommendation to Surplus Auxiliary Equipment

Assistant Chief Cole summarized the Staff Report and recommended that the Board approve the scrapping of the surplus equipment on the report.

ON MOTION by Director Anderson, seconded by Director Rarback, the Board voted unanimously to approve the scrapping of the auxiliary surplus equipment. Motion passed 5-0.

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

A. Finance Committee Report

President Burke reported that total revenues and expenses are in line with the budget. He commented on LAIF and the Director's pay year-to-date.

B. Volunteer Liaison Report

Secretary Cockrell indicated there was a business meeting of the HMB volunteers, and normal business items were discussed as well as the upcoming May 3<sup>rd</sup> crab feed fundraiser. New volunteers are being recruited, and the volunteer academy begins in August.

C. Land and Structures Committee Report

Secretary Cockrell discussed the realtor interviews that were conducted last month to represent the District when negotiating the purchase of land for a new fire station. He referred to the City Gate reports. He indicated there will be a meeting on April 3<sup>rd</sup> with the Harbor District to explore possible locations for a new fire station.

D. Vegetation Management Committee Report

Vice President McShane reported she met with Chief Sampson in February and March, and they are hoping for rain.

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

President Burke asked for a summary of the LAFCo meeting, and Director Rarback reported that North Coast County Water District Board of Directors President Joshua Cosgrove was elected as the Special District Representative, and Rick Lohmann was voted to replace Joshua Cosgrove as the alternate.

F. ALS/JPA

Director Anderson indicated there will not be another ALS/JPA meeting until May. Director Anderson announced that effective April 1<sup>st</sup>, she is resigning from the Board due to health issues and that this will be her last

meeting. She indicated that her sister has volunteered to take her seat on the Board. Each Board member and Chiefs Jalbert and Cole provided comments thanking Director Anderson for her work and accomplishments during her time on the Board.

President Burke indicated that the Board would like to present Director Anderson with a commendation at a future meeting when she is able to attend.

G. Emergency Preparedness

Vice President McShane reported that she and Director Rarback went to the CEAP meeting, and she discussed things that occur at those meetings.

Secretary Cockrell reported that the CERT training begins on April 3<sup>rd</sup>.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert indicated there were no significant incidents or injuries to report this month.

Chief Jalbert reported that he and Assistant Chief Cole are continuing to work on the volunteer handbook.

Chief Jalbert discussed the full-time versus acting Fire Marshall position.

Chief Jalbert indicated that Training Captain Lord is still out on medical leave.

Chief Jalbert discussed the possibility of moving the Emergency Operations Center to the Half Moon Bay Police Station.

Assistant Chief Cole provided some historical background on the EOC's structure and hierarchy.

Assistant Chief Cole indicated that the Request for Proposal to solicit oversight for the parking lot project is being finalized and should be out within the next week.

Assistant Chief Cole indicated that rope training has been completed, and they utilized a drone.

Assistant Chief Cole announced that there would be a tsunami drill tomorrow (March 27<sup>th</sup>) between 9 a.m. and noon.

Assistant Chief Cole reported that he has been contacted by the District to the north regarding their strategic plan.

Assistant Chief Cole discussed the purchase of a new GATOR vehicle.

Assistant Chief Cole responded to a question from Director Rarback regarding the CERT program.

**10. CORRESPONDENCE**

No discussion.

**11. ADJOURNMENT**

President Burke adjourned the meeting at 7:28 p.m.

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 President Burke, seconded by Secretary Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Anderson, the Board voted unanimously to approve the entire Coastside Fire Protection District Board of Directors 2014 Strategic Business Plan, with the amendments discussed in tonight's meeting. Motion passed 5-0.

ON MOTION by Director Anderson, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2014-03, Resolution of Intention to Form Community Facilities District No. 27 (801 Arnold Way, Half Moon Bay). Motion passed 5-0.

ON MOTION by Director Anderson, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2014-04, Resolution of Intention to Form Community Facilities District No. 28 (1-6 Bloom Lane, Half Moon Bay). Motion passed 5-0.

President Burke suggested that the Updated Procurement Policy be placed on next month's agenda when the complete report is presented to the Board.

ON MOTION by Director Anderson, seconded by Director Rarback, the Board voted unanimously to approve the scrapping of the auxiliary surplus equipment. Motion passed 5-0.