

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

**May 22, 2019**

**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 6:02 p.m.

**2. ROLL CALL**

Directors Present: Secretary Ginny McShane, Director Bruce MacKimmie, Director Steve Stockman, Vice President J.B. Cockrell, and President Gary Burke.  
Legal Counsel: Jean Savaree.  
Cal Fire: Chief Ian Larkin.  
Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of March 27, 2019 Regular Board Meeting and May 2, 2019 Special Board Meeting
- B. Approval of Vendor Checks #19792-19899 in the amount of \$3,025,992.17 dated March 1 to April 30, 2019
- C. Approval of Payroll Checks #21040-21047 in the amount of \$1,517.51 dated March 1 to April 30, 2019
- D. Direct Deposits of Federal, State & Hospital Taxes in the amount of \$298.92 dated March 1 to April 30, 2019

Director MacKimmie recused himself from voting on the Consent Calendar.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining.

**6. CONTINUING BUSINESS**

None.

**7. 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, he closed the Public Hearing.

2. Review Weed Abatement Contract Bid

Chief Larkin reviewed the weed abatement contract bid for the Board.

3. Authorization to Award Weed Abatement Contract

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

- B. Adopt Resolution No. 2019-06, A Resolution of the Board of Directors of the Coastsid Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances

Chief Larkin introduced the Resolution and recommended adoption of the Resolution.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2019-06, A Resolution of the Board of Directors of the Coastsid Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances:

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

Motion passed 5-0.

- C. Adopt Resolution No. 2019-07, Authorizing the Sale of Certain District Owned Surplus Real Property Known as Avenue Portola APN047-261-030, El Granada, California 94018 to The San Mateo County Harbor District for One Million Three Hundred Thousand Dollars (\$1,300,000)

Attorney Savaree summarized the Staff Report and introduced the Resolution.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-07, Authorizing the Sale of Certain District Owned Surplus Real Property Known as Avenue Portola APN047-261-030, El Granada, California 94018 to The San Mateo County Harbor District for One Million Three Hundred Thousand Dollars (\$1,300,000):

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

Motion passed 5-0.

- D. Review, Discuss and Take Action to Appoint CERT Coordinators for the Coastside CERT Branch 1 and 2. Name: Emily Kim as Coastside CERT Branch 1 Coordinator, and Cynthia Sherrill as Coastside CERT Branch 2 Coordinator

Chief Larkin introduced this item and requested the Board to appoint Emily Kim and Cynthia Sherrill as Coastside CERT Co-Coordiators.

Board discussion occurred between Chief Larkin and the Board.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to accept Staff's recommendation to appoint Emily Kim and Cynthia Sherrill as Co-Coordiators of the Coastside CERT. Motion passed 5-0.

- E. Review, Discuss and Authorize Chief Larkin to Approve and Execute the Contract with Telecommunication Engineering Associates (TEA) for the Purchase of Equipment and Associated Installation of Radio and Fire Station Alerting Systems at the New Fire Station 41, contract for \$65,360.72

Chief Larkin summarized the proposed Agreement for Fire Station Alerting System Hardware, Software and Services regarding equipment to be installed at the new Station 41.

Discussion occurred between the Board and Chief Larkin.

ON MOTION by Director Stockman, seconded by Director MacKimmie, the Board voted unanimously to authorize Chief Larkin to approve and execute the Agreement with Telecommunication Engineering Associates (TEA) for the Purchase of Equipment and Associated Installation of Radio and Fire Station Alerting Systems at the New Fire Station 41, contract for \$65,360.72. Motion passed 5-0.

F. Review, Discuss and Approve the Replacement of One Lucas (CPR) Device as per attached quotation for \$19,235.48

Chief Larkin summarized the Staff Report and recommended that the Board approve the replacement of the Lucas CPR Device.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to replace the Lucas CPR Device in the amount of \$19,235.48. Motion passed 5-0.

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

A. Finance Committee Report

President Burke indicated there was no Finance Committee meeting this month. He discussed some of the items on the spreadsheets.

Secretary McShane discussed the list of payroll checks. President Burke suggested that the Board revisit the Board reimbursement policy and that this be placed on the agenda of a future meeting.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Director MacKimmie updated the Board on the progress of new Station 41.

Chief Larkin indicated that there will be a meeting on May 28<sup>th</sup> to discuss the project.

Board discussion occurred.

D. Special Districts Association (SMCO Chapter)

No meeting, no report.

E. ALS/JPA

Chief Larkin reported his attendance at the ALS/JPA meeting. The budget was approved, and the ambulance contract was approved. There was no change in the First Responder unit.

President Burke indicated our 10-year contract with Cal Fire is up this year. Chief Larkin said he would check on this.

F. Emergency Preparedness

Director Stockman discussed Emergency Preparedness Day and indicated that all the agencies on the Coastside were represented. He stated there was a strong community response. He attended this month's CEAP meeting, where a local insurance agent spoke about how fire insurance is changing with the greater fires.

Secretary McShane, as representative of the Mid Coast Community Council, indicated that the refurbishing of the Moss Beach Playground will cost \$13,000, to be paid for by Measure K funds.

Secretary McShane indicated the celebration of the 50<sup>th</sup> anniversary of the Marine Fitzgerald Park was well attended.

Secretary McShane stated a joint letter will come from the Half Moon Bay City Council and the Mid Coast Community Council that will go to the Legislature to better respond to traffic disasters such as the one that occurred on March 12<sup>th</sup> when Highway 92 and the Devil's Slide Tunnel were both closed due to accidents.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin updated the Board on the disposition of surplus equipment.

He indicated that the new equipment for Truck 41 has been installed and the truck should be fully in service within two weeks.

He reported on some of Cal Fire's deliverables as well as the CERT training.

He updated the Board on the District of Distinction application process and the District of Transparency.

He discussed the District's website, which had gone down for a day and a half. He is getting a proposal to update the website.

He updated the Board on the Volunteer Firefighter Handbook. He stated he will be meeting with the volunteers at their meeting next week. He hopes to present the handbook to the Board at the next Board meeting.

He indicated the CERT grant will be funded this week.

He reported on the progress of annual and bi-annual inspections.

He discussed the Statistics Report and the monthly PARS statements for March and April.

President Burke discussed the renewal of the Cal Fire contract and that we are required to express interest in renewal one year before the renewal date. He asked Chief Larkin to place this on the agenda for next month's Board meeting.

**9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 6:48 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 Vice President Cockrell, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining.

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

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