

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

December 7, 2016

**LOCATION:
1191 Main Street, Half Moon Bay, CA 94019**

ACTION MINUTES

1. OPEN SESSION

President Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 6:00 p.m. The purpose of the special meeting is to combine the regular November and December Board meetings due to the Thanksgiving and Christmas holidays.

President Burke changed the Order of Agenda to move Item 6A up to precede Roll Call, so that the Oath of Office can be given to returning Board members J. B. Cockrell and Bruce MacKimmie.

6A. CEREMONIAL (taken out of order)

J. B. Cockrell and Bruce MacKimmie both took the Oath of Office, which was conducted by Attorney Kai Reuss.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Bruce MacKimmie, Vice President Cockrell, and President Gary Burke.
Cal Fire: Chief Ian Larkin.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Kai Reuss.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comments from former Board member Harvey Rarback.

This being the 75th anniversary of the bombing of Pearl Harbor, President Burke asked the Board and audience to take a moment of silence in remembrance of the hundreds of men and women who died at Pearl Harbor in 1941.

5. CONSENT CALENDAR

- A. Approval of minutes of October 26, 2016 Regular Board Meeting.
- B. Approval of Vendor Checks #17910-17962 in the amount of \$308,219.54, dated October 1 to October 31, 2016.
- C. Approval of Payroll Checks #20903-20909 in the amount of \$847.75, dated October 1 to October 31, 2016.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$149.49, dated October 1 to October 31, 2016.

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

7. NEW BUSINESS

A. Election of Board Officers

Vice President Cockrell nominated Gary Burke for Board President for 2017, and Secretary McShane seconded the nomination.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted by acclamation to elect Gary Burke as Board President for 2017. Motion passed 4-0.

Director MacKimmie nominated J. B. Cockrell for Board Vice President for 2017, and President Burke seconded the nomination.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted by acclamation to elect J. B. Cockrell as Board Vice President for 2017. Motion passed 4-0.

Vice President Cockrell nominated Ginny McShane as Board Secretary for 2017, and Director MacKimmie seconded the nomination.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted by acclamation to elect Ginny McShane as Board Secretary for 2017. Motion passed 4-0.

- B. Selection of Board Committee Members
- C. Selection of Volunteer Liaison
- D. Selection of California Independent Special Districts Association Liaison
- E. Selection of ALS/JPA Liaison

President Burke suggested delaying appointing committees until the 5th Board member joins the Board.

- F. Discussion of Options Available to Board per Health and Safety Code §13852 to Fill Vacancy on Board Created by Director Rarback's Resignation Effective December 1, 2016, and Direction to Staff on Whether to Call for Special Election or Proceed with Process to Fill Vacancy by Appointment

Attorney Reuss provided the Board with the options for filling the vacancy created by Director Rarback's resignation.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that the Board interview candidates interested in being appointed to the Board. Motion passed 4-0.

- G. Review and Approve 120-Day Written Notice to Cal Fire Requesting the Defunding of the Deputy Fire Marshall Classification from the Cooperative Fire Programs Fire Protection Reimbursement Agreement 1 CA 6676

The Board heard public comments from Frank Rogers of Cal Fire Local 2881.

The Board heard public comments from Paul McGregor.

Assistant Chief Cole summarized the Staff Report and provided comments on this issue.

Extensive discussion occurred between the Board, Assistant Chief Cole, and Cal Fire Chief Larkin.

President Burke suggested that the Board postpone this item and bring it back to the January 2017 agenda, and the Board and Staff were in agreement.

- H. Review, Discuss and Consider Amendments to the Coastside Fire Protection District Operating Plan with Cal Fire

Assistant Chief Cole provided comments on this issue.

The Board wishes to postpone this item to the January 2017 agenda in order to have more time to review the numbers.

President Burke asked Assistant Chief Cole to prepare during 2017 a bi-annual community newsletter or report to send to homeowners about important happenings in the District.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to send out a bi-annual community report about important happenings in the District, and also to reduce pre-incident plans from 12 to 6. Motion passed 4-0.

The Board would like this item to come back to the January 2017 agenda.

8. CONTINUING BUSINESS

A. New Fire Station 41 Update

1. Release of Draft EIR

Assistant Chief Cole presented the Draft Environmental Impact Report, which is now out for public comment. The Public Hearing has been scheduled for January 18, 2017.

B. Community Facilities District #29 (101 Avenue Portola, El Granada

1. Public Hearing

Assistant Chief Cole indicated the Board heard public comments at the meeting where this was first presented.

2. Motion to Adopt Resolution No. 2016-32, Resolution of Formation

Assistant Chief Cole introduced the Resolution, explained it, and recommended adoption of the Resolution.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No 2016-32, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 29, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

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

Motion passed 4-0.

3. Motion to Adopt Resolution No. 2016-33, Resolution Calling for Special Election

Assistant Chief Cole introduced the Resolution, explained it, and recommended adoption of the Resolution.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2016-33, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for the Coastside Fire Protection District Community Facilities District No. 29:

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

Motion passed 4-0.

9. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that the Finance Committee did not meet. He reviewed some items on the Revenue Detail FY 16/17 document.

Secretary McShane asked when the revenues arrive from the County, and Assistant Chief Cole responded that December property taxes are arriving later this month and then another large installment in April.

Vice President Cockrell asked about the percentage increase in cost of the Training Prop and Station 41 due to delays, and Assistant Chief Cole responded.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at the December 1 volunteer meeting, where they discussed finances, bills, T-shirts, the 2017 training academy, and reports on things they have done in ride-alongs.

C. Land and Structures Committee Report

Assistant Chief Cole reported on this earlier in the meeting.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

No report.

G. Attorney's Report

No report.

H. Fire Chief's Report

Assistant Chief Cole reported that the price of the new ladder truck replacement has been approved at \$977,846. This is included in the budget, and it should be ready by September of 2017.

Assistant Chief Cole referred to the Statistics Report and the PARS monthly statement for September.

President Burke indicated that he had a discussion with Assistant Chief Cole regarding the use of drones in firefighting. He had asked Staff to send a letter to Cal Fire to investigate the use of drones, and he asked Chief Larkin to carry his request to Cal Fire.

Assistant Chief Cole discussed the various possible uses for drones by other entities, as well as the use of drones by the Coastside Fire Protection District.

As this is the last meeting of this year, President Burke expressed appreciation to Chief Larkin, Assistant Chief Cole, Attorney Reuss, Camera Operator Darin Boville, and Minutes Taker Jean Headley.

10. CORRESPONDENCE

None.

11. ADJOURNMENT

President Burke adjourned the meeting at 7:15 p.m. in honor of the Oakland fire fighters, the victims of the warehouse fire and their families.

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

J. B. Cockrell and Bruce MacKimmie both took the Oath of Office, which was conducted by Attorney Kai Reuss.

ON MOTION by President Burke, 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 Secretary McShane, the Board voted by acclamation to elect Gary Burke as President for 2017. Motion passed 4-0.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted by acclamation to elect J. B. Cockrell as Vice President for 2017. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted by acclamation to elect Ginny McShane as Secretary for 2017. Motion passed 4-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that the Board interview candidates interested in being appointed to the Board. Motion passed 4-0.

Direction to Staff: President Burke asked Assistant Chief Cole to prepare during 2017 a bi-annual community newsletter or report to send to homeowners about important happenings in the District.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to send out a bi-annual community report about important happenings in the District, and also to reduce pre-incident plans from 12 to 6. Motion passed 4-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No 2016-32, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 29, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to Adopt Resolution No. 2016-33, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for the Coastside Fire Protection District Community Facilities District No. 29. Motion passed 4-0.

President Burke indicated that he had asked Staff to send a letter to Cal Fire to investigate the use of drones, and he asked Chief Larkin to carry his request to Cal Fire.