

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

December 12, 2018

**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 special meeting was held on December 12, 2018 to combine the regular November and December Board of Directors meetings due to the Thanksgiving and Christmas holidays.

President Burke amended the Agenda to move Item 6 up to become Item 2A.

2. ROLL CALL

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

2A. CEREMONIAL

Attorney Kai Ruess gave the Oath of Office to Directors Gary Burke, Ginny McShane, and Steve Stockman, as they were each re-elected to serve on the Board.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of October 24, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19510-19569 in the amount of \$1,155,587.66, dated October 1 to October 31, 2018.

- C. Approval of Payroll Checks #21025-21029 in the amount of \$786.52, dated October 1 to October 31, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$155.42, dated October 1 to October 31, 2018.
- E. Approval of Vendor Checks #19570-19627 in the amount of \$1,930,863.08 dated November 1 to November 30, 2018.

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

President Burke amended the Agenda to move Item 8A to become Item 5B.

5B. ELECTION OF BOARD OFFICERS

President Burke opened the nominations for Board President.

Vice President Cockrell nominated Gary Burke to serve as Board President for 2019, and Secretary McShane seconded the nomination.

Seeing no further nominations, President Burke closed the nominations.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, Gary Burke was elected by acclamation to serve as Board President for 2019.

President Burke opened the nominations for Board Vice President.

Director MacKimmie nominated J. B. Cockrell to serve as Board Vice President for 2019, and President Burke seconded the nomination.

Seeing no further nominations, President Burke closed the nominations.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted unanimously to elect J. B. Cockrell to serve as Board Vice President for 2019.

President Burke opened the nominations for Board Secretary.

President Burke nominated Ginny McShane to serve as Board Secretary for 2019, and Vice President Cockrell seconded the nomination.

Seeing no further nominations, President Burke closed the nominations.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to elect Ginny McShane to serve as Board Secretary for 2019.

6. CONTINUING BUSINESS

A. Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay)

Chief Larkin indicated that they contacted the property owner, and the property owner said that he had checked the wrong box. Chief Larkin opened the ballot, and the ballot has a “yes” vote.

1. Motion to Adopt Resolution No. 2018-37, A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-37, A Resolution Declaring Results of Special Election and directing Recording of Notice of Special Tax Lien for Community Facilities District No. 32:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2018-01, An Ordinance Levying Special Taxes within Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay)

ON MOTION by Director Stockman, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2018-01, An Ordinance Levying Special Taxes within Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay, CA):

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

Motion passed 5-0.

7. NEW BUSINESS

- A. Community Facilities District No. 34 (574, 576, 578, 580 Kelly Avenue, Half Moon Bay)

President Burke introduced and explained the Resolution.

1. Motion to Adopt Resolution No. 2018-39, Resolution of Intention to Form Community Facilities District No. 34 (574, 576, 578, 580 Kelly Avenue, Half Moon Bay)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-39, Resolution of Intention to Form Community Facilities District No. 34 (574, 576, 578, 580 Kelly Avenue, Half Moon Bay):

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

Motion passed 5-0.

- B. Adopt Resolution No. 2018-40, Resolution Accepting the Amendments to Coastside Fire Protection District Board Policies

Attorney Kai Ruess provided background and introduced the Resolution.

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-40, Resolution Accepting the Amendments to Coastside Fire Protection District Board Policies:

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

Motion passed 5-0.

C. Review and Approve the Coastside Fire Protection District 2018 Strategic Business Plan

President Burke introduced this item and discussed some of the changes to the plan.

Director Stockman indicated there should be something added regarding community relations.

President Burke instructed Staff that this should be on the agenda for the next Board meeting.

D. Coastside Fire Protection District Office Hours

Chief Larkin stated that Director MacKimmie requested this item on the agenda because of a recent situation when the office was closed at a certain time due to illness. Chief Larkin indicated that in the future, a note will be placed on the office door if this occurs again.

Director MacKimmie initiated a discussion regarding the issue of automated versus personal answering of the phone. Staff was directed to look into this issue and report back to the Board.

E. Status of Truck 41

Chief Larkin reported that Truck 41 is still missing certain equipment before it can go into service. This equipment will be purchased as soon as possible.

Director Stockman initiated a discussion regarding the potential use of Truck 41 and how other engines are moved around.

Secretary McShane initiated a discussion about the Paradise fire and one local firefighter who lost his home in that fire.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated there was no meeting this month. He pointed out a few items on the Statistics Report. He also discussed the PARS report.

Chief Larkin responded to questions by Director MacKimmie on the monthly expense report.

B. Volunteer Liaison Report

Vice President Cockrell reported on the November 1st meeting. They discussed contributions to worthy causes such as burn victims, Coastside Hope, etc. They donated \$1,000 to the firefighter who lost his home in the Paradise fire. There is a new training officer, Bob Simmons. The treasurer made a report. They recently received a \$10,000 donation from Sky Moon Ranch following a wildland fire. The volunteers discussed the meeting they had with Chief Larkin.

Chief Larkin discussed his meeting with the volunteers.

C. Land and Structures Committee Report

Vice President Cockrell stated there will be a Closed Session later this evening with the real property negotiators.

Director MacKimmie reported on the status of Station 41. They are one and a half months ahead of schedule according to the project manager. Director MacKimmie discussed several aspects of the construction.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported that he, President Burke, Chief Larkin, and the OES Captain had a meeting to further define OES's responsibilities.

He indicated that at the last CEAP meeting, it was revealed that there are now contracts with OES and the Red Cross to put 3 new shelters on the Coast in case of a disaster.

He stated that Judy Engel of Senior Coastside spoke very highly of the crew and the Training Prop. after they were given a tour and lunch.

He said OES discussed El Niño light and the expected weather on the Coast.

He indicated that Red Cross spoke about the Northern California fires and all the volunteers that participated in those fires. He said that San Mateo County has 125 volunteers who assist with persons who are misplaced due to fire loss.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin referred to the updated Statistics Report.

He discussed some recent fires on the Coast.

He indicated they have filled the vacant position of Fire Captain with Bob Simmons, and he discussed his qualifications.

He indicated he continues to work on the District of Distinction and he will be contacting the Board members for what needs to be done.

Chief Larkin reported that the new Half Moon Bay City Manager invited him to make a brief presentation at a recent City Council meeting.

Chief Larkin made additional comments about the recent OES meeting.

9. CORRESPONDENCE

None.

On behalf of the Board, President Burke thanked Kai Ruess, Jean Savaree, Chief Larkin, Darin Boville, and Jean Headley for their services during the year. He also thanked Michele Ortiz and all the firefighters. He wished everyone a Merry Christmas, Happy New Year, and Happy Holidays.

President Burke adjourned the Board into Closed Session at 7:00 p.m. for a conference with real property negotiators.

10. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 549556.8)

Property: APN 037-133-100, 037-133-110 and 037-133-120

Agency Negotiator: Ian Larkin, Jan Gray and Kai Ruess

Negotiating Parties: Coastside Fire Protection District and owners of above-referenced APN numbers.

Under Negotiation: Terms and price for potential purchase of property.

11. OPEN SESSION

The Board returned to Open Session at 7:35 p.m.

12. REPORT ON ACTION TAKEN IN CLOSED SESSION

Attorney Kai Ruess reported there was no action taken in Closed Session.

9. ADJOURNMENT

President Burke adjourned the meeting at 7:35 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 MacKimmie, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, Gary Burke was elected by acclamation to serve as Board President for 2019.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted unanimously to elect J. B. Cockrell to serve as Board Vice President for 2019.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to elect Ginny McShane to serve as Board Secretary for 2019.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-37, A Resolution Declaring Results of Special Election and directing Recording of Notice of Special Tax Lien for Community Facilities District No. 32. Motion passed 5-0.

ON MOTION by Director Stockman, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Ordinance No. 2018-01, An Ordinance Levying Special Taxes within Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay, CA. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-39, Resolution of Intention to Form Community Facilities District No. 34 (574, 576, 578, 580 Kelly Avenue, Half Moon Bay). Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by President Burke, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-40, Resolution Accepting the Amendments to Coastside Fire Protection District Board Policies. Motion passed 5-0.

President Burke instructed Staff that the 2018 Strategic Business Plan should be on the agenda for the next Board meeting.

Staff was directed to look into the issue of automated versus personal answering of the phone and report back to the Board.

