

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

**April 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 6:05 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 Jean Savaree.

Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

**4A. ORDER OF AGENDA**

President Burke asked to amend the agenda to include an article from LAFCo under New Business.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to amend the agenda to include an article from LAFCo under New Business. Motion carried 5-0.

**5. CONSENT CALENDAR**

- A. Approval of minutes of March 23, 2016 Regular Board Meeting.
- B. Approval of Vendor Checks #17426-17482 in the amount of \$1,583,867.87, dated March 1 to March 31, 2016.
- C. Approval of Payroll Checks #20851-20856 in the amount of \$776.64, dated March 1 to March 31, 2016.

- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$154.53 dated March 1 to March 31, 2016.

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

## 6. CONTINUING BUSINESS

- A. SDLF District of Distinction Update

Assistant Chief Cole informed the Board that the last element needed has been completed, and the next phase is underway.

- B. New Fire Station 41 Update

Assistant Chief Cole updated the Board on the status of this project and the County's reaction at a recent meeting to the site specific study. He also discussed bringing potential alternative options (if needed) to a future Board meeting.

President Burke provided comments regarding the meeting with the County.

- C. Station 40 Training Prop Construction Update

President Burke updated the Board on the status of this project. He made a PowerPoint presentation of the various drawings of the proposed structure showing different painting options. He responded to questions and comments from the Board.

President Burke provided comments on this item.

- D. Review, Discuss, and take action on contract amendment for Jean Headley

President Burke provided background and Secretary McShane added comments.

Secretary McShane made a motion, and President Burke seconded the motion, to increase Ms. Headley's hourly amount from \$55.00 per hour to \$60.50 per hour.

Vice President Cockrell amended the motion to increase Ms. Headley's hourly rate to \$62.50 per hour, and Secretary McShane seconded the amendment.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted unanimously to increase Ms. Headley's hourly rate to \$62.50 per hour. Motion carried 5-0.

E. 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. Authorization to Award Weed Abatement Contract

Assistant Chief Cole informed the Board that Staff received only one bid, from JC Hutchins Construction, Inc., and recommended that the Board award the contract to JC Hutchins Construction, Inc.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve the Weed Abatement Contract to JC Hutchins Construction, Inc. for the amount of \$150.00 per hour. Motion carried 5-0.

F. LAFCo Letter

President Burke indicated he received notification of an upcoming LAFCo meeting on May 3 to elect the two Special District representatives to LAFCo. A representative from our District is requested to participate, but President Burke indicated he is unable due to a conflicting meeting on May 3. He asked if any other Board member is interested and able to attend, but no one is able to do so.

**7. NEW BUSINESS**

None.

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

A. Finance Committee Report

President Burke said the Finance Committee did not meet, but the financial statements are in order and we are within our budget and will most likely have a surplus.

President Burke indicated he has asked Assistant Chief Cole to provide a review on the PARS program for retirees from Local 2400.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

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

No report. Director Rarback indicated there will be a meeting next week.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the CEAP meeting on April 1<sup>st</sup>. There was a presentation on human trafficking.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole discussed the case of an 8-year-old child who was found unresponsive at school. Our department provided CPR at the scene and was able to get a pulse, and the child was transported to Stanford, and now it looks like the child will recover. The family would like to have a meeting with the responders. Chief Cole indicated he will keep the Board apprised on when this will happen.

Assistant Chief Cole said we have been asked to help the Half Moon Bay Review with "a day in the life of a firefighter" and he introduced the reporter from the HMB Review who will be writing the article, and he discussed what she will do in order to write the article.

Assistant Chief Cole reported that they will be teaching a Confined Space Technician Training Class, and he discussed the training procedures.

Assistant Chief Cole reported that Chief Cosgrave and Chief Lord and members of OES finished their latest CERT training.

Assistant Chief Cole indicated that the new rescue vehicle will be here soon, and President Burke suggested an event to show the new vehicle to the public.

**9. CORRESPONDENCE**

No discussion.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 6:53 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 President Burke, seconded by Director MacKimmie, the Board voted unanimously to amend the agenda to include an article from LAFCo under New Business. Motion carried 5-0.

ON MOTION by Secretary McShane, 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 unanimously to increase Ms. Headley's hourly rate to \$65.20 per hour. Motion carried 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve the Weed Abatement Contract to JC Hutchins Construction, Inc. for the amount of \$150.00 per hour. Motion carried 5-0.

President Burke indicated he has asked Assistant Chief Cole to provide a review on the PARS program for retirees from Local 2400.

President Burke suggested an event to show the new rescue vehicle to the public after it arrives.