

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

**April 23, 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 6:03 p.m.

**2. ROLL CALL**

Directors Present: Vice President Ginny McShane, Director Harvey Rarback,  
and President Gary Burke.  
Staff: Assistant Chief Paul Cole.  
Legal Counsel: Attorney Kai Ruess.  
Admin. Secretary: Jean Headley.

Secretary Cockrell was absent due to job training back east.  
Cal Fire Chief Jalbert was absent due to a mandatory training session.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. PUBLIC COMMENT – LOCAL 2881**

At the Board's recent request, Chris Leddy of Cal Fire Local 2881 updated the Board regarding what the members are up to in the field. Mr. Leddy reported community involvement including appearing at Half Moon Bay football games, career day at Half Moon Bay High School, Miramonte Day Care Center, Read to Kids event and other appearances at local elementary schools, Cub Scouts Pine Derby, station tours, open houses, and CERT program presentations.

**6. CONSENT CALENDAR**

- A. Approval of amended minutes of March 26, 2014 Regular Board Meeting
- B. Approval of Vendor Checks #15771-15834 in the amount of \$3,031,936.67, dated March 1 to March 31, 2014
- C. Approval of Payroll Checks #20656-20661 in the amount of \$942.39, dated March 1 to March 31, 2014  
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$177.17, dated March 1 to March 31, 2014

ON MOTION by Director Rarback, seconded by President Burke, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0.

**7. CONTINUING BUSINESS**

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

1. Public Hearing

President Burke opened the Public Hearing on this matter. Seeing no one wishing to speak, he closed the Public Hearing.

2. Motion to Adopt Resolution No. 2014-05, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 27, 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

ON MOTION by Director Rarback, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-05, Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 27, 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:

Vice President McShane	Aye
Director Rarback	Aye
President Burke	Aye

Motion passed 3-0.

3. Motion to Adopt Resolution No. 2014-06, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 27

ON MOTION by Director Rarback, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-06, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 27:

Vice President McShane	Aye
Director Rarback	Aye
President Burke	Aye

Motion passed 3-0.

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

1. Public Hearing

President Burke opened the Public Hearing on this matter. Seeing no one wishing to speak, he closed the Public Hearing.

2. Motion to Adopt Resolution No. 2014-07, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 28, 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

ON MOTION by Director Rarback, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-07, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 28, 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:

Vice President McShane	Aye
Director Rarback	Aye
President Burke	Aye

Motion passed 3-0.

3. Motion to Adopt Resolution No. 2014-08, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 28

ON MOTION by Director Rarback, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-08, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 28:

Vice President McShane	Aye
Director Rarback	Aye
President Burke	Aye

Motion passed 3-0.

C. Weed Abatement

1. Public Hearing – for property owners having any objections to the proposed removal of such weeds

President Burke opened the Public Hearing on this matter. Seeing no one wishing to speak, he closed the Public Hearing.

2. Review Weed Abatement Contract Bid

Assistant Chief Cole summarized the Staff Report and recommended awarding the contract to JC Hutchinson Construction.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to award the Weed Abatement Contract to JC Hutchinson Construction in the amount of \$140.00 per hour. Motion passed 3-0.

8. **NEW BUSINESS**

- A. Discussion of Options Available to Board per Health and Safety Code §13852 to Fill Vacancy on Board Created by Director Anderson's Resignation Effective April 1, 2014, and Direction to Staff on Whether to Call for Special Election or Proceed with Process to Fill Vacancy by Appointment

Attorney Ruess summarized the Staff Report and informed the Board of available options on how to fill the vacancy and the various timelines.

Board discussion occurred.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to fill the Board vacancy by interviewing candidates and appointing a new Board member, and to go forward with scheduling a meeting for candidate interviews. Motion passed 3-0.

B. Discuss meeting with Harbor District Committee regarding land acquisition and provide direction to Staff

Attorney Ruess recused himself and left the room.

President Burke provided an overview of the issue of rebuilding Station 41 at the proposed new location.

Assistant Chief Cole provided comments regarding the viability and positive attributes of the proposed location for the new station.

Extensive Board discussion occurred.

C. Review and Approve Commercial Land Appraisal Proposal

President Burke provided comment on this issue and expressed concerns regarding the financial ramifications.

PRESIDENT BURKE made a motion to approve the appraisal that has been recommended by Staff. The motion failed due to the lack of a second.

Attorney Jean Savaree arrived at the meeting.

D. Review and Approve Station 40 Paving Project Proposal

Assistant Chief Cole summarized the Staff Report and recommended that the Board award the contract for management and oversight of design, specification, project development, and bidding portions of the project to Chad Hooker, Property Services, Inc. in the amount of \$3,200.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to accept the bid of Chad Hooker, Property Services, Inc. for management and oversight of design, specification, project development, and bidding portions of the project in the amount of \$3,200. Motion passed 3-0.

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

A. Finance Committee Report

President Burke indicated the Finance Committee did not meet. He stated that year-to-date expenses are right on target. Cal Fire is under budget, and the District received a \$61,000 refund from Cal Fire for last year.

B. Volunteer Liaison Report

President Burke reminded everyone of the upcoming crab feed fundraiser on May 3<sup>rd</sup> at IDES Hall.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Vice President McShane indicated that some trimming has been done on the eucalyptus trees.

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

Director Rarback reported there was no meeting this month.

F. ALS/JPA

No report.

G. Emergency Preparedness

Vice President McShane indicated there are many events and workshops going on around the Coastsides.

Assistant Chief Cole discussed the "Silver Dragon" exercise and the current CERT class, and he also discussed the DOC/EOC. He indicated Staff is in the process of preparing a formalized Coastal Emergency Operating Plan.

Vice President McShane suggested that the District's website could include a calendar of these types of events.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole stated that the 2014 Strategic Business Plan has been finalized.

**10. CORRESPONDENCE**

No discussion.

**11. ADJOURNMENT**

President Burke adjourned the meeting at 6:53 p.m.

Respectfully submitted,



Ginny McShane, Vice President  
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**

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