

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

January 23, 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 McShane, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.
Legal Counsel: Jean Savaree.
Cal Fire: Chief Ian Larkin.
Admin. Secretary: Jean Headley.

Director Stockman was absent at Roll Call, arriving at 6:20 p.m.

3. PLEDGE OF ALLEGIANCE

3A. AGENDA AMENDMENT

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to amend the agenda to include an item to select and vote on a new member to represent the District at LAFCo. Motion passed 4-0.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of December 12, 2018 Special Board Meeting.
- B. Approval of Payroll Checks #21030-21034 in the amount of \$1,017.40, dated December 1 to December 31, 2018.
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$193.68, dated December 1 to December 31, 2018.

- D. Approval of Vendor Checks #19628-19663 in the amount of \$816,255.46 dated December 1 to December 31, 2018.

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

5A. LAFCo REPRESENTATIVE

President Burke discussed Ric Lohman, who is currently running for a seat on LAFCo.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to vote for Ric Lohman for a seat on the LAFCo Board of Directors.

6. CONTINUING BUSINESS

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

Chief Larkin introduced the Resolution and recommended that the Board adopt the Resolution.

President Burke provided comments.

1. Motion to Adopt Resolution No. 2019-01, A Resolution of Formation of the Coastside Fire Protection District No. 34, 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 MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution 2019-01, A Resolution of Formation of the Coastside Fire Protection District No. 34, 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.

2. Motion to Adopt Resolution No. 2019-02, 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. 34

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-02, 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, Communities Facilities District No. 34:

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

Motion passed 4-0.

3. Motion to Adopt Resolution No. 2019-03, A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien, Coastside Fire Protection District, Community Facilities District No. 34

Chief Larkin opened the ballot, and the vote is yes.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-02, 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, Communities Facilities District No. 34:

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

Motion passed 4-0.

4. Motion to Adopt Ordinance No. 2019-01, An Ordinance Levying Special Taxes Within Community Facilities District No. 34

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Ordinance No. 2019-01, An Ordinance Levying Special Taxes Within Community Facilities District No. 34:

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

Motion passed 4-0.

7. NEW BUSINESS

A. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance

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

1. Adopt Resolution No. 2019-04, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-04, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 4-0.

B. Review and Discuss Community Relations

(This item will be discussed after Director Stockman arrives.

C. Review, Discuss and Take Action on the Proposed Amendment to the Coastside Fire Protection District Fire Code (Ordinance #2016-01) as it Relates to Accessory Dwelling Unit Requirements

Chief Larkin provided background on this issue and recommended approval of Ordinance 2016-01.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously voted to amend the Coastside Fire Protection District Ordinance No. 2016-01:

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

Motion passed 4-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated there was no meeting this month. He pointed out some highlights on the spreadsheets in the packet.

(Director Stockman arrived at 6:20 p.m.)

Secretary McShane reported tentatively that the stock market is starting to come back.

President Burke gave direction to Chief Larkin to find out what the current interest rates in LAIF.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

Director MacKimmie said there was no meeting and no report. However, he did comment on Station 41 progress, and in particular he discussed the rebar.

Extensive Board discussion occurred.

Direction to Staff was to contact Jeff Katz regarding the rebar issue, and to ask him to be at our next Board meeting.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman indicated that Red Cross is part of the Emergency Preparedness group and has a strong relationship with the community. He indicated he has offered to replace Jim Holly, the government liaison representative from Red Cross to the community, who is having family health issues. He discussed a lot of things that the Red Cross does in emergency situations as well as encouraging families to install smoke detectors.

Director Stockman said that there was a presentation at the CEAP meeting by Cary Smith, the Deputy Harbor Master of the Harbor District, which included how often they respond to Coast Guard calls as well as the Harbor and its occupancy rate and how clean it is.

President Burke indicated that Secretary McShane has volunteered to attend the Mid Coast County Council meetings and report back to the Board.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin referred to the updated Statistics Report and the PARS November and December reports.

He said that the Station 41 project is moving along very well, on schedule.

He reported that the equipment for Truck No. 41 has been purchased and has arrived. Installation of the equipment should be completed soon.

He updated the Board on the status of the audit.

He discussed District of Distinction and what still needs to be done. He discussed the emails for Board members.

He stated that interviews were held for the Associated Government Program Analyst position, and he provided the Board with status on the application and selection process.

As to the volunteers, Chief Larkin reported that he is reviewing their handbook. The volunteers are going to reach out to the community to see if they can get additional candidates for volunteers.

Director Stockman initiated a discussion regarding how the firefighters will operate differently in the new Station 41 that may be different from the ways of the old Station 41.

7. NEW BUSINESS (cont'd) (postponed from earlier in the meeting)

B. Review and Discuss Community Relations

Director Stockman indicated he has hopes that the Board can help communicate with the public. He discussed several possible ways to engage the public.

President Burke gave direction to Staff to take a look at the Cal Fire Matrix and to place this on a future agenda.

9. CORRESPONDENCE

None.

Before adjourning to Closed Session, President Burke discussed a meeting he recently attended at a citizen's home in El Granada with Supervisor Horsley, a PG&E representative, Chief Clark from San Mateo, and Fire Chief Sampson regarding wildfires in the El Granada hills.

10. CLOSED SESSION

President Burke adjourned the Board into Closed Session at 7:03 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 549556.8)

Property: Parcel A located at the corner of Obispo Road and Coronado Street in El Granada.

California Agency Negotiator: Ian Larkin, Jan Gray and Barbara LaVey.

Negotiating Parties: Coastside Fire Protection District and Granada Community Services District.

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

11. OPEN SESSION

The Board returned to Open Session at 7:33 p.m.

12. REPORT ON ACTION TAKEN IN CLOSED SESSION

Attorney Jean Savaree reported there was no action taken in Closed Session.

13. ADJOURNMENT

President Burke adjourned the meeting at 7:34 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 item to select and vote on a new member to represent the District at LAFCo. Motion passed 4-0.

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

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to vote for Rick Lohman for a seat on the LAFCo Board of Directors.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by Roll Call Vote, the Board unanimously adopted Resolution 2019-01, A Resolution of Formation of the Coastside Fire Protection District No. 34, 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.

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Motion passed 4-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously voted to amend the Coastside Fire Protection District Ordinance No. 2016-01. Motion passed 4-0.

President Burke gave direction to Chief Larkin to find out what the current interest rates in LAIF.

Direction to Staff was to contact Jeff Katz regarding the rebar issue at the new Station 41, and to ask him to be at our next Board meeting.

President Burke gave direction to Staff to take a look at the Cal Fire Matrix and to place this on a future agenda. (This was in relation to Director Stockman's discussion about community relations.)