

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

**April 24, 2013**

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

**ACTION MINUTES**

**1. OPEN SESSION**

Secretary McShane called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 7:30 p.m. She stated that Items 6A-D, the Consent Calendar, will be moved to after Item 7A, Election of Board Officers.

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONIAL**

Secretary McShane welcomed new Board members Karen Anderson, J. B. Cockrell and Harvey Rarback, and Attorney Savaree swore them in.

**4. ATTENDANCE**

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,  
Director Karen Anderson, Vice President J. B. Cockrell,  
and President Gary Burke.  
Staff: Assistant Chief Paul Cole.  
Cal Fire: Acting Chief Scott Jalbert.  
Legal Counsel: Attorney Jean Savaree.  
Admin. Secretary: Jean Headley.

**7. NEW BUSINESS (taken out of order)**

A. Election of Board Officers

ON MOTION by Secretary McShane, seconded by Director Cockrell, the Board unanimously elected Director Burke as Board President.

ON MOTION by Secretary McShane, seconded by Director Anderson, the Board unanimously elected Director Cockrell as Board Vice President.

ON MOTION by President Burke, seconded by Director Anderson, the Board unanimously elected Director McShane as Board Secretary.

**5. PUBLIC COMMENT**

The Board heard public comments from members of the audience.

**6. CONSENT CALENDAR**

- A. Approval of minutes of March 27, 2013 Regular Board Meeting
- B. Approval of minutes of April 15, 2013 Special Board Meeting
- C. Approval of Vendor Checks #14913-14978 in the amount of \$1,417,942.83, dated March 1 to March 31, 2013
- D. Approval of Payroll Checks #20555-20562 in the amount of \$1,618.13, dated March 1 to March 31, 2013  
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$338.41, dated March 1 to March 31, 2013

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

**7. NEW BUSINESS (cont'd)**

A. Election of Board Officers (cont'd)

President Burke invited the new Board members to make any comments, and each new Board member provided brief comments.

President Burke addressed the new Board members regarding two major areas of focus in the next several months.

President Burke asked Chief Cole to survey the Board members regarding their priorities for the remainder of this year.

President Burke reminded the Board members to make sure to follow the chain of command and not to directly contact Battalion Chiefs or Administrative Staff.

B. Selection of Board Committee Members

President Burke made the following committee appointments, with the agreement of the respective Board member:

Finance Committee: President Burke and Director Rarback

Building & Structures Committee: Secretary McShane

Vegetation Management Committee: Secretary McShane

Water Resources Committee: Vice President Cockrell and Director Anderson

C. Selection of Volunteer Liaison

This position has not yet been filled.

D. Selection of California Independent Special Districts Association Liaison

Secretary McShane will continue to serve as the CSDA Liaison.

E. Selection of ALS/JPA Liaison

Director Anderson volunteered to be the ALS/JPA Liaison.

F. Review and Approve Cal Fire Schedule "A" Fiscal Sheet for FY13/14

Cal Fire Acting Chief Jalbert discussed Schedule "A" and the associated documents attached. Assistant Chief Cole also provided comments. Chief Jalbert and Attorney Savaree responded to Board questions and comments.

President Burke asked Chiefs Jalbert and Cole for justification for additional personnel and planned overtime.

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to accept Schedule "A".

G. Review and Approve Bid Proposal for Extractor and Dryer to Western States Design in the amount of \$29,946.18

Assistant Chief Cole summarized the Staff Report and recommended that the Board award the bid to Western States Design, Inc. He responded to a question from the Board.

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to award the bid for furnishing one Industrial Washer-Extractor and one Drying Cabinet to Western States Design, Inc. in the amount of \$29,946.18. Motion passed 5-0.

H. Review and Approve Bid Proposal for SCBA Compressor to Bauer Compressors in the amount of \$45,080.99

Assistant Chief Cole summarized the Staff Report and responded to questions and comments from the Board.

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to award the bid for a SCBA Compressor to Bauer Compressors in the amount of \$45,080.99. Motion passed 5-0.

I. Review, Discuss and Take Action on Resolution #2013-05 confirming Letter of Intent for Cal Fire Contract

Attorney Savaree provided background and stated Cal Fire's request for the Board to appoint a negotiator. She also discussed the language that has been added to the Resolution.

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to appoint President Burke to negotiate with Cal Fire. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-07, a Resolution of the Board of Directors of the Coastside Fire Protection District Ratifying Resolution No. 2013-05 Approving a Letter of Intent with Cal Fire:

Secretary McShane	Aye
Director Rarback	Aye
Director Anderson	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

J. Review, Discuss and Take Action to Rescind Resolution #2012-03 (Salary and Benefits)

Attorney Savaree provided background on this issue.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2012-06, a Resolution of the Board of Directors of the Coastside Fire Protection District Rescinding Resolution 2012-03 Approving a Salary and Benefits Resolution for the Coastside Fire Protection District:

Secretary McShane	Aye
Director Rarback	Aye
Director Anderson	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

K. Review and Discuss final "Stand Alone" consultant's fees and charges

President Burke discussed this issue.

Secretary McShane pointed out that the Tri-Data report and election fees should also be included in the list of costs.

L. Review, Discuss and Take Action on Board letter to “Stand Alone” applicants

Attorney Savaree provided background on this item and briefly discussed the letter to be sent to the Stand Alone applicants.

Board discussion occurred.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to have the District’s attorney prepare and send letters to the applicants.

O. Review, Discuss and Take Action on request for CFPD consultant information (taken out of order)

Attorney Savaree indicated that Menlo Park requested access to the information CFPD obtained on the Stand Alone applicants.

Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted that no prospective new firefighter information be shared outside the District. Motion passed 3-1-1, with Director Anderson voting no and Director Rarback abstaining.

M. Review, Discuss and Take Action to set date and agenda for CFPD Finance Workshop

President Burke indicated he has asked Assistant Chief Cole to have a public meeting at 6:00 p.m. with the Board immediately prior to the May Board meeting to discuss finances and budgeting matters.

N. Review, Discuss and Take Action to update Actuarial Study on Health Care for Retirees

President Burke discussed this issue and suggested that Idelson be contacted to provide an update by the June Board meeting.

ON MOTION by Vice President Cockrell, seconded by Director Anderson, the Board voted unanimously to ask Idelson to update the Actuarial Study on retirees. Motion passed 5-0.

- P. Review, Discuss and Take Action on request to CalPERS for termination charges

Assistant Chief Cole summarized the Staff Report and discussed this issue. No Board action is required at this time.

- Q. EOC at HMB Station. Needs HAM station and antenna to communicate to and from coast and other local EOC's

(combined)

- R. Disaster Plan for Coastside. Include plan for working with other volunteer organizations on Coast who will be responding including ARES/SCU, Large Animal Evac, Red Cross, SAR Resources, Medical Response, etc.

Secretary McShane discussed this issue. Assistant Chief Cole indicated the antenna has been ordered and Chief Cosgrave has been given directions regarding installation.

Secretary McShane requested the Board for permission to work with Mr. Richards and Peggy Emery on disaster preparedness. Assistant Chief Cole suggested that Secretary McShane attend the meetings with the KEEP organization.

Additional discussion occurred between the Board and Chiefs Cole and Jalbert.

President Burke requested Staff to prepare some type of organizational chart which indicates the various jurisdictional responsibilities.

- S. Discuss changing day of CFPD regularly scheduled meeting so as not to be on the same evening as the Midcoast Community Council

Secretary McShane discussed this issue, indicating that many citizens have asked if the CFPD meetings could be on the 4<sup>th</sup> Thursday of the month.

Direction was given to Staff to look into this and report back to the Board.

- T. Eliminate or equalize district wide parcel taxes

The Board heard public comments from members of the audience.

Secretary McShane provided comments, and President Burke stated this will be discussed at the June budget study.

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

A. Fire Chief's Report

Cal Fire Chief Jalbert thanked the Board for their support in keeping Cal Fire on the Coast. He also thanked the firefighters for being professional throughout the process and stated that he is proud to be the Fire Chief for CFPD.

Chief Jalbert introduced various members of the San Mateo/Santa Cruz management team and CFPD officers and firefighters.

Chief Jalbert addressed the Board regarding plans to move ahead and filling the vacancies that have occurred.

President Burke and Vice President Cockrell provided comments to Chief Jalbert and Cal Fire.

Secretary McShane praised retired Cal Fire Chief John Ferreira for his professionalism with the District. She also praised the firefighters and indicated how much the residents appreciate them.

Vice President J. B. Cockrell initiated a discussion regarding the possibility of a second ambulance, and Chief Jalbert indicated this might not be possible until the beginning of next year.

B. Attorney's Report

No report.

Justin Sheaf of the San Mateo/Santa Cruz unit thanked the Board and the community for their support and requested to reinstate a monthly agenda item regarding Cal Fire staffing.

**9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

President Burke thanked the community for their support during the recent difficult period. He adjourned the meeting at 9:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

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 Secretary McShane, seconded by Director Cockrell, the Board unanimously elected Director Burke as Board President.

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ON MOTION by President Burke, seconded by Director Anderson, the Board unanimously elected Director McShane as Board Secretary.

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

Direction to Staff: President Burke asked Chief Cole to survey the Board members regarding their priorities for the remainder of this year.

Direction to Staff: President Burke asked Chiefs Jalbert and Cole for justification for additional personnel as indicated on Schedule "A".

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to accept Schedule "A".

ON MOTION by Director Anderson, seconded by Secretary McShane, the Board voted unanimously to award the bid for furnishing one Industrial Washer-Extractor and one Drying Cabinet to Western States Design, Inc. in the amount of \$29,946.18. Motion passed 5-0.

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ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted that no prospective new firefighter information be shared outside the District. Motion passed 3-1-1, with Director Anderson voting no and Director Rarback abstaining.

ON MOTION by Vice President Cockrell, seconded by Director Anderson, the Board voted unanimously to ask Idelson to update the Actuarial Study on retirees. Motion passed 5-0.

Direction to Staff: President Burke requested Staff to prepare some type of organizational chart which indicates the various jurisdictional responsibilities with respect to disaster preparedness.

Direction to Staff: To look into an alternative date for the CFPD Board meetings and report back to the Board.

Justin Sheaf of the San Mateo/Santa Cruz unit requested to reinstate a monthly agenda item regarding Cal Fire staffing.