

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

December 3, 2014

**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 4:02 p.m. This Special Board meeting combines the November and December Board meetings due to the holidays.

President Burke amended the Agenda to move up Items 6A and 6B to occur before Roll Call.

2. CEREMONIAL

- A. Motion to Adopt Resolution No. 2014-37, Resolution of the Coastside Fire Protection District Declaring the Results of the General Election Held on Tuesday, November 4, 2014 and Such Other Matters as Provided by Law

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution 2014-37, Resolution of the Coastside Fire Protection District Declaring the Results of the General Election Held on Tuesday, November 4, 2014 and Such Other Matters as Provided by Law:

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

Motion passed 4-0.

- B. Oath of Office for Board Member Bruce MacKimmie

Attorney Lanzone presented Bruce MacKimmie with a Certificate declaring the results of the November 4, 2014 election, and he gave the oath of office to Bruce MacKimmie to become the fifth Board member.

Director MacKimmie thanked the Coastside voters for electing him.

3. ROLL CALL

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

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT

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

6. PUBLIC COMMENT – LOCAL 2881

Chris Leddy of Local 2881 congratulated Director MacKimmie on his election to the Board, and he indicated the membership is very enthusiastic about having a supportive, pro-active Board behind them.

7. CONSENT CALENDAR

- A. Approval of minutes of October 15, 2014 Special Board Meeting
- B. Approval of minutes of October 22, 2014 Regular Board Meeting
- C. Approval of minutes of November 24, 2014 Special Board Meeting
- D. Approval of Vendor Checks #16262-16348 in the amount of \$161,822.60, dated October 1 to October 31, 2014
- E. Approval of Payroll Checks #20712-20726 in the amount of \$1,426.56, dated November 1 to November 30, 2014
- F. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$252.78, dated October 1 to October 31, 2014

Assistant Chief Cole noted that two corrections have been made to the minutes of the October 15, 2014 Special Board Meeting, correctly identifying Secretary Cockrell and Vice President McShane.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to approve the Consent Calendar as amended. Motion passed 4-0-1, with Director MacKimmie abstaining because he was not yet on the Board for these items.

8. NEW BUSINESS

A. Election of Board Officers

Director McShane nominated Director Burke to serve as Board President for the next year, and Director Rarback seconded the nomination. There were no further nominations for President.

ON MOTION by Director McShane, seconded by Director Rarback, the Board voted unanimously to elect Director Gary Burke to serve as Board President for the next year. Motion passed 5-0.

Director McShane nominated Director Cockrell to serve as Board Vice President for the next year, and President Burke seconded the nomination. There were no further nominations for Vice President.

ON MOTION by Director McShane, seconded by President Burke, the Board voted unanimously to elect Director Cockrell to serve as Board Vice President for the next year. Motion passed 5-0.

President Burke nominated Director McShane to serve as Board Secretary for the next year, and Director MacKimmie seconded the nomination. There were no further nominations for Secretary.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to elect Director McShane to serve as Board Secretary for the next year. Motion passed 5-0.

B. Selection of Board Committee Members

President Burke suggested that he and Secretary McShane be on the Finance Committee, that Director Rarback continue to be on the Special Districts Committee and Disaster Preparedness Committee, that he and Vice President Cockrell be on the Land Use Committee, and that Director MacKimmie represent the Board on the ALS/JPA Committee.

ON MOTION BY Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously for the following Committee assignments:

Finance Committee: President Burke and Secretary McShane
Disaster Preparedness Committee: Director Rarback
Land Use Committee: President Burke and Vice President Cockrell

Motion passed 5-0.

C. Selection of Volunteer Liaison

President Burke suggested that Vice President Cockrell continue to serve as the Volunteer Liaison.

ON MOTION BY Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously for Vice President Cockrell to continue to be the Volunteer Liaison. Motion passed 5-0.

D. Selection of California Independent Special Districts Association Liaison

President Burke suggested that Director Rarback serve on the CSDA and Disaster Preparedness Committees.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that Director Rarback serve on the CSDA (San Mateo Chapter) and Disaster Preparedness Committees. Motion passed 5-0.

E. Selection of ALS/JPA Liaison

President Burke suggested that Director MacKimmie represent the Board on the ALS/JPA Committee.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that Director MacKimmie be the ALS/JPA Committee Liaison. Motion passed 5-0.

F. Presentation of Financial Statements and Independent Auditors Report for the Fiscal Year Ended June 30, 2014

John Blomberg of Blomberg & Griffin introduced himself. He presented and discussed the Draft Financial Statements and the Analysis of Financial Audit for the Fiscal Year ended June 30, 2014.

After his presentation, Mr. Blomberg provided the Board with his email address and asked the Board if there were any questions. He responded to questions and comments from the Board.

President Burke provided comments about the positive changes in the District's financial position in the last several years, and he suggested that Staff may wish to include in the Management Analysis portion of the audit any large anticipated upcoming expenditures.

9. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke said there was no Finance Committee meeting and referred to the financial statements in the packet.

B. Volunteer Liaison Report

Secretary Cockrell reported his attendance at the Volunteer business meeting on November 6th. They discussed charitable causes such as Adopt-a-Family, etc., as well as the academy lunch. He reported that two volunteers are almost certified as a paramedic.

C. Land and Structures Committee Report

President Burke indicated that the Harbor District is meeting tonight and will discuss the District's offer.

D. Vegetation Management Committee Report

Secretary McShane reported receipt of an email from Assistant Chief Cole regarding the School District and the lot behind the school. Assistant Chief Cole reported that the work will be taken care of.

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

Director Rarback said there was a meeting but that he was out of town and does not know what occurred at the meeting.

F. ALS/JPA

Assistant Chief Cole indicated there will be a meeting in January.

G. Emergency Preparedness

Director Rarback reported he went to a CEAP meeting on November 7th and he discussed a wildfire tabletop exercise which occurred at the meeting. A report was given regarding what the Salvation Army would do in the case of an emergency.

Assistant Chief Cole said that CalFire Chief Jalbert and Chief Delay were at the CEAP meeting and that it went well and served its purpose.

H. Attorney's Report

No report.

I. Fire Chief's Report

CalFire Chief Scott Jalbert referred to the October statistics report. He indicated there were no serious accidents or injuries. He discussed the EOC exercise and the various entities who participated.

Chief Jalbert reported a tree falling on a house in Miramar today. He discussed how some incidents increase with the amount of recent rain.

Chief Jalbert discussed the Team CERT Program at Pilarcitos and also the planned Devil's Slide Tunnel closure this Friday night and over the weekend for an emergency exercise.

Assistant Chief Cole referred to the PARS Report in the packet.

Assistant Chief Cole indicated they went out to bid for a Heavy Rescue Unit and will bring the final recommendations to the Board.

Assistant Chief Cole indicated that Staff will also be bringing a recommendation to the Board regarding the new ladder truck.

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

President Burke made some comments on behalf of the Board. He thanked Attorneys Savaree and Lanzone for their guidance through this challenging year. He thanked CalFire Chief Jalbert for his direction during the transition and Assistant Chief Cole for his continuing excellence. He also thanked the office staff, Michele Ortiz and Jan Cochran for their excellent administrative assistance. He thanked all the CalFire Firefighters for their excellent performance. He thanked Administrative Secretary Jean Headley for keeping the Board on track, and Darin Boville of Montara Fog for capturing the meetings on film.

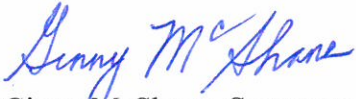
12. CORRESPONDENCE

No discussion.

13. ADJOURNMENT

President Burke adjourned the meeting at 5:06 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 Secretary Cockrell, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Resolution 2014-37, Resolution of the Coastside Fire Protection District Declaring the Results of the General Election Held on Tuesday, November 4, 2014 and Such Other Matters as Provided by Law. Motion passed 4-0.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to approve the Consent Calendar as amended. Motion passed 4-0-1, with Director MacKimmie abstaining because he was not yet on the Board for these items.

ON MOTION by Director McShane, seconded by Director Rarback, the Board voted unanimously to elect Director Gary Burke to serve as Board President for the next year. Motion passed 5-0.

ON MOTION by Director McShane, seconded by President Burke, the Board voted unanimously to elect Director Cockrell to serve as Board Vice President for the next year. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to elect Director McShane to serve as Board Secretary for the next year. Motion passed 5-0.

ON MOTION BY Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously for the following Committee assignments: Finance Committee: President Burke and Secretary McShane; Disaster Preparedness Committee: Director Rarback; Land Use Committee: President Burke and Vice President Cockrell. Motion passed 5-0.

ON MOTION BY Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously for Vice President Cockrell to continue to be the Volunteer Liaison. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that Director Rarback serve on the CSDA (San Mateo Chapter) and Disaster Preparedness Committees. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously that Director MacKimmie be the ALS/JPA Committee Liaison. Motion passed 5-0.