

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

May 23, 2018

**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 6:00 p.m.

2. ROLL CALL

Directors Present: Secretary McShane, Director Stockman, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Kai Reuss.

Cal Fire: Chief Ian Larkin.

Staff: Assistant Chief Paul Cole.

Admin. Secretary: Jean Headley.

Director Bruce MacKimmie was on vacation.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

A. Approval of minutes of April 25, 2018 Regular Board Meeting.

B. Approval of Vendor Checks # 19148-19195 in the amount of \$81,833.59, dated April 1 to April 30, 2018.

ON MOTION by Director Stockman, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

6. CONTINUING BUSINESS

A. Weed Abatement

1. Adopt Resolution No. 2018-05, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances

Assistant Chief Cole introduced and explained the purpose of the Resolution and recommended adoption of the Resolution.

Some discussion occurred between the Board and Staff.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-05, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances:

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

Motion passed 4-0.

7. NEW BUSINESS

- A. Adopt Resolution No. 2018-06, A Resolution to (1) Reject All Bids for the Fire Station 41 Project; (2) Approve Updated Plans and Specifications for the Fire Station 41 Project; and (3) Authorize the Re-Advertisement of the Fire Station 41 Project

Attorney Kai Reuss provided background, summarized the Staff Report, and recommended adoption of the Resolution.

Discussion occurred between the Board and Staff.

ON MOTION by Secretary McShane, seconded by President Burke, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-06, A Resolution to (1) Reject All Bids for the Fire Station 41 Project; (2) Approve Updated Plans and Specifications for the Fire Station 41 Project; and (3) Authorize the Re-Advertisement of the Fire Station 41 Project:

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

Motion passed 4-0.

B. Review and Approve Request For Proposals (RFP) For Real Estate Services

Assistant Chief Cole introduced this item, summarized the scope of services, and recommended approval of the RFP.

President Burke indicated that the Land and Structures Committee will review the responses to the RFPs and interview the potential brokers.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to approve the Request For Proposal for Real Estate Services. Motion passed 4-0.

C. Review Cal Fire Contract Preliminary Staff Benefit Rate Matrix For Fiscal Year 2018-2019 and Review and Approve Contract Fiscal Sheet For FY 2018-2019

Assistant Chief Cole discussed the updated Preliminary FY 2018-2019 Schedule "A." Discussion occurred between the Board and Staff.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting this month.

Secretary McShane reported that she was able to get reimbursement from Embassy Suites for the 3 nights she did not attend the Institute Convention, and she is working on getting a free voucher from Special Districts for the next convention.

President Burke pointed out some items on the Financial Sheets for the benefit of the audience.

B. Volunteer Liaison Report

Vice President Cockrell reported on the May 3rd meeting. Discussions

included the Treasurer's report, the problem with their tax-exempt status has been resolved, and they put together their 2018 calendar. They discussed the Training Tower and are awaiting the announcement of the grand opening date. They volunteered at the Dream Machines event. They interviewed potential recipient of scholarships, and Vice President Cockrell indicated that instead of the money going to the scholarship recipient, the funds will go directly to the school that person will attend. He indicated that former Board Member Gregg Hosfeldt has taken a leave of absence for the rest of this year due to his wife's illness. They made almost \$6,000 profit on the Crab Feed. The monies will be used to fund their museum.

C. Land and Structures Committee Report

Bid openings were already discussed.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

President Burke indicated there was a meeting, and that they approved their budget.

F. Emergency Preparedness

Secretary McShane indicated that the Parrish priest will be coming to the next CEAP meeting. The meeting will be held here in the Board meeting room because their normal meeting room is not available.

Director Stockman reported there was a speaker at the May 4th meeting, Rex Andrea of the Cañada Cove Neighborhood Association, who spoke of how the association organized themselves. Chad Woodburn, the Coastsides Coordinator, reported a change in his office. His supervisor, Stephanie, was replaced by Kevin Rose from County EMS. There is a new Coastsides OES Sergeant, Saul Lopez. Director Stockman reported on an OES drill at Seacrest School, which went well. Carlo from the City of Half Moon Bay gave an update on the CEC. A San Mateo Alert went out to all CERT members on the Coast.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin indicated that fire season is in full swing, and they anticipate full staffing by June 11.

Secretary McShane inquired of Assistant Chief Cole regarding fire drills in schools, and he indicated he will make some inquiries about this.

Assistant Chief Cole referred to the Statistics Report and the PARS statement.

9. CORRESPONDENCE

Assistant Chief Cole discussed an article in the Half Moon Bay Review written by the editor in response to a citizen.

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 Director Stockman, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

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