

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

September 27, 2017

**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 Ginny McShane, Director Bruce MacKimmie,
Vice President Cockrell, and President Gary Burke.
Cal Fire: Chief Ian Larkin.
Staff: Assistant Chief Paul Cole.
Admin. Secretary: Jean Headley.

Director Steve Stockman is absent because he is on vacation, and Attorney Jean Savaree is absent due to the closure of Highway 92 because of a traffic accident.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of August 23, 2017 Regular Board Meeting.
- B. Approval of Vendor Checks #18592-18667 in the amount of \$204,959.21, dated August 1 to August 31, 2017.
- C. Approval of Payroll Checks #20960-20964 in the amount of \$559.90, dated August 1 to August 31, 2017.
- D. Direct Deposit of Federal, State & Hospital Taxes I the amount of \$102.90, dated August 1 to August 31, 2017.

President Burke explained the Consent Calendar for the benefit of the public.

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

6. NEW BUSINESS

A. Review and Approve Final Budget for Fiscal Year 2017-2018

Assistant Chief Cole introduced the proposed Final Budget, indicated that Staff met with the Finance Committee, summarized some of the main aspects of the Budget, and recommended approval of the Final Budget.

1. Public Hearing

President Burke opened the public hearing. Seeing no one wishing to speak on this item, he closed the public hearing.

President Burke provided comments on the proposed Final Budget for Fiscal Year 2017-2018.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board approved the Coastside Fire Protection District Final Budget for Fiscal Year 2017-2018. Motion passed 4-0.

B. Review and Approve Updated CalFire Contract Deliverables Fiscal Year 2017-2018

Assistant Chief Cole provided comments and reported that the flag pole lights that were requested at Stations 40 and 41 have been installed.

ON MOTION by President Burke, seconded by Secretary McShane, the Board approved the updated CalFire Annual Deliverables. Motion passed 4-0.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported there was a Finance Committee meeting and they went over the new Budget.

B. Volunteer Liaison Report

Vice President Cockrell reported he attended the September 7 volunteer meeting. They discussed bills and general financial matters. Their current balance is approximately \$192,500. He indicated the CalFire Volunteers Golf Tournament will be held on October 29, 2017 at the Half Moon Bay Links. The crab and salmon feed is scheduled for April 7, 2018. They also discussed training.

C. Land and Structures Committee Report

No report. Vice President Cockrell indicated he will be contacting Director Stockman soon to arrange a meeting that will include Assistant Chief Cole.

Assistant Chief Cole reported they have retained Coldwell Banker to help look for future land for Fire Station 44 and would like them to assist in appraisals for the current Station 41 lot. Secretary McShane opined that Staff should obtain two or three appraisals.

President Burke requested that Staff provide the Land and Structures Committee with legal advice regarding the purchase and/or sale of District property.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

No report.

G. Attorney's Report

No report.

H. Fire Chief's Report

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

He discussed an open house event to be planned for the public once the new ladder truck arrives.

He indicated that Staff will be working on the annual newsletter for the public.

He expressed his appreciation to the Board for the Training Prop, after him working on this project for 19 years.

8. CORRESPONDENCE

No discussion.

9. ADJOURNMENT

President Burke adjourned the meeting at 6:40 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 MacKimmie, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board approved the Coastside Fire Protection District Final Budget for Fiscal Year 2017-2018. Motion passed 4-0.

ON MOTION by President Burke, seconded by Secretary McShane, the Board approved the updated CalFire Annual Deliverables. Motion passed 4-0.

President Burke requested that Staff provide the Land and Structures Committee with legal advice regarding the purchase and/or sale of District property.