

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

September 25, 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 6:00 p.m.

2. ROLL CALL

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

Legal Counsel: Kai Reuss.

Cal Fire: Chief Ian Larkin; Fire Marshall Gary Silva; Deputy Fire Marshall John Riddell.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

A. Approval of minutes from August 28, 2019 Regular Board Meeting

B. Approval of Vendor Checks #20083-20145 in the amount of \$1,236,856.39 dated August 1 to August 31, 2019

C. No Payroll Checks dated August 1 to August 31, 2019

ON MOTION by Director Stockton, seconded by Director MacKimmie, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

6. CONTINUING BUSINESS (President Burke moved Item 6B before Item 6A)

B. First Reading and Introduction of Ordinance 2019-03 – An Ordinance Adopting the California Fire Code 2019 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and

Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers therefor.

Chief Ian Larkin introduced this item, explained what it is about and asked that they be permitted to suspend reading of the entire Code and only discuss the changes that are being made. President Burke said if there were no objections, the Board would waive the reading of the entire Code.

Chief Larkin recommended that the Board introduce the Ordinance of the 2019 California Fire code with Local Amendments and set a public hearing date for the Ordinance to be heard for October 23, 2019.

Fire Marshall Gary Silva and Deputy Fire Marshall John Riddell discussed the differences in the Ordinance. Board discussion occurred.

Chief Larkin indicated that Staff will advertise the public hearing for 14 days in the Half Moon Bay Review.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to introduce the Ordinance and pass it on to the second reading and public hearing on October 23, 2019. Motion passed 5-0.

A. Review and Approve Final Budget for Fiscal Year 2019/20

Chief Larkin introduced the Final Budget, pointed out some of the highlights of the Budget, and recommended that the Board approve it.

1. Public Hearing

President Burke opened the public hearing. Seeing no one wishing to speak, President Burke closed the public hearing.

President Burke provided comments on the Budget and indicated that the Finance Committee and Budget Committee met and went over the Budget. He discussed some of the items in the Budget.

Chief Larkin discussed the CalFire contract and salaries.

Vice President Cockrell suggested in addition to reviewing the attorney's compensation, that the Board also look at reviewing the compensation for the recording secretary.

Jean Headley reported that Peihua Ku came to her office and downloaded all of the Board minutes from 2010 to date.

2. Motion to Adopt Final Budget for Fiscal Year 2019/20

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to adopt the Final Budget for 2019/20. Motion passed 5-0.

C. Review, Discuss, and Approve Staff Recommendations for Upgraded Website

Chief Larkin summarized the Staff Report, showed a sample of the new website on the overhead projector, and recommended that the Board authorize Staff to use Streamline to redo the District's website.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to hire Streamline – The Special District Website Engine as our website provider and host. Motion passed 5-0.

7) **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke reported the Finance Committee met with Chief Larkin and Peihua Ku on September 17th.

Chief Larkin summarized what was covered at the meeting. He passed around some graphics that Peihua prepared for better ways to show income and expenses in a more understandable format.

President Burke discussed an item on the spreadsheet regarding LAIF.

B. Volunteer Liaison Report

Vice President Cockrell reported there was a meeting on September 5, and discussed were vendors at various events, the training academy, uniforms, and that Mavericks was canceled.

C. Land and Structures Committee Report

Vice President Cockrell said he met with Barbara LaVey and Jan Gray and they are attempting to contact the owner of the land by the hospital but have had no success. President Burke suggested that perhaps a letter from an attorney may generate more attention.

Director MacKimmie indicated that Station 41 is moving along, and the completion date has been moved to January 2020.

Chief Larkin provided comments about some of the delays with PG&E, for example. He stated there will be a punch list.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Midcoast Community Council

Secretary McShane did not attend the meeting this month.

G. Emergency Preparedness

Director Stockman reported his attendance at the CEAP meeting on September 6th. There said there were 40 people in attendance and that this is a significant amount of attendees.

Director Stockman also reported that on September 19th there was a Resolution in front of the Disaster Service Council and the Resolution was passed unanimously. He stated that this Resolution changes in a positive way the ability of the Fire District and the Sheriff's Office to activate the volunteer groups on the Coastside.

Director Stockman thanked everyone who attended and participated in the CERT training event.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin said there were 88 participants in the CERT recertification event, and it was very well organized by the CERT leaders and Chief Cosgrave and Chief Delay.

Chief Larkin discussed Station 41 and our vendors for items to be installed at the new station. They are working on the furniture, fixtures and equipment being ordered and where to potentially store these items until they are ready to be installed.

Chief Larkin reported that the Deputy Fire Marshal position has been filled internally by Station 40 Fire Captain David Hibdon effective October 7, 2019.

Chief Larkin said he is still awaiting approval from Sacramento for the Deputy Chief position, and also awaiting approval for the SSA upgrade approval.

Chief Larkin indicated he intends to submit the Grand Jury report with the four recommended responses, and additional responses will be dealt with by the October deadline.

Chief Larkin referred to the Emergency Response Summary and the PARS Report.

Director MacKimmie thanked Chief Larkin for putting his neighbor together with the Honor Flight people.

Director Stockman acknowledged the dedication of Chief Jonathan Cox regarding the extensive travel necessary for Jonathan to be able to attend the Disaster Services Council meeting.

Director Stockman asked Chief Larkin when he feels the remaining positions might be filled. Chief Larkin indicated he will fill the Deputy Chief position first within 30 days or mid-November.

Director Stockman followed up with the Board regarding progress for planning and advertising an open house for Station 41 in order to have the best attendance possible. President Burke suggested hiring a temporary person who is experienced in putting together these types of events.

Vice President Cockrell discussed with Chief Larkin the PARS Report vs. the money we have in LAIF. President Burke provided comments on this issue.

Chief Larkin discussed the Coastside Emergency Preparedness booklet that was prepared by the Half Moon Bay Review as well as the Coastside Information Emergency Contacts magnet sponsored by Hassett Ace Hardware and the Half Moon Bay Review.

President Burke asked Chief Larkin regarding the status of CERT reimbursement. Chief Larkin indicated there has been some equipment reimbursement, and we will be submitting reimbursement for background checks and insurance. He will be meeting with Cynthia of CERT on October 2nd to solidify procedural things and delegating some other

responsibilities to Chief Cosgrave. The State will reimburse us once it is decided on the purchasing limit and number of bids sought if required.

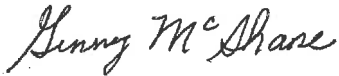
9. CORRESPONDENCE

None.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:07 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 Stockton, seconded by Director MacKimmie, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to introduce the Ordinance and pass it on to the second reading and public hearing on October 23, 2019. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to adopt the Final Budget for 2019/20. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to hire Streamline – The Special District Website Engine as our website provider and host. Motion passed 5-0.

