

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

**June 28, 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 Steve Stockman,  
Director Bruce MacKimmie, Vice President Cockrell, and  
President Gary Burke.

Staff: Assistant Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

CalFire Chief Ian Larkin was absent due to a business commitment.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of May 24, 2017 Regular Board Meeting.
- B. Approval of Vendor Checks #18388-18464 in the amount of \$2,367,212.07, dated May 1 to May 31, 2017.
- C. Approval of Payroll Checks #20947-20950 in the amount of \$557.39, dated May 1 to May 31, 2017.
- D. Direct Deposit of Federal, State & Hospital Taxes I the amount of \$115.42, dated May 1 to May 31, 2017.

ON MOTION by Director Stockman, seconded by Secretary McShane, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining as he was not present at the May 24, 2017 Board meeting.

**6. CONTINUING BUSINESS**

A. Community Facilities District No. 31 (Pacific Ridge Unit 1 Lots 1-19, Half Moon Bay)

Assistant Chief Cole opened the ballot and the vote was Yes, Affirmative.

1. Motion to Adopt Resolution No. 2017-28, A Resolution Declaring Results of Special Election and Directing Recording of Special Tax Lien

ON MOTION by President Burke, seconded by Secretary MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2017-28, A Resolution Declaring Results of Special Election and Directing Recording of Special Tax Lien:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2017-03, An Ordinance Levying Special Taxes within Community Facilities District No. 31 (Pacific Ridge Unit 1 Lots 1-19, Half Moon Bay)

ON MOTION by President Burke, seconded by Secretary MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2017-03, An Ordinance Levying Special Taxes within Community Facilities District No. 31 (Pacific Ridge Unit 1 Lots 1-19, Half Moon Bay):

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

Motion passed 5-0.

**7. NEW BUSINESS**

A. Review and Approve Preliminary Budget for Fiscal Year 2017/18

Assistant Chief Cole presented the Preliminary Budget for Fiscal Year 2017/18, summarized the Staff Report, and recommended that the Board approve the Preliminary Budget.

Discussion occurred between the Board and Assistant Chief Cole, and President Burke provided extensive comments regarding the Preliminary Budget figures.

Direction was given to Staff to write a letter to Cal Fire expressing our frustration and asking them to please give us some actual budget figures earlier than the eight months we have been waiting.

Following an inquiry by Vice President Cockrell regarding when the District's next major equipment purchase will be, direction was given to Staff to provide the Board with an updated list of major capital equipment and the life/replacement cycle.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously adopted the Preliminary Budget for Fiscal Year 2017/2018. Motion passed 5-0.

B. Adopt Resolution No. 2017-09, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2017-2018

Assistant Chief Cole introduced the Resolution, explained what it is, and recommended adoption of the Resolution.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2017-09, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2017-2018:

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

Motion passed 5-0.

C. Adopt Resolution No. 2017-10, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018

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

ON MOTION by Secretary McShane, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2017-10, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018:

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

Motion passed 5-0.

D. Adopt Resolution No. 2017-11, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018

Assistant Chief Cole introduced the Resolution, explained what it is for, and recommended adoption of the Resolution.

ON MOTION by Director Stockman, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2017-11, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018:

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

Motion passed 5-0.

E. Adopt Resolution No. 2017-12, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 5 (Moon Ridge)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-12, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 5 (Moon Ridge):

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

Motion passed 5-0.

- F. Adopt Resolution No. 2017-13, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 10 (Main Street Apartments – Phase 2)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-13, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 10 (Main Street Apartments – Phase 2):

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

Motion passed 5-0.

- G. Adopt Resolution No. 2017-14, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 14 (845 Main & 655 Miramontes)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-14, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 14 (845 Main & 655 Miramontes):

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

Motion passed 5-0.

- H. Adopt Resolution No. 2017-15, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-15, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale):

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

Motion passed 5-0.

- I. Adopt Resolution No. 2017-16, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 16 (Seacrest School)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-16, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 16 (Seacrest School):

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

Motion passed 5-0.

- J. Adopt Resolution No. 2017-17, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 17 (121/141 California)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-17, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 17 (121/141 California):

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

Motion passed 5-0.

- K. Adopt Resolution No. 2017-18, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 18 (860 Airport)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-18, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 18 (860 Airport):

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

Motion passed 5-0.

- L. Adopt Resolution No. 2017-19, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 19 (Harbor Village)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-19, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 19 (Harbor Village):

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

Motion passed 5-0.

- M. Adopt Resolution No. 2017-20, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 20 (110 Ave. Portola)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-20, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 20 (110 Ave. Portola):

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

Motion passed 5-0.

- N. Adopt Resolution No. 2017-21, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 21 (505 Ave. Alhambra, 120 Ferdinand)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-21, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 21 (505 Ave. Alhambra, 120 Ferdinand):

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

Motion passed 5-0.

- O. Adopt Resolution No. 2017-22, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 23 (169 Princeton Ave.)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-22, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 23 (169 Princeton Ave.):

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

Motion passed 5-0.

- P. Adopt Resolution No. 2017-23, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 24 (400, 404, 408 Belleville)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-23, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 24 (400, 404, 408 Belleville):

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

Motion passed 5-0.

- Q. Adopt Resolution No. 2017-24, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 25 (925 Main St.)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-24, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 25 (925 Main St.):

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

Motion passed 5-0.

- R. Adopt Resolution No. 2017-25, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 26 (460 Wavecrest Rd.)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-25, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 26 (460 Wavecrest Rd.):

Secretary McShane	Aye
Director Stockman	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

- S. Adopt Resolution No. 2017-26, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 27 (801 Arnold Way)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-26, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 27 (801 Arnold Way):

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

Motion passed 5-0.

- T. Adopt Resolution No. 2017-27, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 28 (1-6 Bloom Ln.)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2017-27, Determining Special Tax Liability for Fiscal Year 2017-2018 for Community Facilities District No. 28 (1-6 Bloom Ln.):

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

Motion passed 5-0.

- U. Review Board of Directors Community Report Draft

President Burke introduced this item and referred to the Draft Community Report. He asked his fellow Board members to give any changes or additions to Assistant Chief Cole to incorporate in the final report.

President Burke asked Assistant Chief Cole to add the Board members' names at the end of the report.

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

A. Finance Committee Report

President Burke indicated the Finance Committee met and this has already been discussed earlier in the meeting.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman indicated that emergency preparation on the Coast is in constant fluctuation depending on various government and individual personalities that are involved. He indicated there is a new director at the Office of Emergency Services, and the OES feels it is the community's responsibility to handle emergency preparedness as opposed to falling under the OES.

G. Attorney's Report

No report.

H. Fire Chief's Report

Assistant Chief Cole summarized the Staff report regarding surplus equipment. He also referred to the May Statistics Report and the PARS monthly report.

Assistant Chief Cole updated the Board on the construction of the Training Prop, and he indicated our representatives will be going back to Wisconsin to assure the new truck is being built as contracted.

**9. CORRESPONDENCE**

President Burke referred to the letter from the District's new auditor.

Assistant Chief Cole referred to the Grand Jury report and there was some discussion with Attorney Savaree regarding the proposed response.

**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 to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining as he was not present at the May 24, 2017 Board meeting.

ON MOTION by President Burke, seconded by Secretary MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2017-28, A Resolution Declaring Results of Special Election and Directing Recording of Special Tax Lien. Motion passed 5-0.

ON MOTION by President Burke, seconded by Secretary MacKimmie, by Roll Call Vote, the Board unanimously adopted Ordinance No. 2017-03, An Ordinance Levying Special Taxes within Community Facilities District No. 31 (Pacific Ridge Unit 1 Lots 1-19, Half Moon Bay. Motion passed 5-0.

Direction was given to Staff to write a letter to Cal Fire expressing our frustration and asking them to please give us some actual budget figures earlier than the eight months we have been waiting.

Direction was given to Staff to provide the Board with an updated list of major capital equipment and the life/replacement cycle.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously adopted the Preliminary Budget for Fiscal Year 2017/2018. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2017-09, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2017-2018. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by President Burke, by Roll Call Vote, the Board unanimously adopted Resolution No. 2017-10, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018. Motion passed 5-0.

ON MOTION by Director Stockman, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2017-11, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2017-2018. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by individual Roll Call Votes, the Board unanimously adopted Resolution Nos. 2017-12 thru

2017-27, Determining Special Tax Liability for Fiscal Year 2017/18 for Community Facilities District Nos. 5, 10, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, and 28.

President Burke asked Assistant Chief Cole to add the Board members' names at the end of the Board of Directors Community Report.