

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

September 26, 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, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Attorney Kai Reuss.

Cal Fire: Chief Ian Larkin.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of August 22, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19372-19449 in the amount of \$172,733.57, dated August 1 to August 31, 2018.
- C. Approval of Payroll Checks #21010-21019 in the amount of \$1,468.39, dated August 1 to August 31, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$280.92, dated August 1 to August 31, 2018.

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

6. NEW BUSINESS

A. Review and Approve Final Budget for Fiscal Year 2018/2019

Chief Larkin introduced the Final Budget for FY 2018/2019 and pointed out a few highlights in the budget.

President Burke provided comments and indicated the Finance Committee met this evening and approved the budget.

Board discussion occurred.

1. Public Hearing

President Burke opened the public hearing.

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

2. Motion to Adopt Final Budget for Fiscal Year 2018/2019

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to approve the Final Budget for Fiscal Year 2018/2019. Motion passed 5-0.

B. Review and Approve Revisions to the District's Conflict of Interest Code

Attorney Kai Reuss summarized the Staff Report and recommended approving the revisions to the District's Conflict of Interest Code.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-36 Amending A Conflict of Interest Code:

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

Motion passed 5-0.

C. Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay)

President Burke provided comments and explained the purpose of both Resolutions.

1. Public Hearing

President Burke opened the public hearing.

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

2. Resolution No. 2018-32, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 32, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-32, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 32, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

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

Motion passed 5-0.

3. Resolution No. 2018-33, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 32

ON MOTION by Director Stockman, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-33, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an

Appropriations Limit for Coastside Fire Protection District Community Facilities District
No. 32:

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

Motion passed 5-0.

D. Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada)

President Burke provided comments and explained both Resolutions.

1. Public Hearing

President Burke opened the public hearing.

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

2. Resolution No. 2018-34, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 33, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District

Some Board discussion occurred.

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-34, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 33, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

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

Motion passed 5-0.

3. Resolution No. 2018-35, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District No. 33

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-35, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District No. 33:

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

Motion passed 5-0.

- E. Review and Approve District Purchasing Policy

Chief Larkin provided background on this issue, and President Burke provided comments.

Some discussion occurred between the Board and Chief Larkin.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the District's Purchasing Policy. Motion passed 5-0.

- F. Review and Approve Board Policy Manual

Chief Larkin provided background on this issue, and President Burke provided comments.

No Board member indicated any needed changes.

President Burke asked for changes to the standing committees shown on Page 5 of the Board Policy Manual, i.e., eliminate the Vegetation Management Committee and add a Volunteer Committee. He also asked to add under Board Liaisons an Emergency Preparedness Liaison.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to approve the Board Policy Manual as is, with the deletions and additions suggested by President Burke. Motion passed 5-0.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that the Finance Committee met this evening and approved the Fiscal Year 2018/2019 Budget.

Secretary McShane provided comments.

Some discussion occurred between Vice President Cockrell and Chief Larkin.

B. Volunteer Liaison Report

Vice President Cockrell reported he and Director Stockman attended the Volunteers meeting on September 6. Discussed were possible alignments with CERT, volunteers who participated in training events, and the Treasurer's Report.

Director Stockman provided his comments on this as it was the first time he has attended the Volunteer Firefighter meeting.

C. Land and Structures Committee Report

Vice President Cockrell stated he sent out an aerial photo on the progress of Station 41.

Director MacKimmie updated the Board on the PG&E guide wires that are on the Station 41 property. He also spoke about the retaining wall that will be permanent and where the removed dirt is going.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman indicated that CEC is represented by the Chamber of Commerce and a new member from Carmel (Kristen Geert) will run that. He also indicated the new Half Moon Bay person for Emergency Preparedness is Corey Stoker.

Director Stockman also mentioned other representatives in CEC: County Human Services, the School District, DART which represents the pilots at the airport, as well as Red Cross, County OES, the library, and various community groups. He indicated that people from other communities have mentioned that they do not have this type of gathering in their community.

Director Stockman discussed several aspects of CERT. He also indicated that County OES Lieutenant Denton has been promoted to Captain.

Director Stockman stated that Red Cross spoke about what they have been doing in relation to the fires in California, and they are training adult CPR at many of their events, as well as disaster training for third to fifth graders.

Director Stockman indicated that the Half Moon Bay radio station is working currently with the Half Moon Bay ham operators.

Drone use was discussed at the meeting. Menlo Park is using them and volunteers can reconnaissance their own neighborhood.

CERT has set up a drill under CED, which indicates there are good and skilled volunteers, but it shows a lack of how to coordinate with local government.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin reported the first payment has been made to the Station 41 contractor.

He reported that he signed for the map with the lot split with the title company to enable them to record it with the County.

He is currently in the process of getting signatures changed over from Paul Cole to himself.

He referred to the Statistics and PARS reports.

President Burke provided comments about how much we pay PARS.

Director Stockman initiated a discussion regarding the analyst position and the Assistant Chief position, and Chief Larkin responded.

8. CORRESPONDENCE

None.

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 5-0.

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to approve the Final Budget for Fiscal Year 2018/2019. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-36 Amending a Conflict of Interest Code. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-32, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 32, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District. Motion passed 5-0.

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ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the District's Purchasing Policy. Motion passed 5-0.

Direction to Staff: President Burke asked for changes to the standing committees shown on Page 5 of the Board Policy Manual, i.e., eliminate the Vegetation Management

Committee and add a Volunteer Committee. He also asked to add an Emergency Preparedness Liaison under Board Liaisons.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to approve the Board Policy Manual as is, with the deletions and additions suggested by President Burke. Motion passed 5-0.