

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

December 2, 2015

**LOCATION:
1191 Main Street
Half Moon Bay, CA 94019**

ACTION MINUTES

1. OPEN SESSION

President Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 5:30 p.m. The purpose of this special meeting is to combine the regular November and December Board meetings due to the Thanksgiving and Christmas holidays.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,
Director Bruce MacKimmie, Vice President J. B. Cockrell,
and President Gary Burke.
CalFire: Chief Scott Jalbert.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

At the conclusion of Roll Call, President Burke asked for a moment of silence to honor the victims of the shooting today in San Bernardino.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comment from a member of the audience.

5. CONSENT CALENDAR

- A. Approval of minutes of October 28, 2015 Regular Board Meeting.
- B. Approval of Vendor Checks #17095-17134 in the amount of \$204,451.30, dated October 1 to October 31, 2015.
- C. Approval of Payroll Checks #20815-20824 in the amount of \$1,123.75, dated October 1 to October 31, 2015.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$205.72, dated October 1 to October 31, 2015.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board unanimously approved the Consent Calendar as submitted. Motion passed 5-0.

President Burke moved up Item 7B to follow the Consent Calendar.

7. NEW BUSINESS

B. Review Site Specific Tsunami Study (taken out of order)

Mr. Dilip Trivedi, Dr. Eng., P.E., of the firm of Moffatt & Nichol, summarized the November 24, 2015 report on the Site Specific Tsunami Study regarding the relocation of Fire Station 41. Mr. Trivedi responded to questions and comments from the Board throughout his discussion, and some Board discussion occurred.

6. CONTINUING BUSINESS

A. SDLF District of Distinction Update

Assistant Chief Cole updated the Board regarding the status. Staff is preparing the final document package to be turned in.

B. New Fire Station 41 and Station 40 Training Prop Construction Updates

Regarding Station 41, Assistant Chief Cole indicated that now that the tsunami report has been received, once the Board approves the report it will be submitted to the County.

As to the Station 40 Training Prop, Assistant Chief Cole indicated he will discuss this later with Item 7E.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously approved the Site Specific Tsunami Study. Motion passed 5-0.

7. NEW BUSINESS

A. Review and Approve Board of Directors Fund Balance and Reserve Policy

Assistant Chief Cole summarized the Staff Report and recommended that the Board approve the policy as written.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call vote, the Board unanimously accepted the report and approved the fund balance policy as presented:

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

Motion passed 5-0.

B. Review Site Specific Tsunami Study (discussed earlier in the meeting)

C. Review Actuarial Study of Retiree Health Liabilities Report

Director MacKimmie recused himself and left the room.

Assistant Chief Cole summarized the Staff Report and recommended that the Board accept the actuarial study as presented.

Director MacKimmie returned to the meeting.

D. Board Officer Elections and Committee Assignments

SECRETARY McSHANE nominated Director Burke to be Board President for 2016. Vice President Cockrell moved that Director Burke be elected Board President by acclamation. Motion passed 5-0.

ON NOMINATION by Director MacKimmie, seconded by President Burke, the Board voted unanimously to elect Director Cockrell to be Board Vice President for 2016. Motion passed 5-0.

ON NOMINATION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to elect Director McShane to be Board Secretary for 2016. Motion passed 5-0.

President Burke suggested that the committee assignments remain as they are for 2016.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously for all committee assignments to remain the same for 2016. Motion passed 5-0.

E. Motion to Adopt Resolution No. 2015-40, Consideration of a Resolution Adopting the Initial Study and Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Coastside Fire Protection District's Fire Station 40 Training Prop Project and Authorizing the Filing of the Notice of Determination (to be at the 7 p.m. meeting)

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported on the Financial Committee earlier this evening, and he pointed out the expenses report. Assistant Chief Cole pointed out a new form titled Projected LAIF Transfers, regarding the percentage of funds permitted to be transferred.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

President Burke reported that the committee will meet next week with the Planning Commission for Half Moon Bay regarding the Station 40 Training Prop. He also mentioned the Site Specific Tsunami Study already discussed earlier in tonight's meeting. He indicated the SEQA process still needs to be started in connection with the new Station 41.

D. Vegetation Management Committee Report

Secretary McShane indicated she met with Chief Mondragon. They talked about the complexities of his job, all the various agencies he works with, and his role in refereeing neighbor disputes. He also speaks with arson investigators, and she discussed his role in grant writing.

E. California Independent Special Districts Association (San Mateo Co. Chapter

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the CEAP meeting on November 6th. The main topic was that a representative from the County indicated that the sea level rise could be from 6 to 20 feet by the end of the century.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert stated that Governor Brown declared a state of emergency regarding the drought and dying trees, and he discussed the SRA grant funding regarding fuel reduction around homes.

Chief Jalbert indicated the State is pushing disaster preparedness and continuity of government.

Chief Jalbert indicated that operational goals for 2016 have been adopted and will be sent out shortly. The focus for 2016 is firefighter safety and limiting exposure to personnel.

Chief Jalbert mentioned how bad things happen during this time of year, and he encouraged the public to be very careful.

Chief Jalbert reported that Mike Giannini, a former volunteer, recently passed away, and our thoughts and prayers go out to his family.

Assistant Chief Cole stated that in January Staff will be coming to the Board for approval of the fee schedule for the Fire Marshal's office.

Chief Cole updated the Board regarding the Lot 40 improvements that have been done, as well as the new safety measures that are being taken at the District office.

9. CORRESPONDENCE

None.

10. ADJOURNMENT

On behalf of the Board, President Burke thanked Staff, Attorney Jean Savaree, Chief Cole, Chief Jalbert, Darin Boville of Montara Fog, Minutes Taker Jean Headley, the Fire Marshals, the Cal Fire employees, and the front office staff.

President Burke adjourned the meeting at 6:34 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 Secretary McShane, seconded by Director MacKimmie, the Board unanimously approved the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously approved the Site Specific Tsunami Study. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by Roll Call vote, the Board unanimously accepted the report and approved the fund balance policy as presented. Motion passed 5-0.

SECRETARY McSHANE nominated Director Burke to be Board President for 2016. Vice President Cockrell moved that Director Burke be elected Board President by acclamation. Motion passed 5-0.

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