

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

March 23, 2016

**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 Harvey Rarback,
Director Bruce MacKimmie, and President Gary Burke.
Cal Fire: Chief Scott Jalbert.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

Vice President J. B. Cockrell was away on business.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

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

5. CONSENT CALENDAR

- A. Approval of minutes of February 24, 2016 Regular Board Meeting.
- B. Approval of Vendor Checks #17344-17425 in the amount of \$128,994.80, dated February 1 to February 29, 2016.
- C. Approval of Payroll Checks #20843-20850 in the amount of \$770.43, dated February 1 to February 29, 2016.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$204.37, dated February 1 to February 29, 2016.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

6. CONTINUING BUSINESS

A. SDLF District of Distinction Update

Assistant Chief Cole updated the Board on the progress of this item.

B. New Fire Station 41 Update

Assistant Chief Cole referred the Board to the revised study after the initial comments from the Coastal Commission were incorporated into the document.

C. Station 40 Training Prop Construction Update

President Burke provided an overview of this project and discussed both support for and opposition to the project by various people and entities.

Assistant Chief Cole discussed a recent meeting that was held with the Coastal Commission in San Francisco. He showed a PowerPoint presentation of the proposed project renderings that he will show to the Coastal Commission staff. He indicated this item will be on the Half Moon Bay City Council agenda for the first meeting in May.

Board discussion occurred.

7. NEW BUSINESS

A. Review Request from Dream Machines representative Chad Hooker regarding fire protection and support services for the 2016 event

Chad Hooker, Chairman of the Pacific Coast Dream Machines Steering Committee, asked the Board to authorize fire service protection at the Dream Machines event on Sunday, April 24, 2016, and that these services be provided at no cost to the Dream Machines committee.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to accept Chad Hooker's request that the Fire Department protect and provide support services for the 2016 Dream Machines event. Motion passed 4-0.

B. Review Cal Fire Preliminary Rate Letter for FY 16/17

Assistant Chief Cole referred to and briefly described the preliminary Staff Benefit Rate Matrix FY 2016-17.

Some Board discussion occurred.

C. Review, Discuss, and take action on contract amendment for Jean Headley

President Burke provided comments and proposed a new hourly rate.

Jean Headley thanked President Burke for the generous offer, provided additional background information, and proposed a flat rate per meeting.

Direction to Staff was to perform some research into similar contracts, and this will be brought back to the next meeting. Secretary McShane requested Ms. Headley to provide her with averages from several past meetings.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Secretary McShane commented on estimated increases/decreases on the Monthly Expense Report, and Assistant Chief Cole responded.

President Burke named the percentages of budgeted income and expenses and indicated that the District is in good shape.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Nothing additional to report.

D. Vegetation Management Committee Report

Secretary McShane commented on the recent heavy rains.

Assistant Chief Cole reported that the defensible space inspectors will be working in the SRA areas in April and May.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

No report.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Jalbert reported that they are gearing up for spring and hiring firefighters and staffing the engines a bit earlier this year. They will be adding an additional third type 3 wild land engine.

Chief Jalbert briefly summarized the incident report.

Chief Jalbert announced that this will be his last meeting with us, and he introduced his replacement, Chief Ian Larkin. Chief Jalbert indicated he has enjoyed his time here and praised President Burke for his leadership, and he praised and thanked Assistant Chief Cole for his leadership and management style.

Assistant Chief Cole showed the Board a video of the recent rope training exercise near Devil's Slide.

Chief Lord discussed a new app called PulsePoint and gave a PowerPoint presentation about it.

9. CORRESPONDENCE

No discussion.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:22 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 voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to accept Chad Hooker's request that the Fire Department protect and provide support services for the 2016 Dream Machines event. Motion passed 4-0.

Direction to Staff was to perform some research into contracts similar to Jean Headley's, and this item will be brought back to the next meeting.