

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

July 24, 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 6:05 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: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes from May 22, 2019 Regular Board Meeting
- B. Approval of minutes from June 26, 2019 Regular Board Meeting
- C. Approval of Vendor Checks #19964-20047 in the amount of \$2,288,781.76 dated June 1 to June 30, 2019
- D. Approval of Payroll Checks #21053 in the amount of \$230.87 dated June 1 to June 30, 2019
- C. Direct Deposits of Federal, State & Hospital Taxes in the amount of \$38.26 dated June 1 to June 30, 2019

Director MacKimmie recused himself from voting on the Consent Calendar.

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.

6. CONTINUING BUSINESS

A. Review and Approve Staff Report Presented at the June 26, 2019 Meeting, Fire Department Operations and Recommendations

Chief Larkin indicated this item was brought back from the last Board meeting. President Burke requested that the Board vote on each of the four recommendations individually.

Recommendation No. 1:

That the Board approve the upgrade of the Office Technician position to a Staff Service Analyst.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to upgrade of the Office Technician position to a Staff Service Analyst. Motion passed 5-0.

Recommendation No. 2:

That the Board approve the re-instatement of the full-time Fire Captain, Deputy Fire Marshall position in the Fire Marshal's office.

Chief Larkin provided comments on this recommendation and responded to comments from the Board.

Director Stockman also provided comments on this recommendation.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the re-instatement of the full-time Fire Captain, Deputy Fire Marshall position in the Fire Marshal's office. Motion passed 5-0.

Recommendation No. 3:

That the Board approve funding for a relief Battalion Chief position that will be split funded with the San Mateo County Fire Department (SMCO).

Chief Larkin provided comments on this recommendation.

Director Stockman also provided comments on this issue, and Chief Larkin responded to his questions.

President Burke also provided comments on this issue.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to approve funding for a relief Battalion Chief position that will be split funded with the San Mateo County Fire Department (SMCO). Motion passed 4-1, with Director Stockman the dissenting vote.

Recommendation No. 4:

That the Board approve funding for an upgrade of the Assistant Chief position to a Deputy Chief.

Chief Larkin provided comments on this recommendation.

Vice President Cockrell, Director Stockman, and President Burke also provided comments on this issue.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve funding for an upgrade of the Assistant Chief position to a Deputy Chief. Motion passed 4-1, with Director Stockman the dissenting vote.

B. Weed Abatement

Chief Larkin presented this item and summarized the Staff Report.

1. Public Hearing for Weed Abatement

President Burke opened the public hearing.

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

2. Motion to Approve Weed Abatement Billings

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously voted to approve the Weed Abatement billings. Motion passed 5-0.

3. Adopt Resolution No. 2019-32, A Resolution of the Board of Directors of the Coastside Fire Protection District to Recover Costs for Weed Abatement in the Amount of \$39,431.58 for 147 Parcels

Chief Larkin introduced the Resolution and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-32, A Resolution of the Board of Directors of the Coastside Fire Protection District to Recover Costs for Weed Abatement in the Amount of \$39,431.58 for 147 Parcels:

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 2019/2020

Chief Larkin introduced this item and said this is the same as the Preliminary Budget brought before the Board at the last meeting.

President Burke indicated the Finance Committee reviewed and discussed the budget at tonight's meeting. He summarized his thoughts about the budget.

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 Preliminary Budget for Fiscal Year 2019/2020

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to approve the Preliminary Budget for Fiscal Year 1919/2020.
Motion passed 5-0.

B. Adopt Resolution No. 2019-31, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2019-2020

Chief Larkin introduced the Resolution, explained what this Resolution is for, 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 to adopt Resolution No. 2019-31, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2019-2020:

President Burke	Aye
Vice President Cockrell	Aye
Director MacKimmie	Aye

Director Stockman	Aye
Secretary McShane	Aye

Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke commented on some missing revenue that is being followed-up on.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Vice President Cockrell discussed Moss Beach properties. Agents have reached out to the owner but got no response; they will reach out again.

Director MacKimmie reported that the new Station 41 is moving right along, and we are even a bit ahead of schedule. Chief Larkin indicated there will be a Change Order for some additional work being done in the street.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Midcoast Community Council

No report.

G. Emergency Preparedness

Director Stockman reported that a big issue is changes that have happened with CERT. There is an issue of activation, and it has moved in a positive direction through the Office of Emergency Services and the Disaster Service Council. He will be attending the September 18th Disaster Service Council meeting.

Director Stockman reported on his attendance at the Coastside Emergency Corps meeting a few days ago. He indicated that CERT provided a good update at the meeting about how many members they have and how many more are waiting to join, and they also discussed neighborhood leaders. Neighborhood groups are continuing to meet regularly.

Director Stockman stated there is a report from DART, the Disaster Air Relief Team. He discussed an upcoming drill that will occur at on October 26, 2019 from 10:00 a.m. to 1:00 p.m. Many of the surrounding regional airports will be participating.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin that the CERT grant was officially finalized.

He reported that they are finishing the background checks and validating certifications for the volunteer firefighter candidates. The goal is for the academy to start in mid-September.

Chief Larkin provided the Board with the Grand Jury report regarding fire safety inspections, and he briefly discussed the report.

He referred to the Statistics Report and discussed the PARS report.

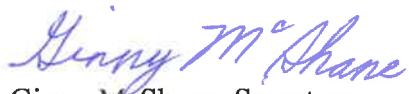
9. CORRESPONDENCE

Chief Larkin referred to a letter from the Cañada Cove Organized Plan for Emergencies (CPE) Steering Committee thanking Battalion Chief Cosgrave and the on-duty crew for participating in their Third Disaster Preparedness Open House on June 15, 2019.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:08 p.m.

Respectfully submitted,



Ginny McShane, Secretary
Coastside Fire Protection District

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.

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