

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

December 11, 2019

**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 6:02 p.m. This special meeting was called to replace the regularly scheduled meetings in November and December due to the Thanksgiving and Christmas holidays.

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: 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 from the October 23, 2019 Regular Board Meeting.
- B. Approval of Vendor Checks #20237-20295 in the amount of \$485,969.52 dated October 1 to October 31, 2019.
- C. Approval of Payroll Checks #21074-21078 in the amount of \$923.50, dated October 1 to October 31, 2019.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$153.01, dated October 1 to October 31, 2019.

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

6. NEW BUSINESS

A. Election of Board Officers

President Burke opened the nominations for Board President.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board unanimously elected Gary Burke as Board President for 2020. Motion passed 5-0.

President Burke opened the nominations for Board Vice President.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board unanimously elected J.B. Cockrell as Board Vice President for 2020. Motion passed 5-0.

President Burke opened the nominations for Board Secretary.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board unanimously elected Ginny McShane as Board Secretary for 2020. Motion passed 5-0.

B. Selection of Board Committee Members
(includes Items B, C, D and E)

President Burke suggested that the Board Committees stay as they are presently as they can be changed at any time throughout the year as the Board may desire. He also indicated there will most likely be two new ad-hoc committees in 2020, one dealing with the new CalFire contract and the other to deal with CalPERS.

Director Stockman commented that earlier in the year he had asked a couple of Board members to change committee assignments with him and they chose not to, although he understands the reasons why. However, he said he would like to see some movements between committees because he feels it is important to have diversity in attending committee meetings by having a different person at the meetings and also to get different feedback. He also feels it might be a good idea to have our CSDA representative to come to a future Board meeting to speak about the issue of special districts.

F. Community Facilities District #35 (719 Main Street, Half Moon Bay)

Chief Larkin introduced Resolution No. 2019-35 and indicated there will need to be a public hearing in order to establish Community Facilities District #35, and then to adopt a second resolution allowing for a special election to levy the tax for that Community Facilities District.

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one wishing to speak, he closed the Public Hearing.

2. Resolution No. 2019-35, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 35, 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

President Burke reminded the Board that in October 2019 the Board passed a Resolution of the intent to form this Community Facilities District.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2019-35, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 35, 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. 2019-36, A Resolution Calling for a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for the Coastside Fire Protection District Community Facilities District No. 35

Chief Larkin introduced the Resolution.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2019-36, A Resolution Calling for a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for the Coastside Fire Protection District Community Facilities District No. 35:

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

Motion passed 5-0.

G. Review and Approve Staff Report and Adopt Associated Resolutions Related to Volunteer Fire Assistance Grant

Chief Larkin summarized the Staff Report.

1. Adopt Resolution No. 2019-37, Approving the Agreement (7FG19024) with the California Department of Forestry and Fire Protection for the Ward During the Term of this Agreement Under the Volunteer Fire Assistance Program and Authorize the Fire Chief of the Coastside Fire Protection District to Execute Said Agreement

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

Some Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2019-37, Approving the Agreement (7FG19024) with the California Department of Forestry and Fire Protection for the Ward During the Term of this Agreement Under the Volunteer Fire Assistance Program and Authorize the Fire Chief of the Coastside Fire Protection District to Execute Said Agreement:

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

Motion passed 5-0.

2. Adopt Resolution No. 2019-38, Accepting Unanticipated Revenue in the Amount of \$8,472.00 from the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant Program

ON MOTION by Director MacKimmie, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2019-38, Accepting Unanticipated Revenue in the Amount of \$8,472.00 from the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant Program:

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

Motion passed 5-0.

H. Review, Discuss, Take Action on the Staff Report Related to the Professional Services Agreement with Headley Office Services

Chief Larkin indicated that Staff researched the previous agreement with Jean Headley, summarized the Staff Report, and introduced the proposed Resolution.

Chief Larkin provided additional information about similar services, and he said that research revealed there were not many people providing the services Jean Headley provides for the District.

President Burke said that the Board agrees that Jean Headley has done an outstanding job for the District for many years. He said the Board needs to come to a decision that is correct for Jean Headley and for the taxpayers.

Director Stockman asked Jean Headley if she knows of others in her profession who do what she does and what they charge for those services. Ms. Headley responded that she does not know of anyone else who does what she does, and she discussed some of the unique skills involved in performing the job she does for the District. She indicated the desire to be paid a flat fee of \$400 per meeting instead of an hourly fee.

President Burke indicated the Board would like to know how much Ms. Headley has been paid over the past year, and he proposed postponing further discussion of this item until the next Board meeting.

Vice President Cockrell discussed hourly pay vs. payment for a minimum number of hours. He requested Ms. Headley to provide a memorandum to the Board detailing exactly what she does in the process of taking notes and preparing the minutes of the Board meetings.

H. Review, Discuss, Take Action on the Staff Report Related to the Professional Services Agreement with Darin Boville/Montara Fog

Chief Larkin introduced this item. He indicated that Staff reviewed the Montara Fog services contract and looked for others who provide similar services. He indicated there are not many companies in the area that provide the services that Mr. Boville does. He indicated that fees for general Videographers range from \$75 to \$200 an hour.

Secretary McShane asked Mr. Boville a description of what is involved in producing the video of the meeting. Mr. Boville provided a description of what he does after filming the meeting in order to edit and produce the footage that ultimately goes onto the Montara Fog website. He also discussed cutting the footage into segments to enable one to locate a specific agenda item quickly, and he also has to deal with storage on the servers as well as upgrading his equipment. At one point he had to deal with a hacker, which cost him money, and there are often technical problems that go on behind the scenes.

President Burke provided comments and indicated what Darin provides to the District is a valuable service. He suggested a one-time bonus for Darin in the amount of \$500 and it is to the pleasure of the Board if they wish to make any increase or change of his contract, as there has been no increase in his rate for ten years.

Attorney Kai Reuss suggested building the one-time bonus language into the proposed Resolution No. 2019-40 to be voted on at tonight's meeting.

1. Adopt Resolution No. 2019-40. Approving an Agreement for Professional Services with Darin Boville/Montara Fog and Authorize the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-40, Approving an Agreement for Professional Services with Darin Boville/Montara Fog, as amended, and Authorize the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District:

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

Motion passed 5-0.

7) BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke referred to the monthly expense report and discussed the CalFire contract amount. He asked Chief Larkin about the ERAF refund.

Secretary McShane indicated she feels that we should be speaking with PARS a couple times a year. President Burke agreed because there was talk at our last Board meeting about PARS having a program for pre-funding CalPERS, and they could update us on that as well.

B. Volunteer Liaison Report

Vice President Cockrell reported there was a meeting in November but not in December. He indicated they graduated 8 of the 10 volunteer candidates. The graduation ceremony will be this Saturday, December 14th, at Station 40. Chief Larkin will send a reminder to the Board. Mr. Cockrell indicated the bylaws were reviewed at the November meeting, and they discussed various donations they made. They are getting a grant to help with expenses.

C. Land and Structures Committee Report

Director MacKimmie reported that the contractor struck an underground spring. They are attempting to work with the County to be able to divert the water into the nearby creek. They are finished polishing the floors in the bay. Chief Larkin indicated the revised opening date is now estimated to be February due to some difficulties with PG&E.

Chief Larkin said they were not able to pour the concrete driveways before the rains came. They started painting inside today. He talked about some cracks in the concrete, which he has discussed with the contractor and Jeff Katz.

President Burke asked about repairs on Station 40, and Chief Larkin said that Chief Cosgrave is working with contractors on the roof and gutter.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Midcoast Community Council

Secretary McShane stated that she dropped out of this because it is not relevant to our District. She said what is relevant to us is the new Montara/Moss Beach CERT satellite office as there are several volunteers and they are at the beginning stage. Individuals want to go door to door and talk to neighbors about emergency preparedness. She indicated the District's website will have data about this, and they will have get-togethers at Moss Beach Park.

President Burke instructed Chief Larkin to remove the Midcoast Community Council item from future agendas.

G. Emergency Preparedness

Director Stockman reported on his attendance at the CEAP meeting. They have supported from the County to re-establishment of the Medical Reserve Corps.

Secretary McShane interjected that she had attended those meetings that Director Stockton spoke of, and she indicated she met with someone who was upset because he couldn't get money from the fire house for his activities and we didn't hear about it for a long time, but now it is coming through a rebirth.

Director Stockman continued that the County provided a \$78,000 grant that pays for a quarter position in Public Health. He stated there was a meeting tonight at 6 p.m. to discuss how to organize.

Director Stockman discussed the prior CERT meeting that happened right after the PG&E outages, and he commended the Board for the CERT sponsorship.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin added to previous comments about CERT, stating that CERT on the Coast continues to thrive and grow exponentially. He said that one

of the recommendations to the group was to establish a 501(c)(3) to help with long-term funding, and they have done so with the help of a CPA. They also have a website and a newsletter called Coastsider CERT.

Regarding staff positions at the District, Chief Larkin indicated that the Deputy Chief selection process is being finalized. If the individual accepts the position, he will be appointed to the position. As to the SSA AGPA position, there will be another round of interviews to finalize the process. The packet will be sent to Sacramento for review and approval, and the hope is to have the position filled by the end of the month.

Chief Larkin updated the Board on the Grand Jury report. Staff will bring the draft policy and draft report to the next meeting for review. There will also be a Staff Report that will include what the additional changes look like for the inspection program as well as potential changes in the database software and how the data is collected in the field.

Chief Larkin said the District's website is up and running. He indicated that Michele Ortiz in the office has done a great job moving everything from the old to the new website.

Chief Larkin discussed recent insurance Coastsider cancellations, and Staff has gotten inquiries regarding our ISO rating. He discussed the ISO rating process:

Chief Larkin stated the District audit is in the final stages of completion, and he will forward each Board member a questionnaire for the auditor.

He referred to the Statistic Report and briefly discussed the PARS report.

Director Stockman commended the professional, courteous services by the District and County paramedics in dealing with his family.

President Burke discussed the Grand Jury report and the possibility of creating an ad hoc committee to deal with it.

President Burke asked Chief Larkin to put on the next Board meeting agenda an item regarding where we stand on the District of Distinction award process, and what are we missing so that we can go forward on this.

President Burke indicated that the CalPERS website contains a lot of information that might be helpful for us, and he asked his fellow Board members to see if they can see any information that might be useful to us.

Secretary McShane reported that she attended the open house picnic at Station 41 in November from 9 a.m. to 1 p.m. She said it was so well attended, they had people standing in line to sign in.

In closing, on behalf of the Board, President Burke wished a Merry Christmas, Happy New Year and Happy Holidays to all of the Staff, CalFire personnel, Jean Headley, Darin Boville, Jean Savaree and the District's legal counsel.

8. CORRESPONDENCE

None.

President Burke adjourned the Board into Closed Session at 7:12 p.m.

9. CLOSED SESSION

Conference with Legal Counsel
Anticipated Litigation (Government Code §54956.9(d)(2))
One Potential Case

10. REPORT ON ACTION TAKEN IN CLOSED SESSION

President Burke brought the Board back into Open Session at 7:34 p.m.
No action was taken during Closed Session.

11. ADJOURNMENT

President Burke adjourned the meeting at 7:35 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 Director Stockman, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

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