

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

February 26, 2014

**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 6:01 p.m.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback, Vice President J. B. Cockrell, and President Gary Burke.
Staff: Cal Fire Chief Scott Jalbert.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

Assistant Chief Paul Cole and Director Anderson were absent due to medical issues.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comments from members of the audience.

5. PUBLIC COMMENT – LOCAL 2881

None.

6. REPORT FROM CLOSED SESSION – January 22, 2014 Meeting

President Burke indicated this will be discussed under Item 9B of tonight's agenda.

7. CONSENT CALENDAR

- A. Approval of amended minutes of January 15, 2014 Special Board Meeting
- B. Approval of minutes of January 22, 2014 Regular Board Meeting
- C. Approval of Vendor Checks #15626-15719 in the amount of \$99,757.42, dated January 1 to January 31, 2014
- C. Approval of Payroll Checks #20642-20648 in the amount of \$675.34, dated January 1 to January 31, 2014
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.27, dated January 1 to January 31, 2014
- D. Approve Amended Minutes of December 11, 2013 Special Board meeting

Administrative Secretary Jean Headley explained to the Board the reason for the revised December 11, 2013 Special Board meeting minutes.

ON MOTION by Vice President McShane, seconded by Secretary Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

8. CONTINUING BUSINESS

- A. Review and Accept Fire Station Location Analysis Final Report, Citygate Associates

Cal Fire Chief Scott Jalbert referred the Board to the Citygate Associates reports and provided some comments. President Burke and Vice President McShane also provided comments on the reports.

The Board heard public comments from members of the audience.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, the Board voted unanimously to accept the Fire Station Relocation Study from Citygate Associates. Motion passed 4-0.

- B. Strategic Plan Update

- 1. Public Hearing – Receive Public Input on CFPD Strategic Plan Process and Objectives

President Burke opened the public hearing. Seeing no one wishing to speak at this time, he closed the public hearing.

- 2. Review and Approve Mission-Vision-Values Statement

President Burke introduced this item and reviewed the draft Mission-Vision-Values Statement, making two slight changes.

Board discussion occurred.

ON MOTION by President Burke, seconded by Director Rarback, the Board voted unanimously to accept the Mission-Vision-Values Statement as amended. Motion passed 4-0.

3. Review Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis Template

President Burke reviewed the SWOT analysis.

4. Identify Critical Issues and Service Gaps for Strategic Initiatives and Objectives

President Burke indicated that he prepared a draft list of suggested initiatives that might go into the Strategic Plan. He indicated he will send each Board member a list of these draft initiatives, and he requested each Board member provide their comments to Assistant Chief Cole by March 15th. Direction was given to Staff to place the draft list of initiatives on the District's website.

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

9. NEW BUSINESS

A. Adopt Resolution No. 2014-02, A Resolution of the Coastside Fire Protection District Board Amending the Bylaws and Board Policy of the Coastside Fire Protection District

Attorney Jean Savaree introduced the Resolution and stated that the purpose of the Resolution is to reflect that regular Board meetings will now begin at 6:00 p.m.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-02, A Resolution of the Coastside Fire Protection District Board Amending the Bylaws and Board Policy of the Coastside Fire Protection District:

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

Motion passed 4-0.

B. Review and Approve Amendment to District Counsel Contract

President Burke introduced this item and summarized the Staff Report.

The Board heard public comments from members of the audience.

Board discussion occurred.

ON MOTION by President Burke, seconded by Secretary Cockrell, the Board voted to amend the 2006 Agreement for Services to raise the salary of the District's Counsel to \$240.00 per hour effective March 1, 2014. The motion failed 2 yes, 1 no, 1 abstention, 1 absent.

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board voted to table this item until the full Board is present. Motion failed 2-2, with President Burke and Secretary Cockrell voting no.

C. Review, Discuss, and Take Action on District Alternate Representative to the LAFCo Selection Committee

President Burke discussed this issue.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to have Director Rarback represent the Board at the LAFCo Selection Committee. Motion passed 4-0.

D. Review, Discuss, and Take Action on Special District Candidate Endorsement to LAFCo

Director Rarback discussed this issue. He stated he would like the Board to endorse Joshua Cosgrove, President of the North Coast County Water District, who has been the alternate for several years. If he is elected, then his alternate seat will be available, and he endorses Rick Lohmann for the alternate.

ON MOTION by Director Rarback, seconded by Vice President McShane, the Board voted unanimously to authorize Director Rarback to endorse Joshua Cosgrove to fill the vacancy on LAFCo and for Rick Lohmann to fill the alternate seat if Joshua Cosgrove is elected. Motion passed 4-0.

E. Review and Approve Station 40 Lot Improvement Project Process

Cal Fire Chief Jalbert discussed this issue and recommended that the Board authorize Staff to proceed with the suggested improvements and obtain bids.

President Burke indicated this has already been approved in the budget.

ON MOTION by President Burke, seconded by Director Rarback, the Board voted unanimously to go forward with the lot improvements at Station 40. Motion passed 4-0.

F. Consider Request From Pacific Coast Dream Machines to Waive Fees

Chief Jalbert introduced this item and indicated this fee is waived every year.

President Burke reminded the Board that the Dream Machines event benefits the Coastside Adult Day Health Center.

ON MOTION by Vice President McShane, seconded by Secretary Cockrell, the Board voted unanimously to waive the District's fees for the Pacific Coast Dream Machines event on April 27, 2014. Motion passed 4-0.

10. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated there was no Finance Committee meeting. He referred to the financial report in tonight's packet.

B. Volunteer Liaison Report

Secretary Cockrell reported on a recent meeting which Chief Jalbert attended and addressed the volunteers about a number of issues.

Secretary Cockrell discussed what each volunteer costs the District.

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

C. Land and Structures Committee Report

Secretary Cockrell referred to the Citygate reports and comments made earlier in tonight's meeting. He stated that on Friday, February 28th, from 9:30 a.m. to noon, there will be a Special Board meeting to interview realtors in regards to future purchases of properties for fire stations.

D. Vegetation Management Committee Report

Vice President McShane stated that Chief Sampson conducted a recent meeting with the Coral Reef residents, and Chief Sampson spoke to the Board about the neighborhood meeting. He said the next phase will be

to either continue thinning the eucalyptus trees or remove the eucalyptus grove and replace with native vegetation. He recommends continuing the thinning process.

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

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

Director Rarback reported on his attendance at the February 4 Special Districts meeting. He stated that on June 7, there will be free parking at the San Mateo County Fair and there will be a fire engine demonstration.

He also reported that the Daughters of Charity are in the process of selling the Seton Hospital system, including Seton Coastside.

Director Rarback stated he is on the Board of the Half Moon Bay History Association, and there will be a meeting at 5:30 p.m. on March 18th at the Portuguese Cultural Center, 742 Kelly Avenue. He indicated that Roger Pimental will present the history of the Coastside Fire Protection District.

F. ALS/JPA

No report.

G. Emergency Preparedness

Vice President McShane reported there will be a meeting on Friday, March 7th, and she has asked Director Rarback to assist with this.

Director Rarback stated he went to the Friday meeting, and it is not the EOC but the DOC, Department Operations Center. He said on March 27th, there will be a tsunami simulation exercise at the DOC.

He said the Medical Reserve Corps is in the process of dissolving itself.

President Burke asked Cal Fire Chief Jalbert to remind the Board of the hierarchy of emergency services levels, and Chief Jalbert discussed the various service levels.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported there were no major incidents or injuries. He indicated there was a minor accident, with a District vehicle receiving superficial damage.

He reported on his attendance at the Volunteer meeting, which he enjoyed and feels was very productive.

He reported the new Fire Code should be adopted by March 25th.

11. **CORRESPONDENCE**

President Burke referred to the PARS report in tonight's packet.

12. **ADJOURNMENT**

President Burke adjourned the meeting at 7:48 p.m.

Respectfully submitted,



J. B. Cockrell, 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 Vice President McShane, seconded by Secretary Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, the Board voted unanimously to accept the Fire Station Relocation Study from Citygate Associates. Motion passed 4-0.

ON MOTION by President Burke, seconded by Director Rarback, the Board voted unanimously to accept the Mission-Vision-Values Statement as amended. Motion passed 4-0.

Direction was given to Staff to place the draft list of initiatives on the District's website.

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