

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

February 26, 2020

**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 6:00 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.  
Deputy Chief: Jonathan Cox.  
Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from the January 22, 2020 Regular Board Meeting.
- B. Approval of Vendor Checks #20411-20463 in the amount of \$9313,348.81 dated January 1 to January 31, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$101,200.08 dated January 1 to January 31, 2020.
- D. Approval of Payroll Checks #21084-21087 in the amount of \$941.95, dated January 1 to January 31, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$133.90, dated January 1 to January 31, 2020.

ON MOTION by Director Stockman, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

**6. NEW BUSINESS**

A. Annexation No. 1 to Community Facilities District No. 22 (Carnoustie Phase 4, Half Moon Bay)

Chief Larkin explained this is for the remaining parcels that had to be annexed in for development.

a. Motion to Adopt Resolution No. 2020-05, A Resolution of Intention to Annex Territory to Coastside Fire Protection District Community Facilities District No. 22 and to Authorize the Levy of Special Taxes Therein

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-05, A Resolution of Intention to Annex Territory to Coastside Fire Protection District Community Facilities District No. 22 and to Authorize the Levy of Special Taxes Therein:

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

Motion passed 5-0.

B. Weed Abatement

a. Authorization to advertise for Weed Abatement Contractor Bids

Chief Larkin provided comments on this item.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to authorize Chief Larkin to advertise for a weed abatement contract. Motion passed 5-0.

C. Consider for Approval a Resolution to Adopt an Updated Board Procurement Manual

Deputy Chief Cox referred this to Attorney Savaree for discussion.

Attorney Savaree said the only change that Staff is recommending is the logo on the front of the Policy Manual.

- a. Motion to Adopt Resolution No. 2020-06, A Resolution Approving the Adoption of an Updated Coastside Fire Protection District Board Manual

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-06, A Resolution Approving the Adoption of an Updated Coastside Fire Protection District Board Manual:

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

Motion passed 5-0.

- D. Consider for Approval a Resolution to Adopt an Updated Board Procurement Manual

Deputy Chief Cox referred this to Attorney Savaree for discussion.

Attorney Savaree summarized the Staff Report and recommended adoption of the Resolution, and President Burke provided comments.

- a. Adopt Resolution No. 2020-07, a Resolution Approving the Adoption of an Updated Coastside Fire Protection District Procurement Manual

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-07, a Resolution Approving the Adoption of an Updated Coastside Fire Protection District Procurement Manual:

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

Motion passed 5-0.

E. Consider for Approval a Resolution to Enter Into an Agreement with Lexipol, LLC and Streamline Automation Systems

Deputy Chief Cox referred this item to Attorney Savaree for discussion.

Attorney Savaree summarized the Staff Report and recommended that the Board authorize the two contracts in order to implement the recommendations outlined in the San Mateo County Grand Jury Report entitled *Fire Safety Inspection Programs on the Road to Recovery*.

President Burke provided comments.

a. Motion to Adopt Resolution No. 2020-08, A Resolution Approving Contracts with Lexipol, LLC and Streamline Automation Systems in Order to Implement Recommendations from San Mateo County Grand Jury Report Entitled: Fire Safety Inspection Programs on the Road to Recovery

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-08, A Resolution Approving Contracts with Lexipol, LLC and Streamline Automation Systems in Order to Implement Recommendations from San Mateo County Grand Jury Report Entitled: Fire Safety Inspection Programs on the Road to Recovery:

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

Motion passed 5-0.

F. Consider for Approval a Resolution to Enter into an Agreement with Wildcat Metals for Facilities Roof Repairs at Coastside Fire Station #40

Deputy Chief Cox summarized the Staff Report and recommended adoption of the Resolution.

a. Motion to Adopt Resolution No. 2020-09, A Resolution Approving an Agreement with Radonich Enterprises, Inc. DBA Wildcat Metals for Gutter Replacement at Fire Station #40

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-09, A

Resolution Approving an Agreement with Radonich Enterprises, Inc. DBA Wildcat Metals for Gutter Replacement at Fire Station #40:

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

Motion passed 5-0.

G. Consider for Approval a Resolution to Enter into an Agreement with American Medical Response West

Deputy Chief Cox summarized the Staff Report and recommended adoption of the Resolution.

a. Motion to Adopt Resolution No. 2020-10, A Resolution Approving an Agreement with American Medical Response West for Zone 5 Ambulance Crew Housing and Posting Facilities at Fire Station #40

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2020-10, A Resolution Approving an Agreement with American Medical Response West for Zone 5 Ambulance Crew Housing and Posting Facilities at Fire Station #40:

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

Motion passed 5-0.

H. Review, Discuss and Approve Updated Mobile Equipment Replacement Plan

President Burke postponed this item until the next meeting.

I. Review, Discuss and Approve the Replacement of Two Lucas CPR Devices

Deputy Chief Cox summarized the Staff Report and recommended that the Board approve the purchase of two replacement Lucas Devices.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to approve the replacement purchase of two Lucas Devices in the amount of \$37,424. Motion passed 5-0.

J. Review, Discuss and Approve the Surplus of Equipment

Deputy Chief Cox summarized the Staff Report and recommended that Staff be authorized to surplus the 1994 GMC 3500HP Rescue Truck back to the County of San Mateo.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to authorize the Deputy Fire Chief to surplus the 1994 GMC 3500HP Rescue Truck back to the County of San Mateo. Motion passed 5-0.

K. Review Request from Dream Machines Representative Chad Hooker Regarding Fire Protection and Support Services for the 2020 Event

President Burke introduced this item and referred to the letter from Chad Hooker, Chairman of the Pacific Coast Dream Machines Steering Committee. The profits from the Dream Machines event benefit the Coastside Adult Day Health Center in Half Moon Bay.

Director Stockman said he had a conversation with Chad Hooker after he had made his request for services and equipment for the 2019 event. At that time, Director Stockman said that Mr. Hooker asked if the Board would be willing to approve this request in 3-year increments.

ON MOTION by President Burke, seconded by Secretary McShane, the Board voted unanimously to approve the request to provide equipment and services for the Dream Machines event for the next three years. Motion passed 5-0.

7) **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting. He referred to and discussed the spreadsheet and indicated we received the rest of the ERAF funds.

B. Volunteer Liaison Report

Vice President Cockrell reported on the February 6<sup>th</sup> meeting. During communications, they commented on the bills that were coming due. They are working on their bylaws as well as their 501(c)(3) status. They are working with San Mateo County on their Coastside logo. Chief Lord

reported on upcoming training events. There was discussion about the progress on the new Station #41. The volunteers received new pagers. There was a treasurer's report. He reminded the Board about the upcoming Crab and Salmon Dinner on April 4. He indicated that after the administrative meeting, the volunteers adjourned to a training session.

C. Land and Structures Committee Report

Director MacKimmie reported on the progress of Station 41. He stated that much of the cement was poured today for the driveways, and the driveways should be finished within the next two weeks.

President Burke asked if the Board members have ideas for the opening ceremony for Station 41 to please give them to Deputy Chief Cox.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported the attendance at the CEAP meeting was again well attended. He said much of the meeting was directed towards the ability for the Coastside Emergency Operating Center and the relationship between them and the County.

G. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin referred to the January Statistics Report, and he discussed the PARS Report.

Deputy Chief Cox indicated that the District of Distinction is moving along quickly.

Deputy Chief Cox discussed the passing of Sam Davis, a former Fire Captain at Station 41 who had retired, and Deputy Chief Cox indicated the funeral was well attended.

Deputy Chief Cox discussed that the Standardized Emergency Evacuation Platform that the County provided about nine months ago on a trial basis is going to get secured funding for the next three years.

Deputy Chief Cox thanked Directors Stockman and MacKimmie for all the meetings they had with him to provide him with guidance.

**8. CORRESPONDENCE**

None.

President Burke adjourned the Board to Closed Session at 6:23 p.m.

**9. CLOSED SESSION**

Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: Lot at California x Etheldore, Parcel Number 037141120  
Agency Negotiator: Deputy Chief Jonathan Cox  
Negotiating Parties: Joseph Guntren Trust  
Under Negotiation: Terms and price for potential purchase of property

Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: Lot at Etheldore x Marine, Parcel Number 037160110  
Agency Negotiator: Deputy Chief Jonathan Cox  
Negotiating Parties: Nair Somanglow  
Under Negotiation: Terms and price for potential purchase of property

Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2))  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54056.9: One Case

**10. REPORT ON ACTION TAKEN IN CLOSED SESSION**

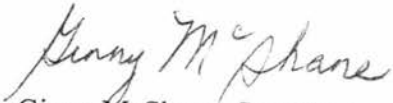
Attorney Savaree reported that the Closed Session began at 6:30 p.m. and concluded at 7:05 p.m. No action was taken during Closed Session.

**11. ADJOURNMENT**

President Burke adjourned the meeting in memory of the late Sam Davis, former Cal Fire Chief at Station 41.



Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

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**

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