

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

**October 22, 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 6:00 p.m.

**2. ROLL CALL**

Directors Present: Vice President Ginny McShane, Director Harvey Rarback,  
Secretary J. B. Cockrell, and President Gary Burke.  
CalFire: Chief Scott Jalbert.  
Staff: Assistant Chief Paul Cole.  
Legal Counsel: Attorney Bob Lanzone.  
Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

**5. PUBLIC COMMENT – LOCAL 2881**

None.

**5A. REPORT ON CLOSED SESSION**

President Burke reported that the Board held Closed Sessions on August 27, 2014 and September 24, 2014, and no action was taken in either meeting.

**6. CONSENT CALENDAR**

- A Approval of minutes of August 27, 2014 Special Board Meeting
- B Approval of minutes of September 24, 2014 Regular Board Meeting
- C Approval of minutes of October 15, 2014 Special Board Meeting

- D. Approval of Vendor Checks #16203-16261 in the amount of \$78,359.78, dated Sept. 1 to Sept. 30 2014
- E. Approval of Payroll Checks #20706-20711 in the amount of \$582.99, dated Sept. 1 to Sept. 30, 2014
- F. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$105.97, dated Sept. 1 to Sept. 30, 2014.

ON MOTION by Director Rarback, seconded by Vice President McShane, the Board unanimously approved the Consent Calendar as submitted. Motion passed 4-0.

## 7. NEW BUSINESS

- A. Land and Buildings Committee Update on Fire Station 41 Project

President Burke provided comments regarding the Committee's search for a location for the new fire station.

- B. Discuss and Authorize Land/Buildings Committee to Meet with Representatives from the Granada Community Services District (GCSD) Regarding Collaborative Interests in the NEC of Portola Avenue and Obispo Road

Assistant Chief Cole indicated he received a call from a community member regarding the proposed lot, and he talked about what was discussed at the meeting. He also discussed a meeting he had with the GCSD representative.

President Burke provided additional comments and requested Board direction for the committee (himself and Secretary Cockrell) to continue having discussions with GCSD.

Each Board member provided his or her own comments on the issue.

The committee will continue discussions and bring the results back to the Board at a future meeting.

- C. Discuss Request from Granada Community Services District (GCSD) to Utilize the Fire District Land Appraisal and Biologist Report for Portola Avenue and Obispo Road (APN: 047-261-030)

Assistant Chief Cole discussed this item and asked the Board how to respond to GCSD. The Board indicated in the affirmative, with the understanding that GCSD shares in the cost.

D. 1<sup>st</sup> Quarter Update on Cooperative Agreement Deliverables

Assistant Chief Cole discussed each item on the CalFire Annual Deliverables Report for the 1<sup>st</sup> Quarter Update, July to Sept. 2014. He responded to questions and comments from the Board.

E. Review Apparatus Replacement Schedule

Assistant Chief Cole presented the Capital Equipment Replacement Program for Rolling Stock and indicated there will be two major equipment purchases in the next two fiscal years.

Discussion occurred between the Board and Staff.

F. Review and Approve Surplus of Equipment

Assistant Chief Cole summarized the Staff Report and recommended scrapping the listed surplus equipment.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the scrapping of the surplus equipment shown on the Staff Report dated October 22, 2014. Motion passed 4-0.

G. Review and Approve Staff Recommendation to Execute an Interlocal Contract Agreement with the Houston-Galveston Area Council Consortium

Assistant Chief Cole summarized the Staff Report and requested that the Board accept the report and approve the execution of the Interlocal Contract to participate in the H-GAC Buy Program.

Discussion occurred between the Board and Staff.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the execution of an Interlocal Contract to participate in the H-GAC Buy Program. Motion passed 4-0.

H. Review Local Agency Formation Commission (LAFCo) Special District Selection Committee Call for Nominations to Elect Special District Members on San Mateo LAFCo

Assistant Chief Cole referred to LAFCo's September 29, 2014 letter and indicated this needs to be sent back to LAFCo to inform them who will be the voting delegate.

ON MOTION by Director Rarback, seconded by Vice President McShane, the Board voted unanimously for President Burke to be the voting delegate on the LAFCo Selection Committee. Motion passed 4-0.

I. Discuss Rescheduling the November and December Regular Meeting Dates and Time to a Single Special Board Meeting on December 3, 2014

Assistant Chief Cole discussed this item and suggested December 3<sup>rd</sup> as the date for the combined November/December Special Board Meeting.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, the Board voted unanimously to hold a Special Board Meeting on Wednesday, December 3, 2014, to take the place of the regularly scheduled November and December Board meetings. Motion passed 4-0.

**8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke indicated there was no Finance Committee meeting, but he referred to the financial statements in tonight's packet and indicated everything is in good shape.

B. Volunteer Liaison Report

Secretary Cockrell had no report.

C. Land and Structures Committee Report

This was discussed earlier during tonight's meeting.

D. Vegetation Management Committee Report

Vice President McShane indicated no report.

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

Director Rarback indicated that he had no report. He said there will be a meeting in November.

F. ALS/JPA

No report.

G. Emergency Preparedness

Vice President McShane reported that she attended two meetings regarding emergency preparedness. She said that a wealthy attendee was advocating a rail system and offering to pay for it.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported on the successful, well attended Pumpkin Festival. He discussed some of the calls that the firefighters handled. He indicated the volunteers participated with a float and a booth.

Chief Jalbert reported there were no injuries or accidents in the past month.

Chief Jalbert discussed the rescue of a dog that went over a cliff, and he discussed a water rescue where two people survived and one person died.

Chief Jalbert discussed staffing of the state fire engines and aircraft during the fire season. He discussed the recent loss of a water aircraft and the pilot and the possible cause of the accident.

Chief Jalbert discussed Engine Squad 140, which added two additional personnel on the Coast.

Chief Jalbert reported on his recent meeting with the new Half Moon Bay City Manager, Magda Gonzalez.

Chief Jalbert discussed the use of I-Pods by firefighters and/or commanders and the related software.

Chief Jalbert indicated that Assistant Chief Cole has been assigned to work with County EMS on Ebola issues and concerns.

Chief Jalbert indicated that the Cal Fire Deliverables were so successful because of the leadership of Assistant Chief Cole, Chief Cosgrave and Chief Delay as well as the implementation by the engine companies and the fire marshal's office.

Assistant Chief Cole discussed his role in the EMS side of the Ebola issue, the CDC requirements, the process of handing a potential victim, and the safety of personnel who could be involved.

Assistant Chief Cole discussed the status of the Station 40 lot project. He said RFPs will go out in November for the apparatus committee issues.

Assistant Chief Cole discussed the cost of housing the crews during construction of a new station when building on the same lot.

Assistant Chief Cole indicated that Staff is exploring the purchase of a drone which could be used, for example, when a vehicle goes over a cliff or during wildfire events. He said that there will be policies and procedures put into effect before a drone will be used.

President Burke provided comments regarding the Board looking into water rescue, but the District is not yet providing that service.

**9. CORRESPONDENCE**

President Burke referred to the PARS report.

**10. CLOSED SESSION**

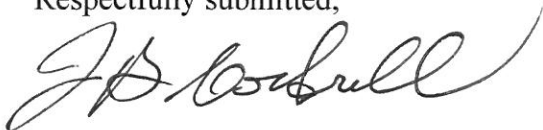
President Burke adjourned the Board into Closed Session at 7:10 p.m.

- A. Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: APN # 047-261-030  
Agency Negotiator: Assistant Chief Cole  
Negotiating Parties: Coastside Fire Protection District and San Mateo County Harbor District  
Under Negotiation: Price and terms of payment for purchase

**11. ADJOURNMENT**

President Burke adjourned the meeting at \_\_\_\_\_ p.m. at the conclusion of the Closed Session.

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 Director Rarback, seconded by Vice President McShane, the Board unanimously approved the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the scrapping of the surplus equipment shown on the Staff Report dated October 22, 2014. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the execution of an Interlocal Contract to participate in the H-GAC Buy Program. Motion passed 4-0.

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