

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

October 24, 2018

**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: Secretary McShane, Director Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Attorney 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 of September 26, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19450-19509 in the amount of \$700,155.18, dated September 1 to September 30, 2018.
- C. Approval of Payroll Checks #21020-21024 in the amount of \$901.96, dated September 1 to September 30, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$174.55, dated September 1 to September 30, 2018.

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

6. NEW BUSINESS

A. Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay)

Chief Larkin opened the ballot and announced the final results of the election regarding establishment of 1400 South Cabrillo Highway, Half Moon Bay as a Community Facilities District. The final results were “No.”

Attorney Savaree suggested that this item be continued and contact the owner to be sure the correct box was or was not checked.

President Burke therefore continued this item to a future meeting.

B. Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada)

Chief Larkin opened the ballot and announced the final results of the election regarding establishment of 195 Avenue Cabrillo, El Granada as a Community Facilities District. The results were “Yes.”

1. Motion to Adopt Resolution No. 2018-38, A Resolution Declaring Results of Special Election and directing Recording of Notice of Special Lien

ON MOTION by Director Stockman, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2018-38, A Resolution Declaring Results of Special Election and directing Recording of Notice of Special Lien:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2018-02, An Ordinance Levying Special Taxes within Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada)

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2018-02, An Ordinance

Levying Special Taxes within Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada):

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

Motion passed 5-0.

C. Review, Discuss and Amend the Coastside Fire Protection District 2016 Strategic Business Plan

President Burke introduced this item, provided comments, and indicated some changes to be made based on items that have already been done, as well as four additions to the 2018 and 2019 Strategic Plan Initiatives.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to adopt the six changes or additions discussed this evening to the Strategic Plan Initiatives of 2018. Motion passed 5-0.

D. Review Letter from the Coastside County Water District related to Reduce Pressure Principle Back Flow Prevention at Station 40 and Consider Staff's Recommendation for Compliance

Chief Larkin referred to the letter received from Coastside County Water District, summarized the progress to date, and recommended that the Board approve Staff to facilitate the installation of the required Reduced Pressure principle backflow prevention device.

Some discussion occurred between the Board and Chief Larkin.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously agreed to proceed with Staff's recommendation to install the backflow prevention devices:

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

Motion passed 5-0.

E. Review Chief's Report Listing of Surplus Equipment

Chief Larkin summarized the Staff Report and requested approval to surplus the T-41, 1991 Pierce Quint ladder truck.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted unanimously to approve the surplus of the T-41, 1991 Pierce Quint Ladder Truck. Motion passed 5-0.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated there was no meeting this month. He discussed the LAIF item under the YTD Cash Information on the Assets and Reserves section of the financial statements.

B. Volunteer Liaison Report

Vice President Cockrell reported on the October 4 meeting. It was primarily an administrative meeting, regarding Pumpkin Festival, discussed cleaning the Station 40 bell, training on new Truck 41 and EMS training. They discussed some of the charities in which they participate. They visited Hatch School and discussed the new Chief Jonathan Cox of Bayside of CalFire.

C. Land and Structures Committee Report

Vice President Cockrell stated there was no meeting this month. However, he and Director Stockman discussed contacting Realtor Jan Grey regarding potential sites for Station 44.

Board discussion occurred.

Director MacKimmie reported on the status of Station 41.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

No report.

G. Attorney's Report

No report.

President Burke amended the agenda to discuss combining the November and December regular Board meetings into a special Board meeting to be held on Wednesday, December 12.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board unanimously agreed to hold a Special Board Meeting on December 12, 2018 to combine the November and December regular reports.

H. Fire Chief's Report

Chief Larkin reported they have scheduled an open house for the new Training Prop on Saturday, December 1, between 10 a.m. and 2 p.m. Board discussion occurred.

Chief Larkin reported on his meetings with the Fire Marshall's office and Joe Riddell.

Chief Larkin indicated the IT person has finalized establishing emails for Board members.

Chief Larkin reported that every Tuesday he participates in either a site visit or a conference call with the contractors and project manager regarding Station 41. He indicated it is moving along very quickly.

Chief Larkin reported on the Moss Beach fire and the injured person.

Chief Larkin reported on the Pumpkin Festival staffing and the additional Cal Fire engine that was here for the event.

Chief Larkin referenced the Statistics Report and the PARS Report.

Director Stockman asked the status of filling the Assistant Chief position and the Fire Marshall position, and Chief Larkin responded.

Director Stockman initiated a discussion with Chief Larkin regarding drone operations, and with President Burke regarding policy-making with the volunteers.

8. CORRESPONDENCE

None.

9. ADJOURNMENT

President Burke adjourned the meeting at 7:02 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 Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director Stockman, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2018-38, A Resolution Declaring Results of Special Election and directing Recording of Notice of Special Lien. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by President Burke, by Roll Call Vote, the Board unanimously adopted Ordinance No. 2018-02, An Ordinance Levying Special Taxes within Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to adopt the six changes or additions discussed this evening to the Strategic Plan Initiatives of 2018. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by Roll Call Vote, the Board unanimously agreed to proceed with Staff's recommendation to install the backflow prevention devices. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted unanimously to approve the surplus of the T-41, 1991 Pierce Quint Ladder Truck. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board unanimously agreed to hold a Special Board Meeting on December 12, 2018 to combine the November and December regular reports.

