

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

**May 22, 2013**

**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 7:30 p.m.

**2. ROLL CALL**

Directors Present: Secretary Ginny McShane, Director Harvey Rarback, Director Karen Anderson, Vice President J. B. Cockrell, and President Gary Burke.

Staff: Assistant Chief Paul Cole.

Cal Fire: Acting Chief Scott Jalbert.

Legal Counsel: Attorney Kate Kostrzewa.

Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of April 24, 2013 Regular Board Meeting
- B. Approval of Vendor Checks #14979-15060 in the amount of \$1,545,194.29, dated April 1 to April 30, 2013
- C. Approval of Payroll Checks #20563-20574 in the amount of \$1,400.65, dated April 1 to April 30, 2013  
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$249.08, dated April 1 to April 30, 2013

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

**6. CONTINUING BUSINESS**

- A. Discussion and Direction Regarding Establishment of Rate Per Parcel By Unit Factor For 2013-2014 Point Montara Benefit Assessment and Consideration of District's Options For Elimination or Equalization of District Wide Parcel Tax

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

Secretary McShane introduced Attorney Kostrzewa and asked her to discuss this issue.

Attorney Kostrzewa summarized the Staff Report and discussed the options available to the Board. Discussion occurred between the Board and Attorney Kostrzewa.

ON MOTION by Secretary McShane, seconded by President Burke, the Board voted unanimously that Legal Counsel come back to the Board next month with two options, showing the overall impact on the budget by each of the following options: 1) a 10% reduction in the Point Montara Assessment Fee, and 2) a 20% reduction in the Point Montara Assessment Fee. Motion passed 5-0.

- B. Update on Stand Alone Fire Department Consultant Costs

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

Secretary McShane provided comments on this issue, and Chief Jalbert responded to her comments.

**7. NEW BUSINESS**

- A. Status Update on Cal Fire Contract Discussions

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

President Burke updated the Board on the status of contract negotiations with Cal Fire.

Chief Jalbert responded to questions and comments from the Board.

- B. Review, Discuss and Approve Board Goals for Fiscal Year 2013/14

President Burke introduced this item, discussed the results of the NGT exercise, and suggested two additional goals.

C. Discuss Formation of Ad-Hoc Committee to Review and Update Board Policies and Bylaws

President Burke tabled this item until the June Board meeting after the goals come back and indicated this should be placed on next month's agenda. Director Rarback volunteered to be on the committee, and a member of the community has also volunteered.

D. Discuss and Approve Candidate Policy Form for Special Districts Consolidated Municipal, School and Special District Election November 5, 2013

Assistant Chief Cole discussed this item and asked the Board to take action on the number of words (200 or 400) and who is responsible for the cost.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously that the number of words be 200 and that the candidate pays for the cost. Motion passed 5-0.

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

A. Finance Committee Report

No report.

B. Volunteer Liaison Report

Vice President Cockrell reported on his attendance at the Crab Feed by the Half Moon Bay Volunteer Fire Department.

C. Land and Structures Committee Report

Secretary McShane suggested the committee meet and go over the District's facilities.

D. Vegetation Management Committee Report

Secretary McShane stated she is sending letters to Moss Beach and Montara residents regarding the SRA fees, and she discussed the issue.

Chief Jalbert discussed the State Responsibility Area and SRA fees for fire prevention.

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

Secretary McShane reported that she did not go to the convention in order to save money for the District, but she said she will go to the next one.

E. ALS/JPA

Director Anderson reported her attendance at the JPA meeting on May 15 in Belmont. She stated the revenue allocation plan and budget for Fiscal Year 2013/14 were passed. She read aloud regarding the Countywide Fire Deployment Measurement System, discussed this issue, and asked either Chief Jalbert or Chief Cole to explain what this is to the Board.

Chief Cole provided extensive information to the Board regarding the CAD System.

President Burke expressed concern that the Board has been obligated to pay a cost that was not approved in advance.

F. Emergency Preparedness

Secretary McShane discussed the number of acres burned in California over the last one-year period. She reported she is working with a group called the Coastside Emergency Action Plan, which has been in existence for approximately 6 years, and she will continue going to their meetings.

H. Attorney's Report

No report.

I. Fire Chief's Report

The Board heard public comments from members of the audience, and Chief Jalbert responded.

Chief Jalbert explained to the Board the costs and impacts on Cal Fire's hiring practices in the wake of the recall election.

Chief Cole discussed the administration of Exhibit "E".

Chief Jalbert reported two minor accidents in the past month.

Chief Cole stated he will bring back to the Board the report from the actuary.

**9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

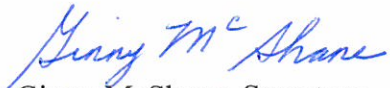
President Burke adjourned the Board into Closed Session at 9:07 p.m. and stated that the results of the Closed Session will be reported at the beginning of the June Board meeting.

**11. CLOSED SESSION**

A. Public Employee Appointment – District Government Code Section 54957

The results will be reported at the beginning of the June Board meeting.

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 Anderson, seconded by Director Rarback, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by President Burke, the Board voted unanimously that Legal Counsel come back to the Board next month with two options, showing the overall impact on the budget by each of the following options: 1) a 10% reduction in the Point Montara Assessment Fee, and 2) a 20% reduction in the Point Montara Assessment Fee. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously that the number of words on candidates' statements be 200 and that the candidate pays for the cost. Motion passed 5-0.