

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

October 23, 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 7:35 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: Fire Marshall Clayton Jolley.
Cal Fire: Chief Scott Jalbert.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

Assistant Chief Cole was on vacation.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. PUBLIC COMMENT – LOCAL 2881

None.

6. CONSENT CALENDAR

- A. Approval of minutes of September 25, 2013 Regular Board Meeting
- B. Approval of Vendor Checks #15351-15394 in the amount of \$89,064.02,
dated September 1 to September 30, 2013
- C. Approval of Payroll Checks #20611-20618 in the amount of \$184.62,
dated September 1 to September 30, 2013

Direct Deposit of Federal, State, & Hospital Taxes in the amount of
\$148.62, dated September 1 to September 30, 2013

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

7. CONTINUING BUSINESS

President Burke explained that at the September Board meeting, the Board passed
the Resolutions of Intent to form the following Community Facilities Districts,
and tonight's vote is the second vote on these Resolutions.

A. Community Facilities District # 24 (400, 404, 408 Belleville Blvd., Half
Moon Bay)

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one
wishing to speak, President Burke closed the public hearing.

2. Motion to Adopt Resolution No. 2013-30 Resolution of Formation

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following
Roll Call Vote, the Board unanimously adopted Resolution No. 2013-30 Resolution of
Formation:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

3. Motion to Adopt Resolution No. 2013-31 Resolution Calling for
Special Election

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following
Roll Call Vote, the Board unanimously adopted Resolution No. 2013-31 Resolution
Calling for Special Election:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |

President Burke Aye

Motion passed 5-0.

4. Motion to Adopt Resolution No. 2013-32 Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-32 Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

5. Motion to Adopt Ordinance No. 2013-02, An Ordinance Levying Special Taxes within Community Facilities District No. 24 (400, 404, 408 Belleville Blvd., Half Moon Bay

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2013-02, An Ordinance Levying Special Taxes within Community Facilities District No. 24 (400, 404, 408 Belleville Blvd., Half Moon Bay):

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

- B. Community Facilities District # 25 (925 Main Street, Half Moon Bay)

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one wishing to speak, President Burke closed the public hearing.

2. Motion to Adopt Resolution No. 2013-33 Resolution of Formation

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-33 Resolution of Formation:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

3. Motion to Adopt Resolution No. 2013-34 Resolution Calling for Special Election

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-34 Resolution Calling for Special Election:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

C. Community Facilities District # 26 (460 Wavecrest Road, Half Moon Bay)

1. Public Hearing

President Burke opened the Public Hearing. Seeing no one wishing to speak, President Burke closed the public hearing.

2. Motion to Adopt Resolution No. 2013-35 Resolution of Formation

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-35 Resolution of Formation:

| | |
|-------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |

| | |
|-------------------------|-----|
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

3. Motion to Adopt Resolution No. 2013-36 Resolution Calling for Special Election

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-36 Resolution Calling for Special Election:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

D. Review and Discuss Board 2013 Short Term Goals

President Burke reviewed the status of the list of Board goals.

8. NEW BUSINESS

A. Presentation of Financial Statements and Independent Auditors Report for the Fiscal Year Ended June 30, 2013

President Burke introduced David Farnsworth of Blomberg & Griffin. Prior to tonight's meeting, Mr. Farnsworth had distributed to each Board member and Staff copies of the Analysis of Financial Audit for the Fiscal Year Ended June 30, 2013 as well as the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2013.

Mr. Farnsworth summarized the Analysis of Financial Audit, responding to questions and comments from the Board throughout his presentation.

F. Discussion and Possible Letter of Support of the Granada Sanitary District Application for Community Services District Status to include Park and Recreation Authority (taken out of order at Secretary McShane's request)

Director Anderson introduced Rick Lohman and explained to the Board the purpose of this item on the agenda.

Mr. Lohman stated that the Granada Sanitary District is applying for Community Service District status to include Park and Recreation Authority, and he explained the process required for this to be accomplished.

Secretary McShane stated that according to the Board's Mission Statement, the Board is not authorized to sign the letter that Mr. Lohman has prepared for the Board's signature.

Discussion occurred between the Board and Staff.

President Burke asked that the Minutes reflect that the Board is not opposed to the formation of the Community Services District, but rather is opposed to getting involved with something that isn't directly part of the Board's mission statement.

ON MOTION by Director Anderson, seconded by Director Rarback, the Board voted on whether or not to sign a letter in support of Granada Sanitary District's Application for Community Services District status to include Park and Recreation Authority. The motion failed 2-3, with President Burke, Vice President Cockrell, and Secretary McShane the dissenting votes.

B. Review and Approve Citygate Proposal for Fire Station Location Project

ON MOTION by Vice President Cockrell, seconded by Director Anderson, the Board voted unanimously to approve hiring Citygate Associates, LLC, to analyze two fire station locations for the Coastside Fire Protection District, in the amount of \$24,392. Motion passed 5-0.

C. Discuss Rescheduling of the November and December Regular Board Meeting dates and time to a single Special Board Meeting date on December 11, 2013

President Burke provided background and indicated that December 11th seemed to be a date agreeable for the Special Board Meeting to replace the November and December Regular Board meetings. He suggested a time of 6:00 p.m. instead of the usual 7:30 p.m. meeting time, and everyone was in agreement.

Therefore, the date and time for the Special Board Meeting will be 6:00 p.m. on Wednesday, December 11, 2013.

D. First Reading and Introduction of Ordinance 2013-03 – An Ordinance Adopting the California Fire Code 2013 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and The

Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers Therefor

Fire Marshall Jolley introduced the Ordinance, explained the process for periodic revision of the Fire Code, and summarized the Ordinance. He discussed some of the changes that have been made and the reasons for the changes. Discussion occurred between the Board and Staff.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously approved the First Reading and Introduction of Ordinance 2013-03 – An Ordinance Adopting the California Fire Code 2013 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and The Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers Therefor:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

E. Review and Adopt Resolution No. 2013-37 – Resolution Approving an Agreement for Professional Services for Actuarial Consulting Services with Bartel Associates, LLC in the amount of \$1,500

Attorney Savaree introduced this item and summarized the Staff Report, which she had distributed to the Board earlier this evening. Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-37 – Resolution Approving an Agreement for Professional Services for Actuarial Consulting Services with Bartel Associates, LLC in the amount of \$1,500:

| | |
|-------------------------|-----|
| Secretary McShane | Aye |
| Director Rarback | Aye |
| Director Anderson | Aye |
| Vice President Cockrell | Aye |
| President Burke | Aye |

Motion passed 5-0.

G. Discuss and Review Process and Considerations for Possible New Fire Stations

President Burke provided background on this item and discussed some information and considerations he obtained from Chief Cole, who is on vacation this evening. Board discussion occurred.

President Burke suggested that the Land & Structures Committee take steps to determine what properties are available on Highway 1 as well as obtain appraised values of the District's current properties that hold the fire stations.

Attorney Savaree provided an overview of the process required to retain a broker, and she discussed whether certain meetings would be held in open or closed session.

President Burke directed Staff to begin the work to create a Request for Proposal and place this item on the December meeting agenda.

9. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported the Finance Committee did not meet. He referred to the 3-month statistics report in the packet.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at the Volunteers' meeting, and he discussed several of the items discussed at the meeting, including purchasing personal protective equipment, rope rescue training exercises, and training for electrical fires.

Mr. Cockrell stated that the Volunteers are seeking new candidates and are planning an academy during the summer of 2014. The Volunteers are also working to update their website.

Mr. Cockrell reported that Volunteers staffed Station 40 for approximately five hours while the regular firefighters assisted with a fire in Redwood City. He discussed the Volunteers' participation in the Pumpkin Festival and the Volunteers' treasurer's report.

C. Land and Structures Committee Report

No additional report.

D. Vegetation Management Committee Report

Secretary McShane asked Chief Jalbert to have Chief Sampson contact her regarding the Princeton group and the Foothill project.

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

Director Rarback stated he and Secretary McShane will be going to Napa for a 2-day conference in November. (The September minutes said it was to be in October.)

F. ALS/JPA

No report.

G. Emergency Preparedness

Secretary McShane indicated she will have a copy of the CEAP report prepared for each Board member.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Scott Jalbert stated that Chief Cole is still working on the purchase of a new rescue unit for the Coastside. He reported CalFire has hired 14 new paramedics, two of whom are accredited.

Chief Jalbert reported the SRA fees have been sent to the citizens.

Chief Jalbert indicated he had a meeting with Volunteer Chief Pimental regarding the relationship between Staff and the Volunteers, he reported on the District's involvement with the Pumpkin Festival, and he discussed the District's participation in the 6-alarm fire in Redwood City.

Chief Jalbert stated Chief Jolley has given formal notice of his retirement effective December 20, 2013. Chief Jalbert indicated a short-term acting Fire Marshall will be appointed until a full-time Fire Marshall is qualified and hired. He thanked Chief Jolley for his years of service and exceptional level of knowledge. President Burke indicated the Board will formally thank Chief Jolley at the December 11th Board meeting.

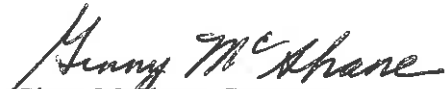
10. CORRESPONDENCE

No discussion.

11. ADJOURNMENT

President Burke adjourned the meeting at 9:16 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 Rarback, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

Re: Community Facilities District # 24 (400, 404, 408 Belleville Blvd., Half Moon Bay):

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board unanimously adopted Resolution No. 2013-30 Resolution of Formation. Motion passed 5-0.

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Re: Community Facilities District # 26 (460 Wavcrest Road, Half Moon Bay)

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President Burke directed Staff to begin the work to create a Request for Proposal regarding retaining a broker in connection with properties for two possible new fire stations, and place this item on the December meeting agenda.