

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

October 23, 2019

**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 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; Fire Marshall Gary Silva; Deputy Fire Marshall John Riddell.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes from September 25, 2019 Regular Board Meeting
- B. Approval of Vendor Checks #20146-20236 in the amount of \$668,838.81 dated September 1 to September 30, 2019
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$363.42, dated September 1 to September 30, 2019
- D. Approval of Payroll Checks #21064-21073 in the amount of \$2,193.32, dated September 1 to September 30, 2019

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

President Burke moved Item 7F to be next on the agenda.

7. **NEW BUSINESS** (Item 7F taken out of order)

F. Community Emergency Response Team (CERT) 1st Quarterly Report

Cynthia Sherrill, CERT Coordinator, distributed the first quarterly update July 1-September 30, 2020, and she discussed each item on her report.

6. **CONTINUING BUSINESS**

A. Adoption of New Fire Code Ordinance (Second Reading)

1. Public Hearing

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

2. Adopt Ordinance 2019-03 – An Ordinance Adopting the California Fire Code 2019 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers Therefor

Chief Larkin introduced the Ordinance and recommended that the Board adopt the Ordinance.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Ordinance 2019-03 – An Ordinance Adopting the California Fire Code 2019 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers Therefor:

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

Motion passed 5-0.

Chief Larkin introduced David Hibdon, the new Deputy Fire Marshall.

7) **NEW BUSINESS**

- A. Community Facilities District No. 35 (719 Main Street, Half Moon Bay)
Motion to Adopt Resolution No. 2019-33, Resolution of Intention to Form
Community Facilities District No. 35 (719 Main Street, Half Moon Bay)

Chief Larkin introduced this item and recommended adoption of Resolution 2019-33.

ON MOTION by Secretary McShane, seconded by Director Stockman, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-33, Resolution of Intention to Form Community Facilities District No. 35 (719 Main Street, Half Moon Bay):

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

Motion passed 5-0.

- B. Review, Discuss and Amend Coastside Fire Protection District 2018 Strategic Plan

Chief Larkin introduced and discussed this item.

President Burke provided comments and asked to put the District's drone policy and the District of Distinction Award on next month's agenda.

Chief Larkin provided additional comments regarding staffing of Rescue 40. Board discussion occurred.

President Burke suggested adding to the Strategic Plan that in 2020 the District hire someone to tell us what we owe to CalPERS and what liability do we have, and also to consider alternative payment options for our liabilities to CalPERS. Vice President Cockrell provided additional comments on this issue.

President Burke also suggested adding to the Strategic Plan that our four responses to the Grand Jury Report be completed and submitted in 2020.

Director Stockman and Secretary McShane provided additional comments on this issue.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to approve the update on the Strategic Plan as discussed during tonight's meeting. Motion passed 4-1, with Director Stockman the dissenting vote.

C. Review, Discuss and Take Action on Contract Amendment for Jean Headley

President Burke indicated he would like to see what other Board Minutes Takers are receiving for their services, and to postpone a vote on this so Staff can do a comparison and bring this back to the December meeting.

D. Review, Discuss and Take Action on Contract Amendment for Legal Services Provided by Aaronson, Dickerson, Cohn and Lanzone

President Burke introduced the Resolution and provided comments.

1) Adopt Resolution No. 2019-34 Approving the Second Amendment to Legal Services Contract

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2019-34, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving a Second Amendment to the Agreement for Services for District General Counsel and Authorizing the Board President to execute the Second Amendment on Behalf of the Coastside Fire Protection District:

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

Motion passed 5-0.

E. Review, Discuss and Take Action on Contract Amendment with Montara Fog for Video Services

President Burke indicated he would like to see what other Video Services are receiving for their services, and to postpone a vote on this so Staff can do a comparison and bring this back to the December meeting.

G. Discuss Cancelling the November and December Regular Board Meetings and Rescheduling a Special Board Meeting for December 11, 2019

President Burke introduced this item. After discussion, it was decided that the regular November and December Board Meetings will be canceled and that a Special Board Meeting will be held on Wednesday, December 11, 2019.

8) BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke pointed out some items on the spreadsheet and asked Chief Larkin about the ERAF refund.

B. Volunteer Liaison Report

Vice President Cockrell reported there was a meeting on October 3rd. Preparations for the Pumpkin Festival were discussed. Mr. Cockrell discussed the cost of volunteers' wearing apparel. There is a new training group of 13 volunteers, they are recruiting for a CERT Instructor, and they made a financial report.

C. Land and Structures Committee Report

Vice President Cockrell said he had a brief conversation with Jan Grey and they are still waiting to get a response from the owner of the property we are trying to acquire.

Director MacKimmie reported on the progress of Station 41. They are starting to do the driveways. He indicated the completion date may be pushed back another month, to February. He discussed the fence and retaining wall heights as well as possible negative safety issues that could happen. Chief Larkin said he will speak with the architect (Katz) regarding this issue.

There was some Board discussion about a negative post by someone on Next Door.com followed by positive comments from someone else, and the negative poster eventually withdrew his comments.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Midcoast Community Council

No report.

G. Emergency Preparedness

Director Stockman did not attend the CEAP meeting because he was out of town. He discussed the CEC's Board which is up for re-election.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin briefly discussed Station 41.

He discussed Governor Newsome's 45-day report in which he approved 35 fuel reduction projects, which includes the Quarry Park Fuel Reduction Project on the Coastside.

He reported that Peihua Ku has resigned effective mid-December to pursue other career opportunities. Staff has advertised the position and is attempting to fill the position as soon as possible.

Chief Larkin reported he has been given permission to advertise for the Deputy Chief position this week.

He referred to the Statistics Report, the PARS Report, and the Grand Jury Report.

He referred to the flyer he distributed earlier tonight regarding the November 11 CERT-sponsored Preparedness Day.

President Burke provided a CSDA bill to Chief Larkin. He indicated that on Wednesday, November 6th, CSDA is holding a climate-adaption roundtable review if anyone is interested.

9. CORRESPONDENCE

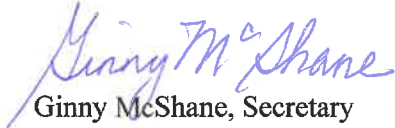
Coastside Fire Protection District Response to Grand Jury Report dated July 22, 2019

This was discussed earlier in the meeting.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:08 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

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