

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

May 25, 2016

**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 Harvey Rarback, Vice President Cockrell, and President Gary Burke.

Staff: Assistant Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

Director MacKimmie was absent due to vacation.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of April 27, 2016 Regular Board Meeting.
- B. Approval of Vendor Checks #17483-17558 in the amount of \$1,630,857.41, dated April 1 to April 30, 2016.
- C. Approval of Payroll Checks #20857-20864 in the amount of \$1,001.15, dated April 1 to April 30, 2016.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$170.94 dated April 1 to April 30, 2016.

ON MOTION by Secretary McShane, seconded by Director Rarback, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

President Burke amended the agenda to move Item 7A up to precede Continuing Business.

7. NEW BUSINESS (taken out of order)

A. PARS Health Care Trust Presentation

Assistant Chief Cole introduced Jennifer Meza of PARS and Andrew Brown from HighMark Capital Management.

Jennifer Meza, Senior Client Services Coordinator with PARS, referenced the OPEB Prefunding Trust Program Client Review booklet that Assistant Chief Cole had distributed to each member of the Board. She provided background and spoke of the number of agencies for whom they provide service.

Ms. Meza summarized the administrative portion of the booklet, which included the OPEB Trust Team, the Plan Overview, the Summary of the Plan Activity, and the Actuarial Results.

At the conclusion of her presentation, Ms. Meza responded to questions and comments from the Board.

Andrew Brown, Vice President/Senior Portfolio Manager with HighMark Capital Management, provided background regarding when HighMark became involved with the District. He summarized the financial aspects of the Client Review booklet. He responded to questions and comments from the Board throughout his discussion.

President Burke requested some sort of monthly report from HighMark that is more detailed than the one-page summary the District currently gets, and Mr. Brown agreed to do this beginning next month.

At the conclusion of the presentation, Mr. Brown recommended that the District stay the course.

6. CONTINUING BUSINESS

A. SDLF District of Distinction Update

Assistant Chief Cole happily announced to the Board that the Special Districts Leadership Association informed him that the District has achieved the Transparency Certificate of Excellence. He thanked the Board for helping to achieve this goal. He indicated that our District is one of only three special districts in San Mateo County to get this award.

He indicated that we are also the only fire district to have received this distinction.

He indicated that next month's agenda will include a review of the District's policies and procedures manual, which is a periodic requirement for being a District of Distinction.

B. New Fire Station 41 Update

Assistant Chief Cole reported that the team has been reassembled and the application will be submitted to San Mateo County Planning very soon. He reminded the Board of various delays that have occurred during the past year.

C. Station 40 Training Prop Construction Update

Assistant Chief Cole reported the Half Moon Bay City Council approved the plans 5-0, and Staff is working on some of the comments made on appeal.

D. Adopt Resolution No. 2016-02, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances

Assistant Chief Cole summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

Attorney Savaree pointed out that there was no one in the audience to state any objection.

ON MOTION by Vice President Cockrell, seconded by Director Rarback, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2016-02, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances:

Secretary McShane	Aye
Director Rarback	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion carried 4-0.

7. NEW BUSINESS

B. Review District's 2014 Strategic Business Plan

President Burke referred the Board to the 2014 Strategic Business Plan in tonight agenda packet. He indicated he will ask Staff to also place this item on next month's agenda for discussion.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke said the Finance Committee did not meet this month.

Assistant Chief Cole reported that property taxes are continuing to come in, and expenses will be higher in the next several years but these are budgeted items.

B. Volunteer Liaison Report

Vice President Cockrell reported he attended the volunteer meeting. There was a change in the order of business and had a training session first and he was unable to stay for the entire meeting. But he did inform the volunteers that the Training Prop has been approved by the City Council.

C. Land and Structures Committee Report

Already covered earlier in the meeting when discussing Station 41 and the Training Prop.

D. Vegetation Management Committee Report

Secretary McShane reported she spoke with Chief Mondragon, who indicated they are following a program with a list of places they are checking on and it's moving along very well.

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

Director Rarback reported there was a meeting on May 3rd but he was not able to attend. He indicated the minutes indicated the President of Special Districts Association mentioned the importance of the Peninsula Clean Energy Plan, and he briefly discussed the Plan.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the CEAP meeting on May 6th. Silver Dragon was discussed, the emergency activity that occurred in April. There was a presentation regarding CERT. Director Rarback announced that this weekend there will be a disaster preparedness shelter-in-place awareness event at the Hassett Hardware Store.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole referred to the Statistics Report.

Assistant Chief Cole indicated that the new rescue vehicle will be here within a couple of weeks, and this will initially be housed at Station 40 and eventually be relocated to Station 41 once that station is rebuilt.

Assistant Chief Cole thanked Coastside Water District for access to one of their empty 600,000 gallon tank which we were able to use for practice.

Assistant Chief Cole indicated it is now time to inform the Elections Office regarding the length of the candidate statement (200 words) and that the candidate will be responsible for payment.

Assistant Chief Cole stated that the reporter, Karina, will be riding along with Station 40 for a day in the life of a firefighter story that the Half Moon Bay Review is doing.

Assistant Chief Cole reported on the annual wildland fire training exercise that occurred yesterday in El Granada. This included helicopters and fire engines from all around the Peninsula.

Assistant Chief Cole discussed an application for a 143-room Hyatt House Hotel next door to the Main Street Fire Department.

9. CORRESPONDENCE

No discussion.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:25 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 Secretary McShane, seconded by Director Rarback, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director Rarback, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2016-02, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances. Motion carried 4-0.

President Burke indicated he will ask Staff to place the 2014 Strategic Business Plan on next month's agenda for discussion.