

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

June 25, 2014

**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 6:03 p.m.

2. ROLL CALL

Directors Present: Vice President Ginny McShane, Director Harvey Rarback,
Secretary J. B. Cockrell, and President Gary Burke.
Cal Fire: Chief Scott Jalbert.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Kai Reuss.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

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

5. PUBLIC COMMENT – LOCAL 2881

Chris Leddy of Local 2881 discussed Public Service Announcements in the Half Moon Bay Review and on the District's website.

6. CONSENT CALENDAR

- A Approval of minutes of May 28, 2014 Regular Board Meeting
- B Approval of Vendor Checks #15917-15975 in the amount of \$1,363,158.15, dated May 1 to May 31, 2014
- C Approval of Payroll Checks #20669-20678 in the amount of \$967.51, dated May 1 to May 31, 2014
- D Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$173.58, dated May 1 to May 31, 2014

ON MOTION by Vice President McShane, seconded by Director Rarback, the Board unanimously approved the Consent Calendar as submitted. Motion passed 4-0.

7. NEW BUSINESS

President Burke reported that no action was taken by the Board at the conclusion of the May 28, 2014 Closed Session.

- A. Adopt Resolution No. 2014-13, Resolution Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2014-2015

Assistant Chief Cole introduced the Resolution.

ON MOTION by Director Rarback, seconded by Secretary Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-13, Resolution Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2014-2015:

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

Motion passed 4-0.

- B. Adopt Resolution No. 2014-14, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2014-2015

Assistant Chief Cole introduced the Resolution.

ON MOTION by Vice President McShane, seconded by Secretary Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-14, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2014-2015:

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

Motion passed 4-0.

- C. Adopt Resolution No. 2014-15, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2014-2015

Assistant Chief Cole introduced the Resolution.

ON MOTION by Vice President McShane, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-15, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2014-2015:

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

Motion passed 4-0.

- D. Review Fiscal Year 2014/15 Cal Fire Schedule A Fiscal Sheet and Staff Benefit Rate Matrix

Assistant Chief Cole discussed Schedule A and the Benefit Rate Matrix. Discussion occurred between Staff and the Board.

- E. Review and Approve Preliminary Budget for Fiscal Year 2014/15

Assistant Chief Cole summarized the corrected Staff Report that he distributed before the meeting began, and he recommended that the Board accept the Preliminary Budget for Fiscal Year 2014/15.

1. Public Hearing

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

Board discussion occurred.

2. Motion to Adopt Preliminary Budget for Fiscal Year 2014/15

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the Preliminary Budget for Fiscal Year 2014/15 as presented. Motion passed 4-0.

- F. Consideration and Approval of a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring One Seat Open and Calling for an Election in November 2014, Establishing the Length of Candidate Statements and Candidate's Responsibility for Payment of Costs Associated with Candidate Statements and District's Agreement to Pay for Costs of the Election

President Burke asked Attorney Ruess to summarize the Resolution, which he did.

Vice President McShane recommended a 200-word limit for candidate statements, and Director Rarback suggested the candidate should pay for their own statements. The District will pay for the cost of the election.

ON MOTION by Secretary Cockrell, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2014-16, Resolution of the Board of Directors of the Coastside Fire Protection District Declaring One Seat Open and Calling for an Election in November 2014, Establishing the Length of Candidate Statements and Candidate's Responsibility for Payment of Costs Associated with Candidate Statements and District's Agreement to Pay for Costs of the Election:

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

Motion passed 4-0.

- G. Review Cal Fire Contract 4th Quarter Annual Deliverables

Assistant Chief Cole discussed each item on the Cal Fire Annual Deliverables 4th Quarter Report.

Cal Fire Chief Jalbert provided comments regarding a day in the life of a firefighter.

Board discussion occurred, and President Burke requested Staff to create the same type of document for the current year.

- H. Review and Approve Request for Proposals (RFP) for Architectural Services

Assistant Chief Cole presented and discussed the RFP and requested Board approval of the RFP. Staff responded to questions and comments from the Board.

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

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to approve the Request for Proposal for Architectural Services. Motion passed 4-0.

I. Discussion and Direction Regarding Amendments to the Bylaws of the Coastside Fire Protection District

Attorney Reuss presented the proposed edits to the Bylaws and highlighted some of the major suggested changes. He asked the Board to provide direction regarding Roll Call versus consensus vote. This will be brought back for a Board vote when it is finalized.

Board discussion occurred, and direction was given to Staff to prepare a Staff Report on the Roberts Rules of Order.

Additional direction was given to Staff to determine if committee meetings need to be agendaized (as it relates to meeting compensation), and how a Board member gets assigned to any particular committee.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

Director Rarback reported that he and President Burke met with Assistant Chief Cole, and the committee agrees that the Preliminary Budget is conservative.

B. Volunteer Liaison Report

Secretary Cockrell reported that at the latest volunteer meeting, officers were elected. Discussions at the meeting included the recruiting drive, the crab feed, the policy on donations, Station 41 progress, and background checks. It is hopeful the volunteer academy will start on August 1.

C. Land and Structures Committee Report

Secretary Cockrell said the public will be brought in once plans are being finalized.

Assistant Chief Cole indicated there is a prospective lot for the new station, and he discussed zoning requirements. He will have a further report at next month's Board meeting.

D. Vegetation Management Committee Report

Vice President McShane reported there is a new vegetation management Fire Marshal, Chief Mark Mondragon, who was in the audience at tonight's meeting.

Chief Mondragon introduced himself to the Board and provided his background. He indicated he is happy to be working with the District.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Vice President McShane reported that she met with the Red Cross President of this region (SF and San Mateo Counties) and asked if Olga Crow, Disaster Services Manager for San Mateo County for the American Red Cross, could come to a Board meeting.

Assistant Chief Cole indicated that all the players will be invited when Staff is ready to present the EOC Plan.

Director Rarback reported on the June 6 CEAP meeting. The highlight was a presentation by OES Representative Nick Gottuso.

Director Rarback also indicated that this Saturday from 11 a.m. to 11 a.m. Sunday, there will be a HAM Radio Operators demonstration at Venice Beach.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported there were no major injuries or accidents.

He reported Cal Fire is in the process of hiring six new employees and a new Operational Battalion Chief.

He reported that Captain Keith Roberts retired on Monday after almost 30 years of service. He stated the Fire Marshal's office is now fully staffed.

He discussed some of the incidents in the past month, and stated that the defensible space inspections are almost completed.

He indicated that Pescadero Creek and San Gregorio Creek are having significant water issues. He indicated he will be curtailing campfires in parks.

Assistant Chief Cole and Cal Fire Chief Jalbert extensively discussed the issue of a back-up ambulance and the personnel that would staff it. Board discussion occurred.

9. CORRESPONDENCE

Assistant Chief Cole referred to the items in the correspondence and some Board discussion occurred.

10. CLOSED SESSION

President Burke recessed the Board into Closed Session at 7:58 p.m. He indicated he will report on any action taken in Closed Session at the beginning of the July Board meeting.

Respectfully submitted,



J. B. Cockrell, 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 Vice President McShane, seconded by Director Rarback, the Board unanimously approved the Consent Calendar as submitted. Motion passed 4-0.

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President Burke requested Staff to create the same type of document for the current year, referring to the Cal Fire Annual Deliverables Report.

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