

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

**June 26, 2013**

**LOCATION:  
1191 Main Street  
Half Moon Bay, CA 94019**

**AMENDED 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 7:33 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.

Legal Counsel: Attorneys Jean Savaree and Kate Kostrzewa.

Admin. Secretary: Jean Headley.

Cal Fire Acting Chief Scott Jalbert was absent due to a mandatory assignment this week in Sacramento.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

**5. REPORT FROM CLOSED SESSION**

President Burke reported on the Closed Session that was held on May 22, 2013 and stated that no action was taken by the Board.

**6. CONSENT CALENDAR**

- A. Approval of minutes of May 22, 2013 Special Board Meeting
- B. Approval of minutes of May 22, 2013 Regular Board Meeting
- C. Approval of Vendor Checks #15061-15134 in the amount of \$1,522,924.76, dated May 1 to May 31, 2013

- D. Approval of Payroll Checks #20575-20588 in the amount of \$1,790.98, dated May 1 to May 31, 2013  
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$324.34, dated May 1 to May 31, 2013

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

**7. CONTINUING BUSINESS**

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

President Burke stated that Vice President Cockrell, Director Rarback, and citizen Peggy Emery have volunteered to be on this committee. President Burke asked the committee to review the Bylaws and Policies and that Board members submit any items to the committee that may need revised.

- B. Discuss Formation of an Ad-Hoc Committee to Review Bringing the Parcel Tax in the Northern End of the District into Parity with the Southern End of the District

President Burke indicated that this item will be covered under Item 8A.

**8. NEW BUSINESS**

- A. Adopt Resolution No. 2013-09, Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for FY 2013-14

Assistant Chief Cole introduced the Resolution and recommended adoption of the Resolution. Board discussion occurred, and the Board heard public comments from members of the audience.

ON MOTION by Director Anderson, seconded by Secretary McShane, by the following Roll Call vote, the Board unanimously adopted Resolution No. 2013-09, A Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2013/14:

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

Motion passed 5-0.

B. Review and Adopt FY 2013-14 Coastside Fire District Preliminary Budget

Assistant Chief Cole presented and summarized the highlights of the Preliminary Budget. He stated this has been reviewed by the Finance Committee, he indicated some of the Finance Committee's suggestions, and recommended approval of the budget as presented.

Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Director Rarback, the Board unanimously approved the Preliminary Budget for Fiscal Year 2013/14 as presented. Motion passed 5-0.

C. Review, Discuss and Approve Seven (7) Year Cooperative Agreement with CalFire for FY 2013/14 through FY 2019/20 for a Total Amount Not to Exceed \$50,279,713

1) Adopt Resolution No. 2013-08, Approving Seven (7) Year Cooperative Agreement with CalFire

President Burke summarized some of the points in the proposed contract and updated the Board on the status of his negotiations with CalFire. He stated the contract has been reviewed by legal counsel. He discussed a new item in Exhibit E.

Board discussion occurred, and Assistant Chief Cole also provided comments.

ON MOTION by President Burke, seconded by Director Anderson, by the following Roll Call vote, the Board unanimously adopted Resolution No. 2013-08, Approving a Seven-Year Cooperative Fire Protection Agreement with the California Department of Forestry and Fire Protection:

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

Motion passed 5-0.

President Burke thanked Attorney Savaree as well as Chiefs Cole and Jalbert for their efforts, and Chief Cole thanked the Board on behalf of himself and Chief Jalbert.

D. Review and Approve CalFire/Coastside Fire Protection District Operating Plan

Assistant Chief Cole presented the proposed Operating Plan and highlighted the various components of the document.

Discussion occurred between the Board and Chief Cole.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board unanimously approved the Coastside Fire Protection District and California Department of Forestry and Fire Protection Operating Plan dated June 26, 2013. Motion passed 5-0.

E. Adopt Resolution No. 2013-10, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2013-2014

Assistant Chief Cole introduced the Resolution and explained the reason for this, and he recommended adoption of the Resolution.

ON MOTION by Director Anderson, seconded by President Burke, by the following Roll Call vote, the Board unanimously adopted Resolution No. 2013-10, Establishing the Appropriations Limit Applicable to the District during Fiscal Year 2013-2014:

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

Motion passed 5-0.

F. Review and Approve Actuarial Analysis of Retiree Medical Benefits

Assistant Chief Cole presented and discussed the Actuarial Analysis and recommended approval. Some Board discussion occurred.

ON MOTION by Director Anderson, seconded by Vice President Cockrell, the Board voted unanimously to approve the Actuarial Analysis as written. Motion passed 5-0.

G. Recognition and Congratulations for 2012 Engine Company Chute Times

Vice President Cockrell congratulated CalFire for their outstanding performance despite trying conditions, as shown by excellent chute times.

Justin Sheaff, San Mateo/Santa Cruz Chapter Director, thanked the Board and acknowledged several CalFire personnel for their contributions.

H. Set Date for Special Meeting in Early July

Assistant Chief Cole discussed the reasons for the need of a special meeting in July. The date of July 10, 2013 was set, and the time agreed upon was 6:00 p.m.

I. Review, Discuss and Approve Board Goals for FY 2013/14

President Burke discussed the status of the FY 2013/14 Board goals.

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

A. Finance Committee Report

Director Rarback reported that the committee met prior to tonight's regular Board meeting and reviewed the Budget.

B. Volunteer Liaison Report

Vice President Cockrell indicated he will be attending a meeting in July. He and his wife attended the recent Pancake Breakfast, and he reported it was well attended.

C. Land and Structures Committee Report

Secretary McShane reported that some time ago, the committee made evaluations of the District's buildings. She indicated that the committee will be hiring a consultant to look at possibly combining Stations 41 and 44 near the north end of the airport.

D. Vegetation Management Committee Report

Secretary McShane reported that she attended the Rancho Corral de Tierra meeting. She also discussed the GGNRA's role in protecting the area.

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

No report.

F. ALS/JPA

Director Anderson reported there was no meeting, but she has scheduled a special orientation with the manager, John Olden, on July 16<sup>th</sup> at 1:00 p.m. She encouraged any Board member to submit questions for her to ask.

G. Emergency Preparedness

Secretary McShane reported she is participating in the Coastal Emergency Action Plan.

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole spoke regarding fire station issues and upcoming CAD connections.

President Burke discussed the process for preparation of the agenda.

President Burke requested an item on the July agenda for how we are structured and prepared in the event of a national disaster, i.e., the District's role, who the other players will be, etc.

Vice President Cockrell requested a recurring agenda item for a regularly scheduled report from the union representative.

**10. CORRESPONDENCE**

None.

**11. ADJOURNMENT**

President Burke adjourned the meeting at 9:05 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 Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

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