

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

February 25, 2015

**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 6:02 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A Approval of minutes of January 28, 2015 Regular Board Meeting
- B Approval of Vendor Checks #16449-16535 in the amount of \$45,517.27,
dated Jan. 1 to Jan. 31, 2015
- C Approval of Payroll Checks #20745-20746 in the amount of \$190.63,
dated Jan. 1 to Jan. 31, 2015
- D Direct Deposit of Federal, State, & Hospital Taxes in the amount of
\$35.44, dated Jan. 1 to Jan. 31, 2015.

President Burke made corrections to the January 28, 2015 minutes.

ON MOTION by Director Rarback, seconded by Secretary McShane, the Board unanimously approved the Consent Calendar as amended. Motion passed 5-0.

6. NEW BUSINESS

- A. Review request from Dream Machines representative, Chad Hooker, to address the Board about fire protection and support services for the 2015 event

President Burke and Assistant Chief Cole provided comments.

Mr. Hooker addressed the Board regarding changes in this year's event.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve Chad Hooker's request to support the Dream Machines as the Board has done in the past. Motion passed 5-0.

- E. Adopt Resolution No. 2015-07, A Resolution of the District Board of Coastside Fire Protection District Approving a Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architecture (taken out of order)

Director MacKimmie introduced Jeff Katz. Director MacKimmie discussed the trip that he and Assistant Chief Cole made to San Diego.

Mr. Katz addressed the Board.

Assistant Chief Cole also provided comments regarding the facilities he and Director MacKimmie toured that Mr. Katz designed as well as comments by agencies who previously worked with Mr. Katz.

President Burke also provided comments.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board adopted Resolution No. 2015-07, A Resolution of the District Board of Coastside Fire Protection District Approving a Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architecture:

Secretary McShane	Aye
Director Rarback	No
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-1.

- B. Discussion of the requirement to do a CEQA analysis on the El Granada land acquisition before close of escrow

Director Rarback provided comments on this item.

Board discussion occurred, and President Burke referred the Board to the Staff Report in tonight's packet.

The Board heard public comment from several members of the audience.

- C. Adopt Resolution No. 2015-06, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Assistant Fire Chief, Chief Cole, to Deposit Funds Into Escrow and to Execute All Documents Required to Complete the Purchase of Property Located at the Corner of Portola Avenue and Obispo Road, El Granada, California

Attorney Savaree introduced and discussed the Resolution and recommended adoption of the Resolution.

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

President Burke provided comments regarding the timing of the purchase of the property.

Additional Board discussion occurred.

The Board heard additional public comments from the audience.

Vice President Cockrell provided additional comments.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2015-06, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Assistant Fire Chief, Chief Cole, to Deposit Funds Into Escrow and to Execute All Documents Required to Complete the Purchase of Property Located at the Corner of Portola Avenue and Obispo Road, El Granada, California:

Secretary McShane	Aye
Director Rarback	No
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-1.

D. Discussion, direction, and action regarding amendments to the Bylaws and Board Policy Manual of the Coastside Fire Protection District

President Burke provided background and referred to the revised Bylaws and Board Policy Manual. He went through the changes page by page and asked the Board members to make comments if they wished to do so.

Attorney Savaree responded to comments from the Board.

President Burke asked that language be added to make an abstention be shown as a no vote.

President Burke and Director Rarback each suggested changes to certain pages, and Attorney Savaree made notes of these requested changes.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-08, a Resolution of the District Board of the Coastside Fire Protection District Approving Amendments to the Bylaws and Board Policy Manual of the Coastside Fire Protection District, with the changes discussed in tonight's meeting:

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

Motion passed 5-0.

F. Review Preliminary Staff Benefit Rate Matrix and Approve FY 15/16 CAL FIRE Schedule A Fiscal Sheets

Assistant Chief Cole summarized the Staff Report and recommended approval of the Fiscal Year 2015/16 CalFire Schedule A Fiscal Sheets.

Vice President Cockrell provided comments, and Chief Jalbert responded to Vice President Cockrell's comments.

Additional discussion occurred between the Board and Assistant Chief Cole.

President Burke provided comments.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to adopt the CalFire Preliminary Schedule A for Fiscal Year 2015/16 for \$6.5 million dollars, to include 27 firefighters. Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated the Finance Committee met earlier this evening. He indicated all expenses are in line with the budget.

Secretary McShane stated she is watching the District's funds carefully.

Assistant Chief Cole discussed the financial aspects of the Station 40 lot improvement project.

B. Volunteer Liaison Report

Secretary Cockrell had no report.

President Burke suggested this should be called the Volunteer Committee as Vice President Cockrell is a committee of one.

C. Land and Structures Committee Report

President Burke indicated he met with the Mid Coast Community Council and a committee of the El Granada Community Services District regarding the proposed new Station 41.

President Burke asked if we are ready for a public meeting on this issue and, if so, would like it to be in March. He suggested who should be at the meeting and asked where it should be held.

President Burke suggested that the Land & Structures Committee meet with Assistant Chief Cole and discuss with the architect when the meeting should take place.

D. Vegetation Management Committee Report

No report.

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

Director Rarback indicated there was a meeting on February 3rd. He said the major topic was a response to LAFCo if they are willing to dissolve the Harbor District at the recommendation of the Grand Jury.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the last CEAP meeting.

H. Attorney's Report

No report.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported there were no injuries or accidents in the past month. He reported two structure fires in February and two cliff rescues.

Chief Jalbert indicated they are gearing up and getting ready for fire season and are staffing accordingly.

Chief Jalbert stated the reason he misses the Board meeting every other month is because of his obligation to the State.

Chief Jalbert stated that everything is going very smoothly between County Fire and Coastside Fire Protection District.

Vice President Cockrell inquired about the front office staffing and also the passing of a retired chief, and Chiefs Cole and Jalbert responded accordingly.

Assistant Chief Cole pointed out some changes in the monthly Statistics Report.

Chief Cole reported there were three bids for the Station 40 Paving Project, and he discussed the low bidder and what the lot will be used for. He indicated he would like authorization to explore the cost of an addendum to the contract for an underground cistern to capture and recover water, and to bring the information back to the Board.

Director MacKimmie and Chief Jalbert provided additional comments.


8. CORRESPONDENCE

President Burke referred to the letter from the San Mateo County Elections Officer.

9. ADJOURNMENT

President Burke adjourned the meeting at 8:06 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 Secretary McShane, the Board unanimously approved the Consent Calendar as amended. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve Chad Hooker's request to support the Dream Machines as the Board has done in the past. Motion passed 5-0.

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