

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

**June 27, 2018**

**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 McShane, Director Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Staff: Assistant Chief Paul Cole.

Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of May 23, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19196-19262 in the amount of \$1,574,753.98, dated May 1 to May 31, 2018.
- C. Approval of Payroll Checks #20996-21000 in the amount of \$1,132.85, dated May 1 to May 31, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$212.80, dated May 1 to May 31, 2018.

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

**6. NEW BUSINESS**

President Burke moved up Item 6V on the agenda to be heard before Item 6A.

- V. Adopt Resolution No. 2018-26, A Resolution to Award the Station 41 Project Construction Contract to DL Falk Construction, Inc., the Lowest Responsible Bidder, in the Amount of \$11,294,000; Authorize the Execution of the Station 41 Construction Contract; and Approve a Fifteen Percent Contingency

Assistant Chief Cole reported that two bids came in on time, and Staff recommends that the Board accept the bid of Falk Construction. He made additional comments about how the project will move forward.

Attorney Savaree indicated that they will bring back an amendment to the contract with the project architect, Jeff Katz, to include a technical inspection service, GeoCon, that will report directly to him.

Mr. Katz addressed the Board about the project.

David Falk, son of the owner of Falk Construction, also addressed the Board.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-26, A Resolution to Award the Station 41 Project Construction Contract to DL Falk Construction, Inc., the Lowest Responsible Bidder, in the Amount of \$11,294,000; Authorize the Execution of the Station 41 Construction Contract; and Approve a Fifteen Percent Contingency:

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

Motion passed 5-0.

The Board took a brief recess at 6:07 p.m. to speak with Messrs. Falk and Katz and reconvened at 6:15 p.m.

- A. Review and Approve Preliminary Budget for Fiscal Year 2018/19
1. Public Hearing (there was no public in attendance)

2. Motion to Adopt Preliminary Budget for Fiscal Year 2018/19

Assistant Chief Cole indicated that the Finance Committee reviewed the proposed Preliminary Budget for Fiscal Year 2018/19 and recommend adoption of same. He discussed various aspects of the proposed Preliminary Budget.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board unanimously voted to approve the Preliminary Budget for Fiscal Year 2018/19. Motion passed 5-0.

B. Adopt Resolution No. 2018-07, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2018-2019

Assistant Chief Cole introduced the Resolution, explained the purpose of it, and recommended adoption of the Resolution.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-07, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2018-2019:

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

Motion passed 5-0.

C. Adopt Resolution No. 2018-08, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019

Assistant Chief Cole introduced the Resolution and recommended adoption of the Resolution.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-08, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019:

Secretary McShane	Aye
Director Stockman	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

D. Adopt Resolution No. 2018-09, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019

Assistant Chief Cole introduced the Resolution and recommended adoption of the Resolution.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-09, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019:

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

Motion passed 5-0.

E. Adopt Resolution No. 2018-10, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 5 (Moon Ridge)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-10, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 5 (Moon Ridge):

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

Motion passed 5-0.

- F. Adopt Resolution No. 2018-11, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 10 (Main Street Apartments – Phase 2)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-11, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 10 (Main Street Apartments – Phase 2):

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

Motion passed 5-0.

- G. Adopt Resolution No. 2018-12, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 14 (845 Main & 655 Miramontes)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-12, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 14 (845 Main & 655 Miramontes):

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

Motion passed 5-0.

- H. Adopt Resolution No. 2018-13, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-13, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 15, (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale):

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

Motion passed 5-0.

- I. Adopt Resolution No. 2018-14, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 16 (Seacrest School)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-14, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 16 (Seacrest School):

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

Motion passed 5-0.

- J. Adopt Resolution No. 2018-15, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 17 (121/141 California)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-15, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 17 (121/141 California):

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

Motion passed 5-0.

- K. Adopt Resolution No. 2018-16, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 18 (860 Airport)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-16, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 18 (860 Airport):

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

Motion passed 5-0.

- L. Adopt Resolution No. 2018-17, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 19 (Harbor Village)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-17, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 19 (Harbor Village):

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

Motion passed 5-0.

- M. Adopt Resolution No. 2018-18, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 20 (110 Ave. Portola)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-18, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 20 (110 Ave. Portola):

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

Motion passed 5-0.

- N. Adopt Resolution No. 2018-19, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 21 (505 Ave. Alhambra, 509 Ave. Alhambra, 120 Ferdinand)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-19, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 21 (505 Ave. Alhambra, 509 Ave. Alhambra, 120 Ferdinand):

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



Motion passed 5-0.

- O. Adopt Resolution No. 2018-20 Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 23 (169 Princeton Ave.)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-20, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 23 (169 Princeton Ave.):

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

Motion passed 5-0.

- P. Adopt Resolution No. 2018-21, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 24 (400, 404, 408 Belleville)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-21, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 24 (400, 404, 408 Belleville):

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

Motion passed 5-0.

- Q. Adopt Resolution No. 2018-22, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 25 (925 Main St.)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-22, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 25 (925 Main St.):

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

Motion passed 5-0.

- R. Adopt Resolution No. 2018-23, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 26 (460 Wavecrest Rd.)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-23, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 26 (460 Wavecrest Rd.):

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

Motion passed 5-0.

- S. Adopt Resolution No. 2018-24, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 27 (801 Arnold Way)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-24, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 27 (801 Arnold Way):

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

Motion passed 5-0.

- T. Adopt Resolution No. 2018-25, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 28 (1-6 Bloom Ln.)

Assistant Chief Cole introduced the Resolution, explained the purpose of the Resolution, and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-25, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District No. 28 (1-6 Bloom Ln.):

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

Motion passed 5-0.

- U. Review, Discuss and Act to Amend the CalFire Contract to Add an Associate Government Program Analyst Position

President Burke provided comments regarding the upcoming retirement of Assistant Chief Cole and how it could impact the contract with CalFire. Discussion occurred between the Board and Staff.

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to amend the CalFire Contract to add an Associate Government Program Analyst position. Motion passed 5-0.

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

A. Finance Committee Report

President Burke reported that the Finance Committee met earlier this evening and went over the Preliminary Budget.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Director Stockman reported that he and Vice President Cockrell met and reviewed the three responses received to the RFP for a realtor to handle the sale of surplus District properties. He described the process used to select their recommendation to the Board, and he summarized the qualifications of each of the respondents.

Secretary McShane initiated a discussion regarding renegotiating the percentage the realtor should receive.

President Burke indicated that this will be agendaized on the July Board meeting after the Committee speaks with the realtors on this subject.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman indicated there has been a lot of positive feedback since the Training Tower was completed. He stated that over 500 people have completed CERT training. He spoke of the continuing efforts of numerous agencies to work together to support our first responders. He indicated the need to bring in more citizens to undergo emergency training.

G. Attorney's Report

No report.

H. Fire Chief's Report

Assistant Chief Cole referred to the May Statistics report and the PARS report.

He discussed the transitional time after his upcoming retirement and indicated he will be available by phone for questions during the transition.

In connection with negotiating the new CalFire contract, Assistant Chief Cole indicated that he and Chief Larkin have talked with a Santa Cruz fire agency contractor about their assisting with the District's fleet of engines.

**8. CORRESPONDENCE**

Assistant Chief Cole discussed the San Mateo County Candidate Policy Form, and that the policy will be as in the past: 200 word limit and the candidate pays for it.

He also discussed the letter from the Half Moon Bay Beautification Committee requesting a fee waiver for the July 4<sup>th</sup> and Pumpkin Festival parades. President Burke indicated this should be put on the next meeting's agenda.

Director Stockman initiated a discussion with Chief Larkin regarding how the recruitment will happen for Assistant Chief Cole's replacement.

**9. ADJOURNMENT**

President Burke announced that there will be a groundbreaking ceremony at the site of the new Station 41 at 5:00 p.m. on Wednesday, July 25, 2018, prior to the regular Board meeting scheduled for 6:00 p.m.

President Burke adjourned the meeting at 7:05 p.m. in honor of Tom Moorehouse, a former volunteer firefighter for the District who recently passed away.

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 Stockman, seconded by Secretary McShane, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-26, A Resolution to Award the Station 41 Project Construction Contract to DL Falk Construction, Inc., the Lowest Responsible Bidder, in the Amount of \$11,294,000; Authorize the Execution of the Station 41 Construction Contract; and Approve a Fifteen Percent Contingency. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board unanimously voted to approve the Preliminary Budget for Fiscal Year 2018/19. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-07, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2018-2019. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-08, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-09, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay Fire Protection District Assessment Zone on the Tax Roll for Fiscal Year 2018-2019. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Votes, the Board voted unanimously to Adopt Resolution Nos. 2018-10 through 2018-25, Determining Special Tax Liability for Fiscal Year 2018/19 for Community Facilities District Nos. 5, 10, 14-21, and 23-28. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to amend the CalFire Contract to add an Associate Government Program Analyst position. Motion passed 5-0.

President Burke indicated the letter from the Half Moon Bay Beautification Committee requesting a fee waiver for the July 4<sup>th</sup> and Pumpkin Festival parades should be put on the next meeting's agenda.