

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

**August 24, 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,  
Director MacKimmie, Vice President Cockrell, and  
President Gary Burke.  
Staff: Assistant Chief Paul Cole.  
Legal Counsel: Attorney Jean Savaree.  
Admin. Secretary: Jean Headley.

Cal Fire Chief Larkin was not in attendance.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of revised minutes of July 27, 2016 Regular Board Meeting.
- B. Approval of Vendor Checks #17675-17745 in the amount of \$227,322.41, dated July 1 to July 31, 2016.
- C. Approval of Payroll Checks #20878-20887 in the amount of \$1,357.76, dated July 1 to July 31, 2016.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$246.22, dated July 1 to July 31, 2016.

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

**6. CONTINUING BUSINESS**

A. SDLF District of Distinction Update

Assistant Chief Cole proudly announced that we have received the District of Distinction achievement plaque. He stated that Supervisor Don Horsley will be coming to a future meeting to make a presentation to the Board of the plaque. Then President Burke will travel to Southern California with the plaque and go through an awards ceremony with the Special District Leadership Foundation. While in Southern California, President Burke will also be presented with a Transparency Distinction award.

Board discussion occurred. Assistant Chief Cole indicated that of all the fire districts in the State of California, only our district and one other district have received the District of Distinction Award.

B. New Fire Station 41 Update

Assistant Chief Cole updated the Board on the progress of Station 41. He referred to the architect's plans, which were submitted to the county last week. The Draft EIR is in process. He indicated we are getting bids for the story poles.

C. Station 40 Training Prop Construction Update

Assistant Chief Cole summarized the Staff Report and announced that the Coastal Commission denied the last appeal and we are back on track to move forward. He informed the Board of the process of going out for bid to construct the tower. The RFPs will come back to the Board for approval.

D. Review and Update District's 2014 Strategic Business Plan

President Burke referred to and discussed the Strategic Business Plan in tonight's packet. Board discussion occurred.

**7. NEW BUSINESS**

A. Review and Adopt Resolution No. 2016-24, Resolution Amending a Conflict of Interest Code

Assistant Chief Cole asked Attorney Jean Savaree to explain to the Board the reason for this Resolution, which she did. She also discussed the one proposed change and recommended approval of the change and adoption of the Resolution.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-24, Resolution Amending a Conflict of Interest Code:

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

Motion passed 5-0.

## 8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

### A. Finance Committee Report

President Burke reported that the Finance Committee met tonight and reviewed the draft Final Budget for the 2016/17 Fiscal Year. He indicated the final vote will be at our September meeting.

Secretary McShane indicated we can anticipate a good infusion to the tax base (approximately 6%) since more properties are being developed and also parcel taxes are reflecting the market value of homes sold in the past few years.

### B. Volunteer Liaison Report

No report.

### C. Land and Structures Committee Report

No report.

### D. Special Districts Association (SMCO Chapter)

No report.

### E. ALS/JPA

No report.

### F. Emergency Preparedness

Director Rarback attended the CEAP meeting on August 5, where there was a presentation by Home & Hope on services for the homeless.

G. Attorney's Report

Attorney Jean Savaree reported that the State has now changed the law and all public entities in the State of California are required to hold their elections in even numbered years, which our District decided to do two years ago.

I. Fire Chief's Report

Assistant Chief Cole referred to the Statistics Report and the PARS monthly statement.

Assistant Chief Cole discussed the various entities that manage and coordinate events and elements throughout the region.

Assistant Chief Cole referred to the two press releases regarding the District of Distinction Award.

Vice President Cockrell asked Assistant Chief Cole a question regarding PARS. (Director MacKimmie left the room.) Board discussion occurred.


**9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 6:43 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 Vice President Cockrell, 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 unanimously adopted Resolution No. 2016-24, Resolution Amending a Conflict of Interest Code. Motion passed 5-0.

