

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

February 22, 2017

**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 Steve Stockman, Director Bruce MacKimmie, Vice President Cockrell, and President Gary Burke.

Cal Fire: Chief Ian Larkin.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

Assistant Chief Paul Cole was absent due to a prior family commitment.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Director MacKimmie recused himself and left the room for this item because retirement checks are contained in the Vendor Checks.

- A. Approval of minutes of January 25, 2017 Regular Board Meeting.
- B. Approval of Vendor Checks #18124-18175 in the amount of \$137,055.04, dated January 1 to January 31, 2017.
- C. Approval of Payroll Checks #20924-20929 in the amount of \$632.42, dated January 1 to January 31, 2017.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$126.80, dated January 1 to January 31, 2017.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

7. CONTINUING BUSINESS (taken out of order)

A. Adoption of New Fire Code Ordinance (Second Reading)

1) Public Meeting

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

Chief Mondragon explained any changes to the new Fire Code Ordinance. Some Board discussion occurred.

Attorney Savaree pointed out a correction to be made on page 7.

2) Adopt Ordinance 2016-01 – An Ordinance Adopting the California Fire Code 2016 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers Therefor

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Ordinance 2016-01 - An Ordinance Adopting the California Fire Code 2016 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers Therefor:

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

Motion passed 5-0.

6. NEW BUSINESS

Review and Approve the Financial Statements and Independent Auditor's Report for The Fiscal Year Ended June 30, 2016

President Burke stated that the Finance Committee met yesterday with Assistant Chief Cole and discussed some minor items on the audit report relating to CalPERS that need correcting. Therefore, it was decided that the review and approval will be placed on next month's Board Meeting Agenda.

President Burke commented on the sizeable improvement in assets between the first audit he was involved in (2007, \$2.08 million) and the current audit (\$17.9 million).

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke referred to the spreadsheets and pointed out some of the highlights.

Secretary McShane indicated she spoke with Chief Cole last night regarding the training tower, and he has the fee schedule and maintenance schedule almost completed.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

Director MacKimmie reported on his attendance at the Special Districts meeting at Sequoia Health Care District in Redwood City. He met the new Board of Supervisors. Discussed were SB 450 - mail-in ballots, SB 415/AB 2028 – even year elections, which we are already doing. He stated that Joshua Cosgrove is the new chair.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported his attendance at a CEAP meeting. He enjoyed seeing who all the players are on the Coastside as it relates to preparedness. He feels there's a void until the County Coordinator position is filled, which should be done by the next meeting.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin referred to the Statistics and PARS reports.

He indicated the District fared pretty well during the recent storms, despite some creeks overflowing. He reported that volunteers helped at the Comfort Inn during flooding.

Chief Larkin stated that the training tower product is scheduled to arrive on May 17 and construction will begin soon thereafter.

He reported that the new fire truck is on order and is expected to arrive in September.

As to Station 41 progress, Chief Larkin reported that we are on time to have all the questions answered which came back after the Draft EIR comment period.

Chief Larkin indicated the Cal Fire labor contract is moving forward through Legislation for approval and then goes to the labor group for ratification. Figures are being put together now and will be given to the Board.

Director Stockman reported that he has completed all three required Board member courses.

9. CORRESPONDENCE

President Burke indicated we are now getting a quarterly detailed report from PARS.

10. ADJOURNMENT

President Burke adjourned the meeting at 6:35 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 4-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Ordinance 2016-01 - An Ordinance Adopting the California Fire Code 2016 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers Therefor. Motion passed 5-0.