

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

**March 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 6:05 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**

The Board heard public comments from the audience regarding the possibility of an additional ambulance on the Coast, and President Burke provided comments on the issue.

President Burke provided direction to Staff to include AMR statistics in next month's report.

**5. CONSENT CALENDAR**

- A Approval of minutes of February 25, 2015 Regular Board Meeting
- B Approval of Vendor Checks #16536-16594 in the amount of \$2,552,723.19, dated Feb. 1 to Feb. 28, 2015
- C Approval of Payroll Checks #20747-20753 in the amount of \$674.79, dated Feb. 1 to Feb. 28, 2015
- D Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.82, dated Feb. 1 to Feb. 28, 2015.

President Burke made one change to the February 25, 2015 minutes.

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

**6. NEW BUSINESS**

A. Distribute Amended Bylaws and Board Policies

Attorney Savaree indicated that Assistant Chief Cole wanted each Board member to have a complete copy of the amended Bylaws and Board Policies.

B. Adopt Resolution No. 2015-09, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving Plans and Specifications and Awarding a Construction Contract to Andreini Bros. Inc. for (Contract 2015-01) Station 40 Paving Project at 1191 Main Street, Half Moon ay, California 94019 in the Amount of \$492,789

Assistant Chief Cole introduced the Resolution and recommended adoption of the Resolution and awarding the contract to Andreini Bros.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2015-09, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving Plans and Specifications and Awarding a Construction Contract to Andreini Bros. Inc. for (Contract 2015-01) Station 40 Paving Project at 1191 Main Street, Half Moon ay, California 94019 in the Amount of \$492,789:

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

Motion passed 5-0.

C. Review and Approve Adopting Resolution No. 2015-11, A Resolution Awarding the Environmental Document Preparation for the Fire Station 41 (El Granada) Replacement Project to PlaceWorks in the Amount of \$127,160

Attorney Savaree provided comments, summarized the Staff Report, and recommended awarding the Contract to PlaceWorks in the amount of \$127,160.

Assistant Chief Cole provided comments.

Discussion occurred between the Board and Neal Martin of NM&A.

Attorney Savaree is to make certain changes to the Resolution based on the Directors' comments.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2015-11, as amended, A Resolution Awarding the Environmental Document Preparation for the Fire Station 41 (El Granada) Replacement Project to Place Works in the Amount of \$127,160:

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

Motion passed 4-1.

- D. Discussion and Direction on Consideration of Adjustment from \$100 to \$125 for Board Members for Regular and Special Board Meetings, Not to Exceed Two Meetings a Month for a Maximum Monthly Compensation of \$250

President Burke introduced this item and provided comments.

Attorney Savaree provided comments regarding the current rates and what is required to make a change.

Board discussion occurred.

Staff was directed to provide the Board members with a form showing date, place, and subject of meetings.

Staff was directed to bring back an ordinance to next month's meeting that reflects comments made at tonight's meeting.

- E. Adopt Resolution No. 2015-10, A Resolution Authorizing Check Signatures for the Coastside Fire Protection District

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

ON MOTION by President Burke, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2015-10, A Resolution Authorizing Check Signatures for the Coastside Fire Protection District:

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

Motion passed 5-0.

F. Review and Approve Amendment to District Counsel Contract

Vice President Cockrell provided comments on this item.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to increase the hourly rate for District Counsel from \$185 per hour to \$240 per hour. Motion passed 5-0.

G. Schedule Date and Time for New Fire Station 41 Public Meeting

President Burke suggested a meeting in late April, and to include an architectural drawing or rendering, information regarding how long the project might take, and information about who will be handling the various phases of the project. The meeting will provide the public the opportunity to provide input regarding the project.

The GCSD meeting room or a school were suggested as possible meeting places. Assistant Chief Cole will coordinate with the architect for some type of rendering, and coordinate regarding available dates and locations for the meeting. A weekend afternoon was suggested as a good day for a meeting.

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

A. Finance Committee Report

Secretary McShane reported she met with Assistant Chief Cole today and discussed her questions on the Strategic Plan.

President Burke comments on some items in the financial report.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at the Volunteers Administrative Business meeting earlier this month. The volunteers are now fully trained, and one is a Certified Paramedic.

He discussed the annual upcoming Crab Feed on May 2<sup>nd</sup> at 6:00 p.m. at a cost of \$60 per person.

C. Land and Structures Committee Report

Assistant Chief Cole discussed a meeting he attended with various entities regarding the new Station 41.

D. Vegetation Management Committee Report

Secretary McShane discussed the drought and a meeting she attended at the El Granada Sanitary District.

Vice President Cockrell discussed the new 500,000-gallon storage tank being installed by the Montara Water & Sanitary District.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the March 6<sup>th</sup> CEAP meeting. There was a presentation by the San Mateo County Human Services Agency.

H. Attorney's Report

Attorney Savaree discussed the election being moved from odd to even years. She indicated the Mid Coast Community Council and Granada Community Services District are also considering making this change, and she indicated the public meeting before the Board of Supervisors will be holding their meeting on Tuesday, March 31<sup>st</sup> at 9:00 a.m.

I. Fire Chief's Report

Cal Fire Chief Jalbert reported Cal Fire will be hiring the first batch of state-funded engines in preparation for fire season approximately 45 days ahead of schedule due to the drought.

Chief Jalbert indicated they will be hiring four defensible space inspectors and he discussed their duties.

Chief Jalbert reported that call volumes were within normal limits this month.

Assistant Chief Cole discussed the need for backflow preventers for Stations 40 and 41 and the estimated cost.

Assistant Chief Cole stated that interviews will be held in April for the open staff position.

Assistant Chief Cole indicated Staff will bring a concept to the Board next month regarding a training facility in conjunction with the Station 40 Lot Project.

**8. CORRESPONDENCE**

President Burke commented on the San Mateo County Investment Policy Statement and some discussion occurred.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 7:20 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 Director MacKimmie, the Board unanimously approved the Consent Calendar as amended. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board voted to adopt Resolution No. 2015-09, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving Plans and Specifications and Awarding a Construction Contract to Andreini Bros. Inc. for (Contract 2015-01) Station 40 Paving Project at 1191 Main Street, Half Moon ay, California 94019 in the Amount of \$492,789. Motion passed 5-0.

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Staff was directed to provide the Board members with a form showing date, place, and subject of meetings.

Staff was directed to bring back an ordinance to next month's meeting that reflects comments made at tonight's meeting regarding meeting compensation rates.

ON MOTION by President Burke, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2015-10, A Resolution Authorizing Check Signatures for the Coastside Fire Protection District. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to increase the hourly rate for District Counsel from \$185 per hour to \$240 per hour. Motion passed 5-0.