

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

December 11, 2013

**LOCATION:
1191 Main Street
Half Moon Bay, CA 94019**

ACTION MINUTES

1. OPEN SESSION

President Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 6:03 p.m. This Special Board meeting combines the November and December Board meetings due to the holidays.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback, Director Karen Anderson, Vice President J. B. Cockrell, and President Gary Burke.

Cal Fire: Chief Scott Jalbert.

Staff: Fire Marshall Clayton Jolley.

Legal Counsel: Attorney Kai Ruess (for Attorney Jean Savaree).

Admin. Secretary: Jean Headley.

Chief Cole was absent due to a death in the family.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. PUBLIC COMMENT – LOCAL 2881

None.

6. CEREMONIAL

A. Oath of Office for newly elected Board Members Gary Burke, Ginny McShane, and Harvey Rarback

Attorney Kai Ruess gave the Oath of Office to Board members Gary Burke, Ginny McShane, and Harvey Rarback, who repeated the oath.

B. Presentation of Commendation to Fire Marshal Clayton Jolley on the Service Retirement

Cal Fire Chief Scott Jalbert read aloud the language of the commendation, and President Burke and the Board presented the framed commendation to retiring Fire Marshal Clayton Jolley. Chief Jolley thanked the Board for the commendation and praised the volunteer firefighters.

Attorney Jean Savaree arrived, and Attorney Kai Ruess left the meeting.

6A. AMENDMENT TO AGENDA

ON MOTION by President Burke, seconded by Director Anderson, the Board voted unanimously to Item 10D to the agenda regarding a discussion, review, and action on a possible RFP for real estate services. Motion passed 5-0.

7. CONSENT CALENDAR

- A. Approval of minutes of October 23, 2013 Regular Board Meeting
- B. Approval of Vendor Checks #15395-15459 in the amount of \$157,782.96, dated October 1 to October 31, 2013
- C. Approval of Vendor Checks #15460-15536 in the amount of \$103,645.73, dated November 1 to November 30, 2013
- D. Approval of Payroll Checks #20619-20625 in the amount of \$674.77, dated October 1 to October 31, 2013
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.84, dated October 1 to October 31, 2013
- E. Approval of Payroll Checks #20626-20633 in the amount of \$782.05, dated November 1 to November 30, 2013
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$143.74, dated November 1 to November 30, 2013

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

10. NEW BUSINESS (continued) (taken out of order)

A. CalPERS Actuarial Analysis Review Update – Bartel Associates LLC

President Burke introduced John Bartel of Bartel Associates, LLC.

Mr. John Bartel gave a PowerPoint presentation regarding the District's three options regarding the CalPERS Pension Plan. A hard copy of the presentation had been distributed to the Board just prior to the meeting. Mr. Bartel discussed each of the options at length. He responded to questions and comments from the Board, and Board discussion occurred.

8. NEW BUSINESS

A. Election of Board Officers

Director McShane nominated Director Burke to serve as Board President for the next year, and Director Cockrell seconded the nomination.

ON MOTION by Director McShane, seconded by Director Cockrell, the Board voted unanimously to elect Director Gary Burke to serve as Board President for the next year.

Director Cockrell nominated Director McShane to serve as Board Vice President for the next year, and Director Anderson seconded the nomination.

ON MOTION by Director Cockrell, seconded by Director Anderson, the Board voted unanimously to elect Director Ginny McShane to serve as Board Vice President for the next year.

President Burke nominated Director Cockrell to serve as Board Secretary for the next year, and Vice President McShane seconded the nomination.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to elect Director J. B. Cockrell to serve as Board Secretary for the next year.

B. Selection of Board Committee Members

President Burke suggested that the committee assignments remain as they currently are, and the Board members were in agreement.

C. Selection of Volunteer Liaison

President Burke indicated that Secretary Cockrell would continue to serve as the Volunteer Liaison, and Secretary Cockrell agreed.

D. Selection of California Independent Special Districts Association Liaison

President Burke indicated this assignment would remain as it currently is.

E. Selection of ALS/JPA Liaison

President Burke indicated this assignment would remain as it currently is.

9. CONTINUING BUSINESS

A. Community Facilities District # 25 (925 Main Street, Half Moon Bay)

1. Motion to Adopt Resolution No. 2013-38 Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election

Cal Fire Chief Jalbert opened the ballot and read that the result of the special election was "Yes", and Attorney Savaree indicated that means 100% approval.

ON MOTION by President Burke, seconded by Vice President McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-38, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2013-04, An Ordinance Levying Special Taxes within Community Facilities District No. 25

ON MOTION by President Burke, seconded by Director Anderson, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2013-04, An Ordinance Levying Special Taxes within Community Facilities District No. 25:

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

Motion passed 5-0.

B. Community Facilities District # 26 (460 Wavecrest Road, Half Moon Bay)

1. Motion to Adopt Resolution No. 2013-39, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election

Cal Fire Chief Jalbert opened the ballot and read that the result of the special election was “Yes”, and Attorney Savaree indicated that means 100% approval.

ON MOTION by President Burke, seconded by Director Anderson, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-39, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2013-05, An Ordinance Levying Special Taxes within Community Facilities District No. 26

ON MOTION by President Burke, seconded by Director Anderson, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2013-05, An Ordinance Levying Special Taxes within Community Facilities District No. 26:

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

Motion passed 5-0.

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

1. Public Hearing

President Burke opened the public hearing on this item. Seeing no one wishing to speak, he closed the Public Hearing.

2. Adopt Ordinance No. 2013-03, An Ordinance Adopting the California Fire Code 2013 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and the Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers Therefor

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

Motion passed 5-0.

10. NEW BUSINESS (continued)

B. Discuss Strategic Plan Work Schedule

President Burke discussed the Strategic Plan Work Schedule in tonight's Board packet, as well as a document entitled "Mission, Vision and Values," which was distributed to the Board previously this evening. He suggested distributing the "Mission" document to the public and discussed the proposed timeline shown on the Work Schedule.

Following Board discussion, it was decided that President Burke would discuss this with Chief Cole to prepare appropriate documents.

C. Discuss and Approve Scheduling a Special Board Meeting in January 2014 for the Five-member Board to Tour the Three Coastside Fire Stations

Vice President McShane discussed this item. Direction to Staff is to contact the Board members to arrive at a mutually agreeable date and time for all Board members. A Wednesday was picked as a possible day.

D. Discussion and Direction Regarding Issuance of Request for Proposals for Real Estate Services

President Burke introduced this item, and Secretary Cockrell provided comments.

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

Extensive Board discussion occurred between the Board, with Attorney Savaree providing comments.

President Burke suggested some additions to the language in the Scope of Services and Selection Criteria. He suggested sending out the RFP in December, for responses due by January 31, 2014.

ON MOTION by Director Anderson, seconded by Secretary Cockrell, the Board voted unanimously to issue the RFP as soon as possible with the suggested additions, with responses due by January 31, 2014. Motion passed 5-0.

11. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that tax revenues have started coming in, and the District purchased a budgeted new utility vehicle.

B. Volunteer Liaison Report

Secretary Cockrell reported on his attendance at a volunteer meeting in early December, where various committees gave their reports. There will be a new committee to recruit additional volunteers. Also discussed was a toy drive for the volunteer Christmas party at the IDES Hall, and training volunteers to drive apparatus.

Secretary Cockrell indicated that after the volunteer meeting, he was approached by a group of volunteers who provided him with quite a bit of history of the volunteer organization going back to 1936, and he discussed some of this history.

C. Land and Structures Committee Report

Director Anderson asked the Board and Chief Jalbert if they received her email regarding CSDA funds possibly available for volunteer training, and she was told that her email was received. Chief Jalbert indicated he had not yet had time to review it.

D. Vegetation Management Committee Report

No report.

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

Director Rarback stated he and Secretary McShane went to the Special Districts Leadership Academy Conference, and he referred to a document he had distributed earlier this evening regarding things he learned there. Vice President McShane also provided comments on the Conference and named several pamphlets and booklets she obtained at the Conference. She indicated she will ask the office staff to make copies of these for each Board member.

F. ALS/JPA

No report.

G. Emergency Preparedness

Vice President McShane reported on her attendance at the monthly CEAP meeting, where recent events and community needs were discussed.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Scott Jalbert discussed Chief Jolley's retirement and the issue of his replacement.

Chief Jalbert reported that the District received funding for the ALS Battalion Chief position and the San Mateo County Training Officer position, and he discussed the combination of certain positions.

Chief Jalbert stated that technical and water rescue training in San Mateo and Santa Cruz counties is being discussed.

Chief Jalbert discussed two fatality calls and two technical rescue incidents.

Chief Jalbert stated that he has been appointed to the Management Council for the JPA Zone 5 and will be attending the JPA meetings.

Chief Jalbert stated that the San Mateo County Sheriff's Office of Emergency Services has appointed a new Coastal Emergency Services contact, although he has not yet met this person. He will be stationed on the Coast.

Secretary Cockrell indicated that he received a call today from Justin Sheaff, who apologized for being unable to attend tonight's meeting. Mr. Sheaff spoke with him about rope training and PSA's funded by the union.

Secretary Cockrell indicated that Mr. Sheaff also spoke with him regarding possibly forming a Community Outreach Committee consisting of Cal Fire, CFPD Board, and Local 2881, to make the community aware of safety issues.

Following some Board discussion, it was decided that beginning in January 2014, the regular monthly Board meetings will commence at 6:00 p.m. instead of 7:30 p.m.

12. CORRESPONDENCE

No discussion.

13. ADJOURNMENT

President Burke adjourned the meeting at 8:30 p.m.

Respectfully submitted,



J. B. Cockrell, 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

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

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ON MOTION by Director Cockrell, seconded by Director Anderson, the Board voted unanimously to elect Director Ginny McShane to serve as Board Vice President for the next year.

ON MOTION by President Burke, seconded by Vice President McShane, the Board voted unanimously to elect Director J. B. Cockrell to serve as Board Secretary for the next year.

ON MOTION by President Burke, seconded by Vice President McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2013-38, Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Election. Motion passed 5-0.

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Following Board discussion regarding the Strategic Work Plan Schedule, it was decided that President Burke would discuss this with Chief Cole to prepare appropriate documents.

Direction to Staff is to contact the Board members to arrive at a mutually agreeable date and time for all Board members to attend a special board meeting to tour the three stations. A Wednesday was picked as a possible day.

ON MOTION by Director Anderson, seconded by Secretary Cockrell, the Board voted unanimously to issue the RFP (for Real Estate Services) as soon as possible with the suggested additions, with responses due by January 31, 2014. Motion passed 5-0.

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