

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

June 24, 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 6:00 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 Kai Reuss.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

7. NEW BUSINESS (President Burke moved this item up to be taken out of order)

E. Review and Discuss Letter of Intent with the Granada Community
Services District

President Burke provided comments regarding the draft Memorandum of Understanding between the Granada Community Services District and the Coastside Fire Protection District.

4. PUBLIC COMMENT

The Board heard public comments from a member of the audience regarding Station 41.

Secretary McShane provided comments to the audience member who spoke regarding Station 41.

5. CONSENT CALENDAR

- A. Approval of minutes of May 27, 2015 Regular Board Meeting.
- B. Approval of Vendor Checks #16710-16781 in the amount of \$1,683,011.92, dated May 1 to May 31, 2015.
- C. Approval of Payroll Checks #20768-20779 in the amount of \$1,150.71, dated May 1 to May 31, 2015.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$205.78, dated May 1 to May 31, 2015.

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

6. CONTINUING BUSINESS

- A. Update on Requirements to Achieve Special District Leadership Foundation District of Distinction

President Burke stated that he and Vice President Cockrell, Director MacKimmie attended the required Special District Governance Training in Fresno.

Vice President Cockrell and Director MacKimmie both provided positive comments about the training.

Secretary McShane indicated that she and Director Rarback have also done the required training.

President Burke stated that he would like to submit the District of Distinction application in September and asked Staff what is required to complete the application.

- B. Community Facilities District #30 (481, 483, 485 Pine Avenue, Half Moon Bay)

Assistant Chief Cole introduced the Resolution.

- 1. Public Hearing

President Burke opened the public hearing.

Seeing no one wishing to speak on this item, he closed the public hearing.

2. Motion to Adopt Resolution No. 2015-16 Resolution of Formation

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2015-16, A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 30, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District:

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

Motion passed 5-0.

3. Motion to Adopt Resolution No. 2015-17, Resolution Calling for Special Election

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2015-17, A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 30:

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

Motion passed 5-0.

7. NEW BUSINESS

A. Review and Approve Preliminary Budget for Fiscal Year 2015/16

Assistant Chief Cole presented the proposed Budget and Staff Report. He summarized the Staff Report and recommended that the Board approve the Preliminary Budget for Fiscal Year 2015/16.

1. Public Hearing

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

2. Motion to Adopt Preliminary Budget for Fiscal Year 2015/16

Board discussion occurred, and the Board praised Assistant Chief Cole for his excellent work on the District's budget and finances.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to adopt the Preliminary Budget for Fiscal Year 2015/16 as presented. Motion passed 5-0.

B. Adopt Resolution No. 2015-18, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2015-2016

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

Some Board discussion occurred.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-18. Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2015-2016:

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

Motion passed 5-0.

C. Adopt Resolution No. 2015-19, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for the Fiscal Year 2015-2016

Assistant Chief Cole introduced the Resolution, explained the reason for it, 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. 2015-19,

Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for the Fiscal Year 2015-2016:

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

Motion passed 5-0.

- D. Adopt Resolution No. 2015-20, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2015-2016

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

Some Board discussion occurred.

ON MOTION by Director Rarback, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2015-20, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2015-2016:

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

Motion passed 5-0.

- E. Review and Discuss Letter of Intent with the Granada Community Services District

(This item was moved up on the agenda after the Pledge of Allegiance.)

- F. Review and Discuss Cal Fire Deliverables for Fiscal Year 2015/16

Assistant Chief Cole presented the Cal Fire Annual Deliverables Report. He indicated it is the same as last year and asked if the Board desires any changes or additions to the document.

Some Board discussion occurred.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that the Finance Committee met this evening.

Secretary McShane reported they went through the budget and Assistant Chief Cole responded to their questions. She indicated the committee is pleased with the budget.

B. Volunteer Liaison Report

Vice President Cockrell reported he attended the volunteer meeting earlier this month and that Chief Jalbert was also there. Discussed at the meeting was the volunteer handbook which is in progress. The volunteers were issued their wildland firefighting gear at the meeting. Also discussed was volunteers being the fourth firefighter on a strike team. They discussed drivers' training.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

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

Director Rarback stated that LAFCo is having a special meeting on July 15th at 1:30 p.m. to discuss the dissolution of the Harbor District.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the June 5 CEAP meeting. There was a presentation from San Mateo County Public Health Department regarding servicing the elderly, shut-ins, people in assisted living facilities, etc.

H. Attorney's Report

No report.

President Burke announced the following re: upcoming meetings:

July 15, 12:00 noon, Special Board Meeting, Station 40 meeting room.

July 16, 7-8:30 p.m., Scoping Meeting and review of Station 41 SEQA requirements: Public Meeting at El Granada Elementary School Multi-Purpose Room, 400 Santiago Street, HMB.

The regularly scheduled Board meeting on July 22nd will be eliminated.

I. Fire Chief's Report

Cal Fire Chief Jalbert referenced the Operational Statistics Report. He reported there was one minor accident involving one of the District apparatus.

Chief Jalbert discussed how important the new training prop will be for new firefighters.

Chief Jalbert reported field conditions now are as they normally are in September and October.

Chief Jalbert discussed employee movements and transfers, and he also talked about two recent vehicle incidents.

Assistant Chief Cole discussed a recent fatality fire, which is still under investigations.

Assistant Chief Cole discussed the progress of documents regarding Station 41 and the distribution of the notice of the meeting on July 16th to surrounding neighbors.

Assistant Chief Cole discussed the progress of the Lot Improvements Project at Station 40.

Assistant Chief Cole discussed the Harbor District issues with LAFCo.

9. CORRESPONDENCE

No discussion.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

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 submitted. Motion passed 5-0.

President Burke stated that he would like to submit the District of Distinction application in September, and he asked Staff what is required to complete the application.

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ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to adopt the Preliminary Budget for Fiscal Year 2015/16 as presented. Motion passed 5-0.

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