

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

**February 27, 2019**

**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: Director Bruce MacKimmie, Vice President J.B. Cockrell,  
and President Gary Burke.  
Legal Counsel: Jean Savaree.  
Cal Fire: Chief Ian Larkin.  
Admin. Secretary: Jean Headley.

Director Stockman was present via conference phone.

Secretary McShane was absent due to illness.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of January 23, 2019 Regular Board Meeting.
- B. Approval of Payroll Checks #21035-21039 in the amount of \$797.68, dated January 1 to January 31, 2019.
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$144.26, dated January 1 to January 31, 2019.
- D. Approval of Vendor Checks #19664-19714 in the amount of \$472,181.50 dated January 1 to January 31, 2019.

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

**6. CONTINUING BUSINESS**

None.

**7. NEW BUSINESS**

A. Review Request from Dream Machines Representative Chad Hooker Regarding Fire Protection and Support Services for the 2019 Event

Chad Hooker, Chair of the Pacific Coast Dream Machines Steering Committee, once again requested the District's support for the Dream Machines event. He indicated that AMR is providing an ambulance at no cost. He also discussed the participation of the Half Moon Bay Police Department.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously voted to continue the support for the Dream Machines event this year. Motion passed 4-0.

B. Station 41 Construction Status Update (Presentation)

Chief Larkin introduced the Project Manager, Architect Jeff Katz, who made a slide show presentation of the progress of the construction of Station 41.

C. Review and Approve Financial Statements and Independent Auditor's Report for the Year Ending June 2018

Chief Larkin indicated the auditors found no irregularities in the audit.

President Burke provided comments on some highlights of the report.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously voted to approve the Financial Statements and Auditor's Report for the year ending June 30, 2018. Motion passed 4-0.

D. Review and Discuss Draft Volunteer Handbook

Chief Larkin presented a draft Volunteer Handbook to the Board.

President Burke provided comments about the Coastsides volunteer recruitment efforts.

Discussion occurred between the Board and Chief Larkin.

E. Review and Discuss Operating Plan

Chief Larkin provided the Board with the revised Operating Plan.

President Burke discussed the changes in some of the deliverables, and Chief Larkin discussed how they track the deliverables.

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

**A. Finance Committee Report**

President Burke indicated that he and Chief Larkin had a Finance Committee meeting. He pointed out the Statistics Report and indicated that the District has received the ERAF funds.

Chief Larkin provided comments on LAIF transfers that will be necessary to cover Station 41 costs.

**B. Volunteer Liaison Report**

Vice President Cockrell reported on his attendance at this month's meeting. He indicated the treasury report was reviewed, he reminded the Board about the upcoming Crab Dinner on April 6<sup>th</sup> and recommended that the Directors attend. He said that applications and interviews are underway for volunteer firefighters. He indicated the volunteers will be cleaning the bell at Station 40. He reported that Volunteer Captain Hosfeldt is returning to his duties following his absence due to his wife's illness. He discussed the firefighter training that occurs at Half Moon Bay Airport. He discussed a few other events concerning the volunteer firefighters.

**C. Land and Structures Committee Report**

Director Stockman referred to the closed session meeting with Chief Larkin and the realtors that will occur after tonight's regular Board meeting.

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

President Burke provided comments about Rick Lohman being elected to LAFCo as a Special District Representative. He also discussed the various special districts that exist. He indicated that Rick Lohman thanked the Board for their support.

**E. ALS/JPA**

No report.

**F. Emergency Preparedness**

Director Stockman indicated the Emergency Preparedness part of the community continues to self-identify and organize all the neighbors up and down the coast.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin updated the Board on several open positions.

He introduced Gary Silva to the Board. Gary is the new Battalion Chief Fire Marshall between the District and San Mateo County.

As to the Associate Government Program Analyst position, Chief Larkin reported a candidate has accepted the position. His name is Peihua Ku, and he is currently a military reservist. He will start with the District on March 11.

Chief Larkin stated they have filled the training officer position that has been vacant, as well as the fire captain training officer in San Mateo County.

He referred to the Statistics Report and the PARS Report.

He added to Vice President Cockrell's report concerning volunteer firefighter recruitment, indicating that there are currently 12 potential candidates.

Director Stockman added comments about the volunteer firefighters and the filling of the vacant positions.

**9. CORRESPONDENCE**

A. Letter from San Mateo County LAFCo Regarding Special District Selection Committee Results

No discussion.

**10. CLOSED SESSION**

President Burke adjourned the Board into Closed Session at 6:53 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 549556.8)

Property: Parcel A located at the corner of Obispo Road and Coronado Street in El Granada.

California Agency Negotiator: Ian Larkin, Jan Gray and Barbara LaVey.  
Negotiating Parties: Coastside Fire Protection District and Granada Community Services District.

Under Negotiation: Terms and price for potential sale of property.

**11. OPEN SESSION**

The Board returned to Open Session at 7:23 p.m.

**12. REPORT ON ACTION TAKEN IN CLOSED SESSION**

Attorney Jean Savaree reported there was no action taken in Closed Session.

**13. ADJOURNMENT**

President Burke adjourned the meeting at 7:23 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 MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously voted to continue the support for the Dream Machines event this year. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board unanimously voted to approve the Financial Statements and Auditor's Report for the year ending June 30, 2018. Motion passed 4-0.