

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

**August 28, 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 Coastsides Fire Protection District at 6:02 p.m.

**2. ROLL CALL**

Directors Present: Secretary Ginny McShane, Director Steve Stockman,  
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.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes from July 24, 2019 Regular Board Meeting
- B. Approval of Vendor Checks #20048-20082 in the amount of \$117,579.28 dated July 1 to July 31, 2019
- C. Approval of Payroll Checks #21054-21063 in the amount of \$1,826.25 dated July 1 to July 31, 2019
- D. Direct Deposits of Federal, State & Hospital Taxes in the amount of \$153.02 dated July 1 to July 31, 2019

Director MacKimmie recused himself from voting on the Consent Calendar.

President Burke made two corrections to the July 24, 2019 Minutes.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, the Board voted to approve the Consent Calendar as amended. Motion passed 4-0-1, with Director MacKimmie abstaining.

**6. CONTINUING BUSINESS**

No continuing business.

**7) NEW BUSINESS**

A. Review, Discuss, and Approve Staff Report with Recommendation for Response to San Mateo County Grand Jury Report Dated July 22, 2019

Attorney Savaree presented Chief Larkin's proposed response to the Grand Jury, and she requested direction from the Board.

Chief Larkin pointed out the recommendations and requirements from the Grand Jury. Staff is still working on how to respond to the report. Board discussion occurred.

Direction was to approve the Staff Report's recommendations.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the Staff Report and the recommended actions as proposed by Chief Larkin. Motion passed 5-0.

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

A. Finance Committee Report

President Burke discussed the format of the Financial Statements and Spreadsheet as well as a few other issues with which he had some concerns. He asked the Board to let Chief Larkin know if they have any financial issues with the Financial Statements or Spreadsheet.

Secretary McShane indicated she would like the financial documents to more clearly show what is happening so that the citizens can understand what they mean.

B. Volunteer Liaison Report

Vice President Cockrell reported there was a meeting on August 1<sup>st</sup>. There was a report on the upcoming Pumpkin Festival. The bell in front of Station 40 was cleaned by the volunteers. They are in the process of updating the Volunteers' Manual. They discussed the starting date of the

academy, and Chief Larkin thinks it will be September 12<sup>th</sup>. They gave a financial report.

C. Land and Structures Committee Report

Vice President Cockrell reported that the Harbor District purchased the El Granada property.

Director Stockman indicated there was a good article in the paper about the new Station 41.

Director MacKimmie indicated that work is proceeding well and that November should be the completion date for Station 41. He said there is an issue about drainage under the accordion door, but this will be resolved.

Chief Larkin said that AT&T needs to install their conduits, but they have not yet responded; it is hoped they will be in contact soon so this can be resolved.

Direction to Staff: President Burke indicated we should start thinking about a date for a grand opening at Station 41.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Midcoast Community Council

No report.

G. Emergency Preparedness

Director Stockman discussed determining a process for the ability for CERT to have local activation through the Fire District, and he discussed the various agencies that are involved on the state and county level. He responded to Vice President Cockrell's request for an example of the process. Chief Larkin also provided comments.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin reported that the new Truck 41 is back and in service. The old Truck 41 was sold at an auction in Vallejo for \$1,500.

Chief Larkin indicated that CERT is continuing to move forward. Several trainings are scheduled, including September 14<sup>th</sup>, which is a refresher course for CERT trainees.

Chief Larkin stated he is working with Jeff Katz on the purchase of the furniture and fixtures for inside the new Station 41.

Chief Larkin reported on the staffing allocations for Deputy Fire Chief and for Battalion Chief. He also indicated that upgrading the Office Technician SSA at Station 40 should be completed in the near future.

Director MacKimmie inquired about the BBQ to be held after the CERT training event on September 14 from 9 a.m. to 2 p.m., and he asked if the District is contributing funds for that event. Board discussion occurred.

Director MacKimmie asked who to contact for "Fill the Boot" so that he can provide it to his neighbor who is involved with "Honor Flight Bay Area Foundation." Chief Larkin will give the information to him.

President Burke asked Chief Larkin about the status of the drone policy, and Chief Larkin indicated that CalFire is finalizing the unit's policy.

He referred to the Incident Report and discussed the PARS report.

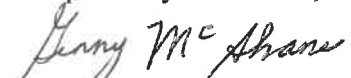
**9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 7:03 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 Vice President Cockrell, seconded by Director Stockman, the Board voted to approve the Consent Calendar as amended. Motion passed 4-0-1, with Director MacKimmie abstaining.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the Staff Report and the recommended actions as proposed by Chief Larkin. Motion passed 5-0.

Direction to Staff: President Burke indicated we should start thinking about a date for a grand opening at Station 41.

