

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

January 28, 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.

Staff: Assistant Chief Paul Cole.

Legal Counsel: Attorney Jean Savaree.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CLOSED SESSION

A. Conference with Real Property Negotiators (Government Code Section 54956.8)

Property: APN# 047-261-030; Agency Negotiator: Assistant Chief Cole;
Negotiating Parties: Coastside Fire Protection District and San Mateo
County Harbor District; Under Negotiation: Price and terms of payment
for purchase.

The Board adjourned into Closed Session at 6:01 p.m.

5A. REPORT ON CLOSED SESSION

The Board reconvened into Open Session at 6:30 p.m.

President Burke reported that no action was taken in the Closed Session.

6. CONSENT CALENDAR

- A Approval of minutes of December 3, 2014 Special Board Meeting
- B Approval of minutes of December 23, 2014 Special Board Meeting
- C Approval of Vendor Checks #16349-16381 in the amount of \$1,476,097.27, dated Nov. 1 to Nov. 30, 2014
- D Approval of Payroll Checks #20727-20733 in the amount of \$582.99, dated Nov. 1 to Nov. 30, 2014
- E Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.27, dated Nov. 1 to Nov. 30, 2014.
- F Approval of Vendor Checks #16382-16448 in the amount of \$424,668.95, dated Dec. 1 to Dec. 31, 2014
- D Approval of Payroll Checks #20734-20744 in the amount of \$1,015.98, dated Dec. 1 to Dec. 31, 2014
- E Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$178.94, dated Dec. 1 to Dec. 31, 2014.

President Burke made a minor correction to the minutes of both the December 3, 2014 and December 23, 2014 Special Board Meetings.

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

7. NEW BUSINESS

- A. Adopt Resolution No. 2015-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance

Assistant Chief Cole summarized the Staff Report and requested that the Board adopt the Resolution.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2015-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

B. Consideration and Adoption of a Resolution Requiring Election of Governing Body Members Be Held on the Same Day as the Statewide General Election

Attorney Savaree summarized the Staff Report and recommended the adoption of the Resolution.

Director Rarback provided comments.

ON MOTION by Director Rarback, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-02, A Resolution Requiring Election of Governing Body Members Be Held on the Same Day as the Statewide General Election:

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

Motion passed 5-0.

C. Review and Approve Fire District Investment Policy

Director MacKimmie recused himself and left the room for this item due to a possible conflict of interest.

President Burke introduced this item, and Attorney Savaree indicated that no changes have been made.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-03, A Resolution Approving Fire District Investment Policy:

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

Motion passed 4-0.

D. Review and Approve Awarding of Heavy Rescue Vehicle Contract to Golden State Fire Apparatus, Inc. (Pierce Manufacturing)

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

Assistant Chief Cole summarized the Staff Report and recommended that the Board award the contract for one heavy rescue vehicle to Golden State Fire Apparatus Inc. (Pierce Manufacturing) in the amount of \$687,757. He described the heavy rescue vehicle and how it will be used, and he indicated this has been in the budget for several years.

The Board provided positive comments regarding the new acquisition.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to award the contract for one Heavy Rescue Vehicle to Golden State Fire Apparatus, Inc. (Pierce Manufacturing) in the amount of \$687,757. Motion passed 5-0.

E. Review and Approve Awarding of Station 41 Architectural Services to Jeff Katz Architects

Assistant Chief Cole summarized the Staff Report and requested preliminary approval from the Board to award the contract to JKA Architecture – Jeff Katz – in the amount of \$435,000 pending two items. He asked approval for him and Director MacKimmie to fly to San Diego to visit the facilities similar to that being contracted for, and this will provide them with the opportunity to meet face-to-face with other entities that have had work done by JKA Architecture.

Attorney Savaree indicated she will draft the contract based on discussions at tonight's meeting and the contract will come back to the Board for final approval.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to preliminarily approve the contract with JKA Architecture – Jeff Katz – for architectural design services for new Fire Station 41 in the amount of \$435,000, based on the contingency that Assistant Chief Cole and Director MacKimmie do not find any problems during their visit to Southern California. Motion passed 4-1, with Director Rarback dissenting.

F. Contract with Neal Martin & Associates to Perform Planning Related Services for a New Fire Station to be Constructed by the District

G. Contract with Burke Land Use to Perform Planning Related Services for a New Fire Station to be Constructed by the District

Attorney Savaree summarized both Staff Reports and recommended that the Board approve the contracts with Neal Martin & Associates and Burke Land Use.

Director Rarback pointed out two typos on both agreements.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to award a contract to Neal Martin & Associates to perform planning related services for a new fire station to be constructed by the District. Motion passed 4-1, with Director Rarback dissenting.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to award a contract to Burke Land Use to perform planning related services for a new fire station to be constructed by the District. Motion passed 4-1, with Director Rarback dissenting.

H. Discuss Phase II of Station 40 Lot Improvement Construction Management Oversight and Approve Chad Hooker Property Services, Inc. Proposal

Assistant Chief Cole summarized the Staff Report and recommended that the Board approve the fee proposal of Chad Hooker Property Services, Inc. in the amount of \$9,600.00. Some Board discussion occurred.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the hiring of Chad Hooker Property Services, Inc. in the amount of \$9,600 for construction oversight of the Station 40 Lot – Phase II. Motion passed 5-0.

I. Review and Approve Contract with Regional Government Services for Temporary, Part Time Accounting Project Advisor Services

Assistant Chief Cole discussed this item and indicated that District Counsel has reviewed the contract and has no problem with it.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to approve a contract with Regional Government Services for Temporary, Part Time Accounting Project Advisor Services. Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated there was no Finance Committee meeting.

Assistant Chief Cole indicated he is working with Staff on the development of the financial spreadsheets. He indicated that ERAF funds received were higher than anticipated, and that next month the secured property tax monies should begin coming in.

B. Volunteer Liaison Report

Secretary Cockrell had no report.

Assistant Chief Cole indicated he is in the process of developing a Volunteer Firefighter Handbook that includes all of the elements of the volunteer firefighter program, i.e., policies, structure, budget, etc. He asked for permission to work with Vice President Cockrell on some of the aspects to be in this handbook. Board discussion occurred.

C. Land and Structures Committee Report

Vice President Cockrell referred to a meeting attended by himself, President Burke, Director MacKimmie, and Assistant Chief Cole.

President Burke stated that he, Attorney Savaree, and Messrs. Martin and Burke met with County Planning Staff regarding the El Granada lot alternatives. He also indicated a preliminary, informal meeting was held with the Granada Sanitary District, and he has communicated with the Mid-Coast Community Council.

President Burke said that County Planning will need to have a public meeting in a few months, and he feels the Board should also have a public meeting to show the architectural plans for the two different portions of the property.

D. Vegetation Management Committee Report

Secretary McShane referred to maps she has received from homeowners associations with highlights of the areas needing attention.

She also discussed contact between the Princeton Homeowners Association and Chief Mondragon, and correspondence from Cabrillo Unified School District.

Assistant Chief Cole provided clarification of the Coral Reef area and how it relates to the school district.

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

Director Rarback indicated there was no meeting.

Secretary McShane said there will be a meeting on February 23rd.

F. ALS/JPA

Director MacKimmie stated the January meeting was canceled.

G. Emergency Preparedness

Secretary McShane indicated she works a lot with the Red Cross in San Mateo County.

Director Rarback reported he missed the last CEAP meeting due to illness.

Secretary McShane briefly discussed the Next Door neighborhood website.

Vice President Cockrell discussed HAM radio operators and large animal rescue group

H. Attorney's Report

No report.

I. Fire Chief's Report

Assistant Chief Cole discussed the 2014 Statistics Report, updated the Board on the Station 40 paving project, and referred to the PARS monthly statement.

9. CORRESPONDENCE

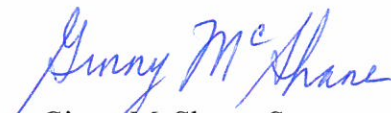
Assistant Chief Cole referred to the 2015 Professional Development Catalog and indicated that the Board members should let him know if they are interested in any of the workshops listed in the catalog.

Some Board discussion occurred regarding the District becoming a District of Distinction.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:38 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 Rarback,, the Board unanimously approved the Consent Calendar as amended. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2015-01, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by Director Rarback, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-02, A Resolution Requiring Election of Governing Body Members Be Held on the Same Day as the Statewide General Election. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2015-03, A Resolution Approving Fire District Investment Policy. Motion passed 4-0.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to award the contract for one Heavy Rescue Vehicle to Golden State Fire Apparatus, Inc. (Pierce Manufacturing) in the amount of \$687,757. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to preliminarily approve the contract with JKA Architecture – Jeff Katz – for architectural design services for new Fire Station 41 in the amount of \$435,000, based on the contingency that Assistant Chief Cole and Director MacKimmie do not find any problems during their visit to Southern California. Motion passed 4-1, with Director Rarback dissenting.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to award a contract to Neal Martin & Associates to perform planning related services for a new fire station to be constructed by the District. Motion passed 4-1, with Director Rarback dissenting.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to award a contract to Burke Land Use to perform planning related services for a new fire station to be constructed by the District. Motion passed 4-1, with Director Rarback dissenting.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to approve the hiring of Chad Hooker Property Services, Inc. in the amount of \$9,600 for construction oversight of the Station 40 Lot – Phase II. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, the Board voted unanimously to approve a contract with Regional Government Services for Temporary, Part Time Accounting Project Advisor Services. Motion passed 5-0.