

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

September 25, 2013

**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 7:30 p.m.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,
Director Karen Anderson, Vice President J. B. Cockrell,
and President Gary Burke.
Staff: Assistant Chief Paul Cole.
Cal Fire: Chief Scott Jalbert.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comments from members of the audience.

5. PUBLIC COMMENT – LOCAL 2881

The Board heard comments from Justin Sheaff of Local 2881. He discussed the upcoming MDA events, employee vacations, and PSAs.

6. CONSENT CALENDAR

- A. Approval of minutes of August 28, 2013 Regular Board Meeting
- B. Approval of Vendor Checks #15290-15350 in the amount of \$52,372.50, dated August 1 to August 31, 2013
- C. Approval of Payroll Checks #20604-20610 in the amount of \$674.77, dated August 1 to August 31, 2013
Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$121.84, dated August 1 to August 31, 2013

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

7. CONTINUING BUSINESS

A. Ad Hoc Committee Update on Board Policies and Bylaws

Vice President Cockrell reported that one of the committee members is recovering from major surgery. Upon her recovery, the committee will meet to go over the Policies & Procedures Manual and will come back to the Board with any comments or suggestions for revisions.

8. NEW BUSINESS

A. Review and Approve Final Budget for Fiscal Year 2013/14

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 Final Budget for Fiscal Year 2013/14

Assistant Chief Cole summarized the Staff Report and gave an overview of the proposed budget. He responded to questions and comments from the Board throughout his discussion. Board discussion occurred.

ON MOTION by President Burke, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously adopted the Final Budget for Fiscal Year 2013/14:

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

Motion passed 5-0.

B. Motion to Adopt Resolution No. 2013-25, Resolution of Intention to Form Community Facilities District No. 24 (400, 404, 408 Belleville Boulevard, Half Moon Bay)

The Board heard public comments from members of the audience.

Discussion occurred between Chief Cole and one of the speakers, and President Burke provided comments.

Attorney Savaree requested that the property owner contact her to discuss this issue.

ON MOTION by Vice President Cockrell, seconded by Director Anderson, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-25, Resolution of Intention to Form Community Facilities District No. 24 (400, 404, 408 Belleville Boulevard, Half Moon Bay):

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

Motion passed 5-0.

- C. Motion to Adopt Resolution No. 2013-26, Resolution of Intention to Form Community Facilities District No. 25 (925 Main Street, Half Moon Bay)

Chief Cole introduced the Resolution.

ON MOTION by Director Anderson, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-26, Resolution of Intention to Form Community Facilities District No. 25 (925 Main Street, Half Moon Bay):

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

Motion passed 5-0.

- D. Motion to Adopt Resolution No. 2013-29, Resolution of Intention to Form Community Facilities District No. 26 (460 Wavecrest Road, Half Moon Bay)

ON MOTION by Director Anderson, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-29, Resolution of Intention to Form Community Facilities District No. 26 (460 Wavecrest Road, Half Moon Bay):

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

Motion passed 5-0.

- E. Motion to Adopt Resolution No. 2013-27, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Misc. & Non-Represented Safety)

Chief Cole summarized the Staff Report and recommended adoption of the Resolution.

ON MOTION by Director Anderson, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-27, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Misc. & Non-Represented Safety):

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

Motion passed 5-0.

- F. Motion to Adopt Resolution No. 2013-28, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Represented Safety)

ON MOTION by Director Anderson, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2013-28, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Represented Safety):

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

Motion passed 5-0.

G. 1st Quarter Update on the Cooperative Agreement Deliverables

Chief Jalbert summarized the Staff Report and recommended that the Board accept the report as presented. He responded to questions and comments from the Board.

H. Review Staff Report Regarding Surplussing Obsolete Office Equipment

Chief Cole summarized the Staff Report and some Board discussion occurred. This was an informational item and no action was needed.

I. Discuss Request from Midcoast Community Council on Changing CFPD Board Meeting Dates

President Burke discussed this item. Other Board members also provided comments. Further discussion is to occur with members of the MCCC.

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

A. Finance Committee Report

Director Rarback reported that the Finance Committee met yesterday as well as earlier this evening. They looked over the draft budget and feel it was a good, conservative budget.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at a business meeting of the Volunteers and talked about what was discussed at the meeting.

Chief Cole reported the Volunteers are currently learning rope rescue and invited the Board members to observe.

C. Land and Structures Committee Report

Vice President Cockrell referred to the City Gate Associates report and proposal to analyze Stations 41 and 44, and Director Anderson and Secretary McShane also provided comments.

Staff was directed to put this item on the October agenda.

President Burke suggested that the committee get appraisals on the two stations, and Secretary McShane indicated this should go out to bid.

D. Vegetation Management Committee Report

Chief Cole reported that a meeting occurred with the School District, and Chief Sampson indicated that progress has been made.

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

Secretary McShane reported that she and Director Rarback will be attending the annual conference in Napa in October.

F. ALS/JPA

Director Anderson indicated that this month's meeting was canceled.

G. Emergency Preparedness

Secretary McShane reported that items discussed at the recent meeting included supplies, locations for supplies, and Red Cross shelter facilities.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Scott Jalbert referred to the Statistics Report. He also read aloud a complimentary letter from a citizen, Josh Wallace of Sonora Avenue in El Granada.

Chief Jalbert reported the Fire Marshall is working on the revised Fire Code to be adopted. The last revision was in 2010. This will be on the Board's next agenda.

Chief Jalbert indicated he is continuing to work with getting the newly hired Paramedics accredited.

Chief Jalbert stated that he and Chief Cole are working on a Volunteer Memorandum of Understanding with the HMB Volunteers. He also indicated that Staff is putting together a workshop for both San Mateo and Santa Cruz Counties paid and volunteer firefighters to strengthen relationships and improve working relationships between the two groups.

Chief Jalbert reported that Engineer/Paramedic Bob Simmons is working with the R-Vets Program, which recruits returning veterans into CalFire.

Chief Cole reported that he will be meeting next month with AMR regarding the dispatch protocol for the proposed ambulance.

Vice President Cockrell asked Chief Jalbert what is the current staffing level and when is full staffing level anticipated. Chief Jalbert replied that the current staffing level is 25, and the full amount of 31 is expected by the first quarter of 2014.

10. CORRESPONDENCE

No discussion.

11. CLOSED SESSION

President Burke adjourned the Board to Closed Session at 8:53 p.m.

- A. Public Employee Performance Evaluation – District Counsel, Government Code Section 54957(b)(1)

12. REPORT ON CLOSED SESSION

The Board returned to Open Session at 9:15 p.m.

President Burke reported that the Board held a Closed Session and the Board chose to take no action.

13. ADJOURNMENT

President Burke adjourned the meeting at 9:16 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 Secretary McShane, the Board voted to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Rarback, by Roll Call Vote, the Board unanimously adopted the Final Budget for Fiscal Year 2013/14. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Anderson, by Roll Call Vote, the Board unanimously adopted Resolution No. 2013-25, Resolution of Intention to Form Community Facilities District No. 24 (400, 404, 408 Belleville Boulevard, Half Moon Bay). Motion passed 5-0.

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ON MOTION by Director Anderson, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2013-29, Resolution of Intention to Form Community Facilities District No. 26 (460 Wavcrest Road, Half Moon Bay). Motion passed 5-0.

ON MOTION by Director Anderson, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2013-27, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Misc. & Non-Represented Safety). Motion passed 5-0.

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Staff was directed to put an item on the October agenda regarding Stations 41 and 44.