

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

December 23, 2014

**LOCATION:
1191 Main Street
Half Moon Bay, CA 94019**

ACTION MINUTES

1. OPEN SESSION

President Burke called to order the special meeting of the Board of Directors of the Coastside Fire Protection District at 11:00 a.m. The purpose of this Special Board meeting is to discuss the preliminary process regarding the Fire Station 41 Construction Project.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Vice President J. B. Cockrell,
Director Bruce MacKimmie, and President Gary Burke.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Robert Lanzone.
Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

(waived)

4. PUBLIC COMMENT

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

President Burke reported that at the November 24, 2014 Closed Session, the Board voted to provide an offer to the Harbor District to purchase the El Granada lot. The vote was 3-1, with Director Rarback the dissenting vote.

5. NEW BUSINESS

A. Discuss New Fire Station 41 Construction Scope and Process and Provide Direction to Staff

President Burke stated that the District has purchased the El Granada lot (APN 047-261-030), and Assistant Chief Cole and Attorney Lanzone have prepared a list of questions and answers on the issue.

President Burke indicated the next step is to obtain a Project Manager and Architect to prepare preliminary drawings. He invited Board comments as well as direction from Assistant Chief Cole.

Assistant Chief Cole stated the RFQ for an Architect has been sent out and nine responses were received. Six will be interviewed and an Architect will be selected. The same process will occur for a Project Manager. They will both work with the County with respect to planning and development.

Assistant Chief Cole indicated that the Fire Station Replacement Location Analysis the Board has today is not the complete packet, just highlights.

President Burke referred to the Questions & Answers document, and Vice President Cockrell suggested this be put on the District's website. Assistant Chief Cole indicated this can be done once any revisions have been made. President Burke briefly summarized the Questions & Answers document.

Secretary McShane indicated she has heard support from the community to build the station on the El Granada lot and also agrees that the Question & Answer document should be put on the District's website. Her major concern is safety and accessibility.

Vice President Cockrell feels there should be a mention in the Question & Answer document about additional costs in the event of delays.

The Board heard public comments from the audience.

President Burke reminded the Board there is only 90 days to get certain things accomplished, and Attorney Lanzone confirmed this statement.

Assistant Chief Cole updated the Board on the process for obtaining utilities such as water and sewer, as well as obtaining permits.

B. Discuss and Approve The Assistant Chief's Request to Hire a Planning Consultant for the Fire Station 41 Construction Project

Attorney Lanzone and Assistant Chief Cole agree it would be a good idea to hire a Planning Consultant to work with the County regarding permits and applications.

President Burke indicated that the Board needs to authorize Assistant Chief Cole to interview Planning Consultants. In January, the Board will get recommendations for an Architect and Planning Consultant.

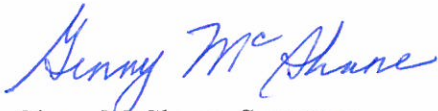
ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to authorize Assistant Chief Cole to conduct interviews for a Planning Consultant and an Architect in connection with the Station 41 Construction Project. Motion passed 4-0.

President Burke indicated he had a meeting with Granada Sanitary District to attempt to work together for mutual benefit. He reported that he and Vice President Cockrell informally met this morning with other members of the Board, Mr. Lohman and Matthew Clark, and he indicated it was a positive meeting. Discussed was that it might be beneficial to look at the El Granada portion of the lot as opposed to the C-1 portion for building the station.

6. ADJOURNMENT

President Burke adjourned the meeting at 11:40 a.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

Vice President Cockrell suggested that the Questions & Answers document be put on the District's website. Assistant Chief Cole indicated this can be done once any revisions have been made.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, the Board voted unanimously to authorize Assistant Chief Cole to conduct interviews for a Planning Consultant and an Architect in connection with the Station 41 Construction Project.
Motion passed 4-0.