

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

September 30, 2015

**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 6:00 p.m. The reason for the special board meeting is that President Burke had a conflict that precluded him from attending the Board meeting regularly scheduled for September 23, 2015.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Harvey Rarback,
Director Bruce MacKimmie, and President Gary Burke.
CalFire: Chief Scott Jalbert.
Staff: Assistant Chief Paul Cole.
Legal Counsel: Attorney Jean Savaree.
Admin. Secretary: Jean Headley.

Vice President J. B. Cockrell was absent at Roll Call but arrived at 6:13 p.m.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The Board heard public comments from members of the audience.

Cal Fire Chief Jalbert and Assistant Chief Cole responded to inquiries regarding evacuations in El Granada and how the District abates fire hazards on personal property.

Vice President Cockrell arrived at 6:13 p.m. during the Public Comment period of the meeting.

5. CONSENT CALENDAR

A. Approval of minutes of August 26, 2015 Regular Board Meeting.

- B. Approval of Vendor Checks #16919-16991 in the amount of \$146,248.91, dated August 1 to August 31, 2015.
- C. Approval of Payroll Checks #20794-20806 in the amount of \$1,116.54, dated August 1 to August 31, 2015.
- D. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$218.32, dated August 1 to August 31, 2015.

ON MOTION by Director Rarback, seconded by Secretary McShane, the Board unanimously approved the Consent Calendar as submitted. Motion passed 5-0.

6. CONTINUING BUSINESS

A. SDLF District of Distinction Update

Assistant Chief Cole provided comments regarding this issue. Staff had determined that all the requirements have been met except a reserve management policy, and this is being worked on and should be done soon.

B. New Fire Station 41 and Station 40 Training Prop Construction Update

Assistant Chief Cole discussed the status of the site specific study for Station 41 and indicated it should be finished by the next Board meeting. He also discussed the possibility of a land exchange with the County of San Mateo.

Assistant Chief Cole indicated the initial study regarding the Station 40 Training Prop has been completed and the City of Half Moon Bay has accepted the plans for the project. He explained the project to the audience. He indicated there will be a public meeting about the project here at Station 40 in the near future.

Assistant Chief Cole responded to questions from the Board regarding Station 41 and the Station 40 Training Prop.

7. NEW BUSINESS

A. Review and Approve Final Budget for Fiscal Year 2015/16

Assistant Chief Cole indicated the Finance Committee met earlier this evening and reviewed the proposed Budget. He indicated there are no significant changes from the Preliminary Budget presented in June.

Assistant Chief Cole summarized the Staff Report and reviewed the proposed budget for the Board.

1) Public Hearing

President Burke opened the Public Hearing. Seeing no one in the audience wishing to speak, he closed the Public Hearing.

Board discussion occurred, and President Burke provided comments.

2) Motion to Adopt Final Budget for Fiscal Year 2015/16

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted the Final Budget for Fiscal Year 2015/16 as presented:

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

Motion passed 5-0.

B. Motion to Adopt Resolution No. 2015-38, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Misc. & Non-represented Safety)

Director MacKimmie recused himself and left the room due to a conflict of interest as he is a retiree of the District.

Assistant Chief Cole summarized the Staff Report and recommended that the Board approve increasing the District's health care contribution for retirees to reflect the 2016 Kaiser rate.

ON MOTION by Secretary McShane, seconded by Director Rarback, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2015-38, 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
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

- C. Motion to Adopt Resolution No. 2015-39, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Represented Safety)

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

ON MOTION by President Burke, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2015-39, 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
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

Director MacKimmie returned to the meeting.

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

- A. Finance Committee Report

President Burke reported that the Finance Committee met earlier this evening. Secretary McShane praised Assistant Chief Cole on the budget.

- B. Volunteer Liaison Report

Vice President Cockrell reported that he attended the September volunteer business meeting. He discussed the volunteer dinner and scholarships. Also discussed at the meeting was the volunteer handbook, and that the volunteers are joining the I Am Responding website. The volunteers are discussing outstanding personal protective equipment that has not been returned by outgoing volunteers. The volunteers also discussed driver training, forcible entry prop, helicopter landing zone, and first-aid training. The volunteers also discussed the possibility of setting up a volunteer museum somewhere in Half Moon Bay.

- C. Land and Structures Committee Report

No further report beyond what was discussed earlier in this meeting.

D. Vegetation Management Committee Report

Secretary McShane said there was no meeting this month.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported he attended the September CEAP meeting. There were presentations on “vulnerable population” and Half Moon Bay hiring a management analysis to focus on emergency preparedness.

H. Attorney’s Report

No report.

I. Fire Chief’s Report

Cal Fire Chief Jalbert reported there were no significant accidents or incidents.

Chief Jalbert reported no significant fires in our District. He discussed fires in several other counties, and especially the Lake County fire where some firefighters lost their homes and some were badly burned.

Chief Jalbert discussed the possible impact of the upcoming El Niño year and indicated that it could cause an increase in water rescues.

Chief Jalbert indicated they are working with the Office of Emergency Services on flood issues on the coast.

Chief Jalbert stated he is in the process of filling the training chief position, and the sharing of this position was discussed.

Chief Jalbert thanked Assistant Chief Cole and the rest of the Board and citizens for keeping things moving smoothly during his absence at the Northern California fires.

Assistant Chief Cole discussed a meeting he had last week with the San Mateo County Sheriff's office regarding partnering with them to staff Sheriff personnel as boat operators in the Harbor.

Assistant Chief Cole indicated Staff is updating the filing fee schedule for the District and should have a Staff Report with a proposed new schedule at an upcoming Board meeting.

Assistant Chief Cole reported that three personnel are in Wisconsin to monitor the new rescue truck being built.

Assistant Chief Cole reported that the District Mechanic is still on extended disability leave and discussed how we are dealing with his absence in the meantime.

9. CORRESPONDENCE

President Burke mentioned the thank you letter from PARCA as well as the PARS report.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:21 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 Rarback, seconded by Secretary McShane, the Board unanimously approved the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted the Final Budget for Fiscal Year 2015/16 as presented. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director Rarback, by Roll Call Vote, the Board unanimously adopted Resolution No. 2015-38, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Misc. & Non-represented Safety. Motion passed 4-0 (MacKimmie recused himself).

ON MOTION by President Burke, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously adopted Resolution No. 2015-39, Resolution Fixing the Employer's Contribution Under the Public Employees' Medical & Hospital Care Act (CalPERS Health Ins – Represented Safety. Motion passed 4-0 (MacKimmie recused himself).