

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

December 11, 2017

**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 5:58 p.m. The purpose of the special meeting is to combine the regular November and December board meetings due to the Thanksgiving and Christmas holidays.

2. ROLL CALL

Directors Present: Secretary Ginny McShane, Director Steve Stockman,
Director Bruce MacKimmie, and President Gary Burke.
Legal Counsel: Kai Reuss
Cal Fire: Chief Ian Larkin.
Staff: Assistant Chief Paul Cole.
Admin. Secretary: Jean Headley.

Vice President J. B. Cockrell was absent due to business travel.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes of October 25, 2017 Regular Board Meeting.
- B. Approval of Vendor Checks #18753-18818 in the amount of \$213,625.69, dated October 1 to October 31, 2017.
- C. Approval of Payroll Checks #20970-20978 in the amount of \$1,127.26, dated October 1 to October 31, 2017.
- D. Direct Deposit of Federal, State & Hospital Taxes I the amount of \$218.35, dated October 1 to October 31, 2017.
- E. Approval of Vendor Checks #18819-18880 in the amount of \$240,715.37 dated November 1 to November 30, 2017.

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

6. NEW BUSINESS

A. Election of Board Officers

President Burke stated that at tonight's meeting, the Board will elect a President, Vice President, and Secretary.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, the Board voted unanimously to leave the officers in place as is: Gary Burke as President, J. B. Cockrell as Vice President, and Ginny McShane as Secretary. Motion passed 4-0.

B. Selection of Board Committee Members

C. Selection of Volunteer Liaison

D. Selection of California Independent Special Districts Association Liaison

E. Selection of ALS/JPA Liaison

President Burke suggested that these items be omitted from tonight's meeting and that all committee assignments remain as they currently stand. He said if during the year there is any need to change committee members, or someone wants to change to a different committee, or the Board needs to form a new committee, it can be dealt with at that time.

There was discussion about Director Stockton joining Vice President Cockrell on the Volunteer Committee. This will be on the agenda for the January Board meeting.

F. Adopt Resolution No. 2017-34, A Resolution Declaring Certain District-Owned Real Properties to be Surplus, Approving a Contract with Fabbro, Moore & Associates, Inc. in the Amount of \$10,700 to Appraise the Properties, and Directing Staff to Prepare and Issue a Request for Proposals for Real Estate Broker's Services to Market the Surplus Properties

Assistant Chief Cole introduced and discussed the Resolution and recommended adoption of the Resolution. Discussion occurred.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call vote, the Board unanimously adopted Resolution No. 2017-34, A Resolution Declaring Certain District-Owned Real Properties to be Surplus, Approving a Contract with Fabbro, Moore & Associates, Inc. in the Amount of \$10,700 to Appraise the Properties, and Directing Staff to Prepare and Issue a Request for Proposals for Real Estate Broker's Services to Market the Surplus Properties:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
President Burke	Aye

Motion passed 4-0.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting this month. He commented on the Statistics Report and asked Assistant Chief Cole a question about PARS and CalPERS.

President Burke mentioned the large amount of funds expected in December from property taxes.

Assistant Chief Cole indicated a transfer was made to pay for the new ladder truck.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Already discussed choosing the appraiser during tonight's meeting.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported that CEAP is working with CEC and is picking up momentum. There is an interim board but there will soon be a regular board. There is an advisory group made up of the City of Half Moon Bay, Director Stockman, and Ari Delay from the Coastside Fire Protection District, a member from Red Cross, and an OES member.

President Burke provided comments, and discussion occurred between Director Stockman, President Burke, and Secretary McShane.

G. Attorney's Report

No report.

H. Fire Chief's Report

CalFire Chief Larkin reported that CalFire sent crews to assist with the Southern California fires. He indicated we are in the midst of a busy fire season.

Assistant Chief Cole referred to the Statistics report.

Assistant Chief Cole updated the Board on the trip to Wisconsin to inspect the new ladder truck, which is looking good. It will be delivered to Sacramento for final cleanup and inspection and is expected here within the next few weeks.

Assistant Chief Cole gave a status report and discussed the Training Prop. There was discussion regarding cost to groups desiring to use the Training Prop. A date will be scheduled for an upcoming Saturday morning for the community to tour the Training Prop and view the new ladder truck.

Assistant Chief Cole updated the Board on the progress of the new Station 41. He indicated they expect to be shovel-ready by May 1, 2018. He will be re-evaluating the estimated cost for Station 41 due to the passage of time.

There was discussion regarding the City of Half Moon Bay's plans to add a controlled traffic light at Highway 1 and Higgins-Purissima.

President Burke mentioned that he participated in the CalFire Golf Tournament. He indicated it was sold out, well run, and well prepared. The proceeds are to benefit two charities run by CalFire.

President Burke mentioned how impressive it is to see the light on the flagpole at Station 44 as one drives into Half Moon Bay from the south.

President Burke praised the Board for all the accomplishments in 2017: Station 41 approval, the Training Prop, full funding of the trust fund for retirees, the new ladder truck, the unqualified and balanced budget, and the second year as a District of Distinction and receiving a Certificate of Transparency.

President Burke thanked everyone who helps the Board: Jean Headley, who takes the minutes; Darin Boville, who videotapes the board meetings; Attorneys Jean Savaree and Kai Reuss, our legal staff; Ian Larkin, the Unit Chief of CalFire; Assistant Chief Cole, for his outstanding job this year; Michele Ortiz and Michele Sakamoto, who maintain the administrative office; and the men and women of CalFire who have performed so well this year.

President Burke wished everyone on behalf of the Board a Merry Christmas and Happy Holidays.

Secretary McShane added to President Burke's list to thank everyone on the Board for the way the Board works so well together.

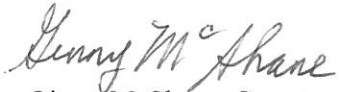
8. CORRESPONDENCE

None.

9. ADJOURNMENT

President Burke adjourned the meeting at 6:45 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 MacKimmie, seconded by Director Stockman, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0.

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