

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

January 22, 2020

**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.

2. ROLL CALL

Directors Present: Director Steve Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.
Legal Counsel: Jean Savaree.
Cal Fire: Chief Ian Larkin.
Deputy Chief: Jonathan Cox.
Admin. Secretary: Jean Headley.

Secretary Ginny McShane was absent due to illness.

Chief Larkin introduced Jonathan Cox, the District's new Deputy Chief who will be overseeing the District on the day-to-day operations and administration. He worked at the District as a Fire Captain, he worked as a Battalion Chief in several programs including programs in Sacramento, he has been a Public Information Officer, he was a Division Chief into the San Mateo Contract. He will be overseeing both the District and the San Mateo County Fire Department.

Deputy Chief Cox said it is great to be back and he is excited to work with everyone.

3. PLEDGE OF ALLEGIANCE

6. NEW BUSINESS (President Burke moved Item 6A up on the agenda)

H. Coastside CERT Quarterly Report

Cynthia Sherrill, Coastside CERT Coordinator, distributed the Second Quarterly Update report for October 1 to December 31, 2020 to the Board members, and she discussed the items on the report in more detail.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Director MacKimmie recused himself from Item 5B.

- A. Approval of minutes from the December 11, 2019 Special Board Meeting.
- B. Approval of Vendor Checks #20296-20354 in the amount of \$358,308.34 dated November 1 to November 30, 2019.
- C. Approval of Vendor Checks #20355-20410 in the amount of \$665,826.42 dated December 1 to December 31, 2019.
- D. Approval of Payroll Checks #21079-21083 in the amount of \$1,154.37, dated December 1 to December 31, 2019.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$191.28, dated December 1 to December 31, 2019.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve Items A, C, D, and E of the Consent Calendar as submitted. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted to approve Item B of the Consent Calendar as submitted. Motion passed 3-0-1, with Director MacKimmie abstaining.

6. NEW BUSINESS

- A. Community Facilities District #35 (719 Main Street, Half Moon Bay)

Chief Larkin introduced this item, introduced the Resolution, and opened the envelope with the vote and noted that the ballot is marked "Yes."

President Burke asked if anyone from the public would like to speak on this issue, and there was no one wishing to speak.

- 1. Motion to Adopt Resolution No. 2020-01, a Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien

ON MOTION by Director MacKimmie, seconded by Director Stockman, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-01, a Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien:

Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

2. Motion to Adopt Ordinance No. 2020-01, an Ordinance Levying Special Taxes Within Community Facilities District No. 35 (719 Main Street, Half Moon Bay)

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Ordinance No. 2020-01, an Ordinance Levying Special Taxes Within Community Facilities District No. 35 (719 Main Street, Half Moon Bay):

Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

- B. Appointment of a CFPD Operations Plan Ad-Hoc Committee

President Burke discussed the reasons for this committee and appointed Directors MacKimmie and Stockman as an ad-hoc committee to review the Cal Fire contract with Chief Larkin in anticipation of a new contract that we would like to have.

Chief Larkin provided comments that they are currently working on building the new contract and would like to have it finalized by March or April so it is completed by the time the current contract expires on June 30, 2020.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to establish an Ad-Hoc Committee to study the Operating Plan and to have Directors MacKimmie and Stockton to serve on that committee. Motion passed 4-0.

- C. Status Report on CFPD CALPers Liability

President Burke introduced this item and indicated there is a document on the CALPers website that outlines the CFPD Safety Plan. He provided further comments on this issue. He indicated that he has asked Chief Larkin to get additional information regarding CALPers and CAL PARS.

D. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance

Chief Larkin summarized the Staff Report, provided background on the issue, introduced the Resolution, and recommended adoption of the Resolution.

1. Adopt Resolution No. 2020-02, a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance

ON MOTION by Director Stockton, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-02, a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

President Burke	Aye
Vice President Cockrell	Aye
Director MacKimmie	Aye
Director Stockman	Aye

Motion passed 4-0.

E. Consider for Approval a Resolution Authorizing Receipt of 2019 Mandatory Fire Inspections

Chief Larkin provided background, summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

1. Adopt Resolution No. 2020-03, a Resolution Authorizing Receipt of a Report Made by the Fire Chief Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-03, a Resolution Authorizing Receipt of a Report Made by the Fire Chief Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies:

President Burke	Aye
Vice President Cockrell	Aye
Director MacKimmie	Aye
Director Stockman	Aye

Motion passed 4-0.

F. Review, Discuss, Take Action on the Staff Report Related to the Professional Services Agreement with Headley Office Services

Chief Larkin summarized the Staff Report, provided background, and recommended an increase to \$350.00 per meeting.

Board discussion occurred.

A cancellation clause was discussed between the Board and Attorney Savaree. It was also discussed that the recommended rate would be in effect for the next five years.

1. Adopt Resolution No. 2020-04, a Resolution Approving the Agreement for Professional Services with Headley Office Services and Authorize the Board President to Execute the Agreement on behalf of the Coastside Fire Protection District

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-04, a Resolution Approving the Agreement for Professional Services with Headley Office Services at the rate of \$350.00 per meeting and the contract will have a 5-year duration, and authorize the Board President to Execute the Agreement on behalf of the Coastside Fire Protection District:

Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

G. Discuss and Approve Replacement of Mobile Data Terminals

Chief Larkin summarized the Staff Report and recommended replacement of the District's fire apparatus mobile data terminal (MDT) system. Discussion occurred between the Board, Chief Larkin, and Deputy Chief Cox.

ON MOTION by Director Stockman, seconded by Director MacKimmie, the Board voted unanimously to approve the replacement of the District's fire apparatus mobile data terminal (MDT) system for an amount not to exceed \$50,000. Motion passed 4-0.

H. Coastside CERT Quarterly Report

This report was heard earlier in tonight's meeting.

7) **BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke reported there was a Finance Committee meeting earlier this evening with himself, Chief Larkin, and Deputy Chief Cox. They discussed the confusion about collecting and receiving parcel taxes. The ERAF payment received was also discussed.

President Burke referred to the spreadsheet and said they will be getting actual figures from Cal Fire as opposed to an estimate.

B. Volunteer Liaison Report

Vice President Cockrell reported that the meeting on January 2 was longer than usual because of all the new volunteers. Discussed was the grant they received for wildland firefighter gear. Eight volunteers graduated from the training academy. They discussed the Half Moon Bay Volunteers 501(c)(3) and their social events as well as updating their cell phone list. There was also a treasury report.

C. Land and Structures Committee Report

Director MacKimmie reported that the contractor is starting to pour the concrete driveway at the north end.

Chief Larkin explained why the north end will now be the entrance, although it was originally planned to be the exit.

Director MacKimmie said the painters are doing their final touch-ups.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported the attendance at the CEAP meeting was good. He reported the City of Half Moon Bay has added a half-time position under the City Manager which is separate from the Coastside Emergency Coordinator to prepare city residents in all emergencies.

Director Stockman indicated that at the meeting he brought up the example of the life-saving rescues that happened at Cal Beach last month and the coordination of the various agencies that occurred to save a woman's life.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin referred to the Statistics Report and the PARS Report.

He spoke of the rescue at Cal Beach and the incident where a car drove off the cliff at Grey Whale Cove.

He discussed the CERT Quarterly Report and they received results from the State for what we paid to CERT.

Regarding Station 41, he discussed the purchase of furniture and fixtures, as well as the difficulty with PG&E on signing something via DocuSign. PG&E was scheduled to install a gas line this week, but that had to be postponed due to weather.

Chief Larkin and Deputy Chief Cox discussed their continuing transition of Deputy Chief Cox's oversight of the District.

Chief Larkin discussed the process of hiring a new Division Chief who will be in charge of the other half of operations.

He stated that Michele Ortiz has accepted the SSA position, and they will be hiring another SSA soon.

He discussed the response to the Grand Jury Report.

He reported that the new website is up and running. Vice President Cockrell indicated he was having trouble bringing up the meeting packet; he can only receive the agenda. Chief Larkin instructed him how to get the full packet.

Chief Larkin spoke to the Board regarding the District audit and said the report should be presented to the Board at the next Board meeting.

Chief Larkin said that Staff got a demand letter from FASIS (Fire Agency Self Insurance System) regarding an outstanding obligation of the Point

Montara Fire District in the amount of \$31,000 and it goes back about ten years. He will discuss this more with Attorney Savaree and it will be on a future agenda.

Deputy Chief Cox reported that tomorrow night he and Matt Sampson, the Deputy Chief from South San Francisco Fire Department, will be presenting at the Emergency Services Council in Redwood City. He said that last year, Chief Larkin directed him and Deputy Chief Sampson to start an evacuation project to prepare for wildfires. He reported they were successful in getting Measure K funding from Supervisor Horsley, and they engaged with a tech company who formed based on need, and they have successfully created the first real time, multi-jurisdictional, county-wide evacuation plan that incorporates the needs of fire, law and OES and is available to the public to make evacuation as simple as possible. There are still loose ends to tie up and more work to be done.

Deputy Cox indicated that Staff is working on the District of Distinction and the District of Transparency Certificate of Excellence.

He distributed graphics design for patches for the Volunteer Firefighters and personnel who are not Cal Fire employees.

President Burke discussed the Training Prop next door to the Firehouse and reminisced that five years ago it was nothing but a muddy field until Chief Cole brought in the plan for the training tower. He discussed the difficulties with the Planning Commission and the public opposing the project. He brought up that last Friday he saw two ladder trucks and 21 firefighters training at the tower and how satisfying it was to see the Training Prop in operation and being used so well.

Vice President Cockrell commented that after all the initial opposition to the Training Prop, there haven't been any negative comments about it.

8. CORRESPONDENCE

None.

9. ADJOURNMENT

President Burke adjourned the meeting at 7:13 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J. B. Cockrell".

J. B. Cockrell, Vice President
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

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