

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

**March 28, 2018**

**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 6:00 p.m.

**2. ROLL CALL**

Directors Present: Secretary McShane, Director Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Staff: Assistant Chief Paul Cole.

Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes of February 28, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19010-19077 in the amount of \$190,724.53, dated February 1 to February 28, 2018.
- C. Approval of Payroll Checks #20983-20986 in the amount of \$669.36, dated February 1 to February 28, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$138.01, dated February 1, 2018 to February 28, 2018.

Director MacKimmie recused himself due to conflict of interest.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

**6. NEW BUSINESS**

- A. Adopt Resolution No. 2018-03, A Resolution Authorizing the Destruction of Certain Fire District Records

Assistant Chief Cole introduced, summarized, and recommended adoption of the Resolution.

Some Board discussion occurred between the Board and Staff.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-03, A Resolution Authorizing the Destruction of Certain Fire District Records:

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

Motion passed 5-0.

- B. Review Chief Report Listing the Surplus of Equipment

Assistant Chief Cole summarized the Staff Report and recommended approval of the scrapping of surplus equipment.

ON MOTION by Secretary McShane, seconded by Director Stockman, the Board voted unanimously to approve the scrapping of surplus equipment. Motion passed 5-0.

- C. Review and Discuss Cal Fire Contract Operational Deliverables

President Burke introduced this item and opened the discussion to the Board. Assistant Chief Cole provided comments.

Following Board discussion and comments by Director Stockman, Staff was directed to include in next month's agenda a response to the question if the District is ready in the event of an emergency.

- D. Review and Discuss LAFCo Letter Calling for Nominations; Special District Selection Committee Mail Ballot to Elect Regular Special District Member

Assistant Chief Cole explained the LAFCo letter. President Burke indicated the Board has no interest and no action was taken.

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

A. Finance Committee Report

President Burke reported there was no Finance Committee meeting this month. He referred to checks written and signed by the Directors and the Fire Chief as well as the Year to Date statements.

Assistant Chief Cole indicated the 4<sup>th</sup> quarter projection has been received.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Secretary McShane reported on her attendance at the CEAP meeting on April 6. She indicated they want to see the Training Tower. Assistant Chief Cole stated he will be happy to give them a tour. It was suggested that the tour of the Training Tower should be in May so that it can be discussed at the April Board meeting.

Secretary McShane discussed her continued involvement in the faith community and getting them involved in emergency preparedness.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin reported he has finally gotten approval to proceed with the drone program. Assistant Chief Cole also discussed the drone program.

Assistant Chief Cole discussed the preliminary contractors' meeting at Station 41, and he indicated that five general contractors were in attendance.

Assistant Chief Cole indicated that Favreau said he needs another ten days to get the figures regarding appraisals of the existing Fire Station 41 lot and the Post Office lot. Additional discussion occurred.

Assistant Chief Cole referred to and discussed the Operations Statistics report, as well as the February 8, 2018 letter from CalPERS.

President Burke initiated a brief discussion with Assistant Chief Cole regarding the status of the upcoming RFP for an agent to represent on the sale of surplus properties.

President Burke reported on the Granada Community Service District finally getting approval for the sewer line for Station 41.

President Burke informed the Board that the Board members have certain things to do in order to retain the Service of Distinction status.

President Burke discussed an approximate 10-yard piece of land that will not be used when the new Station 41 is built, and there was a brief discussion regarding how that land could be used.

**8. CORRESPONDENCE**

No discussion.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 6:55 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 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2018-03, A Resolution Authorizing the Destruction of Certain Fire District Records. Motion passed 5-0.

ON MOTION by Secretary McShane, seconded by Director Stockman, the Board voted unanimously to approve the scrapping of surplus equipment. Motion passed 5-0.

Regarding Cal Fire Contract Operational Deliverables, following Board discussion and comments by Director Stockman, Staff was directed to include in next month's agenda a response to the question if the District is ready in the event of an emergency.

Secretary McShane indicated the CEAP group wants to see the Training Tower. It was suggested that the tour of the Training Tower be in May so that it can be discussed at the April Board meeting.

President Burke informed the Board that the Board members have certain things to do in order to retain the Service of Distinction status.

President Burke discussed an approximate 10-yard piece of land that will not be used when the new Station 41 is built, and there was a brief discussion regarding how that land could be used.