

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

**March 27, 2019**

**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 Ginny McShane, Director Bruce MacKimmie, Director Steve Stockman, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

A. Approval of minutes of February 27, 2019 Regular Board Meeting.

B. Approval of Vendor Checks #019715-019791 in the amount of \$976,574.85 dated January 28 to February 2019.

ON MOTION by Director MacKimmie, seconded by Director Stockman, the Board voted unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

**6. CONTINUING BUSINESS**

None.

7. **NEW BUSINESS**

A. Review and Discuss Draft Coastside Fire Protection District Volunteer Policy

President Burke provided background and comments about the draft Volunteer Firefighter Policy.

Chief Pimentel and three volunteer firefighters were in the audience to provide comments if needed.

Some Board discussion occurred.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt the 2019 Volunteer Firefighter Policy:

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

Motion passed 5-0.

B. Adopt Ordinance No. 2019-02 Amending the Coastside Fire Protection District Fire Code Ordinance No. 2016-01 Adding Line 7 to Page 15 Section 903.3.2.8.1.1 for Accessory Dwelling Units (ADU's)

Chief Larkin introduced the Ordinance, pointed out the change that was made, and recommended adoption of the Ordinance.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously voted to adopt Ordinance No. 2019-02 Amending the Coastside Fire Protection District Fire Code Ordinance No. 2016-01 Adding Line 7 to Page 15 Section 903.3.2.8.1.1 for Accessory Dwelling Units (ADU's):

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

Motion passed 5-0.

C. Review CAL FIRE Preliminary Rate Letter FY 19/20

Chief Larkin introduced this item and discussed the document.

President Burke provided comments, and Board discussion occurred.

D. Review and Approve Staff Recommendations for Purchase of Equipment for Ladder Truck

Chief Larkin summarized the Staff Report and recommended that the Board approve the purchase of the Thermal Imaging Camera and the Holmatro Combination rescue tool set.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, the Board voted unanimously to approve the purchase of one Thermal Imaging Camera and one Holmatro Combination rescue tool set. Motion passed 5-0.

E. Select Special Meeting Date for April

President Burke discussed the reason for changing the regular April Board Meeting and scheduling a special Board Meeting. Chief Larkin will send emails to all parties to arrive at a date for the special meeting.

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

A. Finance Committee Report

President Burke indicated there was no Finance Committee meeting this month. He pointed out some items on the financial spreadsheets.

B. Volunteer Liaison Report

Vice President Cockrell stated he was unable to attend the meeting and therefore has no report.

Chief Pimentel reminded the Board of the upcoming Crab Feed on April 6<sup>th</sup> at IDES Hall, and he reported on the status of volunteer applicants. He indicated there have been 18 applicants.

C. Land and Structures Committee Report

No report.

D. Special Districts Association (SMCO Chapter)

Director MacKimmie reported on his attendance at the meeting and indicated he learned a lot about LAFCo.

Discussion occurred between Director MacKimmie and the Board regarding LAFCo, consolidating special districts, and accountability.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman updated the Board regarding CERT activities that relate to neighborhoods. He read the CERT Mission Statement.

Director Stockman also discussed the CEAP meeting that he attended.

Director MacKimmie reported on the status of Station 41.

As liaison the Mid Coast Community Council, Secretary McShane reported they discussed protection of no-cause eviction activities, traffic, roads, trees, as well as other issues the MCCC is discussing.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin introduced the new Associate Government Program Analyst Peihua Ku.

Chief Larkin discussed the surplus equipment sale.

Chief Larkin reported on the newest truck and getting it ready for service, and he discussed the Cal Fire Deliverables.

Chief Larkin stated he attended a construction meeting on Tuesday regarding Station 41 and provided an update on the construction status.

Chief Larkin said that Seacrest School has requested donation of an auction item for their fundraising event. He will report back to the Board on this issue.

Chief Larkin reminded the Board of the Farm Day Lunch on Friday, March 29<sup>th</sup>, at IDES Hall at 11:00 a.m.

Chief Larkin referred to the Operational Statistics Report and the PARS Report in the packet.

President Burke provided comments about the PARS report.

Chief Larkin briefly discussed the recent fire at Sam's Chowder House which had minimal damage.

Director Stockman discussed strengthening community outreach as it relates to the Fire District and reporting things that are going on in the community in a timely manner.

President Burke gave direction to Staff to put the Operational Plan back on the agenda for the next Board meeting, and for Director Stockman to discuss this with Chief Larkin before the meeting.

President Burke showed the El Granada Community Evacuation Plan brochure, and Chief Larkin discussed it.

**9. CORRESPONDENCE**

- A. Note from resident – Bancroft structure fire
- B. Email from thankful citizen

Chief Larkin briefly discussed the two thank you letters from citizens.

**10. CLOSED SESSION**

President Burke adjourned the Board into Closed Session at 7:08 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 549556.8)

Property: APN 037-133-100

Agency Negotiator: Ian Larkin

Negotiating Parties: Coastside Fire Protection District/Thomas Moore

Under Negotiation: Terms and price for Property Acquisition

**11. OPEN SESSION**

The Board returned to Open Session at 7:40 p.m.

**12. REPORT ON ACTION TAKEN IN CLOSED SESSION**

Attorney Jean Savaree reported there was no action taken in Closed Session.

**13. ADJOURNMENT**

President Burke adjourned the meeting at 7:41 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 unanimously to approve the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt the 2019 Volunteer Firefighter Policy. Motion passed 5-0.

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