

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

**June 22, 2016**

**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 Harvey Rarback,  
Director MacKimmie, Vice President Cockrell, and  
President Gary Burke.  
Cal Fire: Chief Larkin.  
Staff: Assistant Chief Paul Cole.  
Legal Counsel: Attorney Jean Savaree.  
Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of revised minutes of April 27, 2016 Regular Board Meeting.
- B. Approval of minutes of May 25, 2016 Regular Board Meeting.
- C. Approval of Vendor Checks #17559-17605 in the amount of \$123,240.96, dated May 1 to May 31, 2016.
- D. Approval of Payroll Checks #20865-20871 in the amount of \$890.97, dated May 1 to May 31, 2016.
- E. Direct Deposit of Federal, State, & Hospital Taxes in the amount of \$174.76 dated May 1 to May 31, 2016.

Director MacKimmie indicated he will abstain from voting on Item 5B as he was not present at that meeting.

ON MOTION by Director Rarback, seconded by Secretary McShane, the Board voted unanimously to approve Items A, C, D and E of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director Rarback, seconded by Secretary McShane, the Board voted to approve Item B of the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining.

## 6. CONTINUING BUSINESS

### A. Review and Update District's 2014 Strategic Business Plan

President Burke suggested some changes or updates to the Strategic Plan, asked his fellow Board members if they have any revisions, and directed Staff to bring the Strategic Plan back to the next meeting having incorporated the revisions.

### B. SDLF District of Distinction Update

Assistant Chief Cole displayed the Transparency of Excellence Certificates the District received from the Special Districts Leadership Association. The next phase is the District of Distinction element. The application was completed by Staff today and the next part of this will be for the Board to conduct the policies and procedures review.

President Burke provided comments about how these special certificates the District is receiving are important for the public to know about.

### C. New Fire Station 41 Update

Assistant Chief Cole updated the Board on the progress of Station 41.

### D. Station 40 Training Prop Construction Update

Assistant Chief Cole indicated the project has been appealed and there will be a meeting with the Coastal Commission within the next two months.

## 7. NEW BUSINESS

### A. Review and Approve Preliminary Budget for Fiscal Year 2016/17

#### 1. Public Hearing

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

2. Motion to Adopt Preliminary Budget for Fiscal Year 2016/17

Assistant Chief Cole corrected a typo in the Staff report, summarized the Staff report, and recommended that the Board accept the Budget Report as presented and approve the Final Budget for Fiscal Year 2016/17.

President Burke directed Staff to establish a fund for the purpose of purchasing land in the future for Station 44 by transferring funds from certain other accounts, which he named.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to approve the Preliminary Budget for Fiscal Year 2016/17. Motion passed 5-0.

B. Adopt Resolution No. 2016-03, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2016-2017

Assistant Chief Cole introduced the Resolution and explained the reason for this Resolution.

ON MOTION by Secretary McShane, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-03, Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2016-2017:

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

Motion passed 5-0.

C. Adopt Resolution No. 2016-04, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2016-2017

Assistant Chief Cole introduced the Resolution and explained the reason for this Resolution. He indicated there have been no changes since 2008 when this was created. The cost per unit factor remains at \$35.00.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-04, Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2016-2017:

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

Motion passed 5-0.

D. Adopt Resolution No. 2016-05, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2016-2017

Assistant Chief Cole introduced the Resolution and explained the reason for this Resolution is pursuant to Fire District Ordinance No. 9 that was originally on March 2, 1981. The annual tax has not changed from \$35.00.

ON MOTION by Secretary McShane, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-05, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2016-2017:

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

Motion passed 5-0.

E. Adopt Resolution No. 2016-06, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No.5 (Moon Ridge)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-06, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 5 (Moon Ridge):

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

Motion passed 5-0.

- F. Adopt Resolution No. 2016-07, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 10 (Main Street Apartments – Phase 2)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-07, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 10 (Main Street Apartments – Phase 2):

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

Motion passed 5-0.

- G. Adopt Resolution No. 2016-08, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 14 (845 Main & 655 Miramontes)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-08, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 14 (845 Main & 655 Miramontes):

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

Motion passed 5-0.

- H. Adopt Resolution No. 2016-09, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-09, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale):

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

Motion passed 5-0.

- I. Adopt Resolution No. 2016-10, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 16 (Seacrest School)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-10, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 16 (Seacrest School):

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

Motion passed 5-0.

- J. Adopt Resolution No. 2016-11, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 17 (121/141 California)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-11, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 17 (121/141 California):

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

Motion passed 5-0.

- K. Adopt Resolution No. 2016-12, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 18 (860 Airport)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-12, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 18 (860 Airport):

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

Motion passed 5-0.

- L. Adopt Resolution No. 2016-13, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 19 (Harbor Village)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-13, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 19 (Harbor Village):

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

Motion passed 5-0.

- M. Adopt Resolution No. 2016-14, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 20 (110 Ave. Portola)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-14, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 20 (110 Ave. Portola):

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

Motion passed 5-0.

- N. Adopt Resolution No. 2016-15, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 21 (505 Ave. Alhambra, 509 Ave. Alhambra, 120 Ferdinand)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-15, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 21 (505 Ave. Alhambra, 509 Ave. Alhambra, 120 Ferdinand):

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

Motion passed 5-0.

- O. Adopt Resolution No. 2016-16, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 23 (169 Princeton Ave.)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-16, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 23 (169 Princeton Ave.):

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

Motion passed 5-0.

- P. Adopt Resolution No. 2016-17, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 24 (400, 404, 408 Belleville)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-17, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 24 (400, 404, 408 Belleville):

Secretary McShane	Aye
Director Rarback	Aye



Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

- Q. Adopt Resolution No. 2016-18, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 25 (925 Main St.)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-18, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 25 (925 Main St.):

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

Motion passed 5-0.

- R. Adopt Resolution No. 2016-19, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 26 (460 Wavcrest Rd.)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-19, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 26 (460 Wavcrest Rd.):

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

Motion passed 5-0.

- S. Adopt Resolution No. 2016-20, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 27 (801 Arnold Way)

ON MOTION by Director MacKimmie, seconded by Director McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2016-20, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District No. 27 (801 Arnold Way):

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

Motion passed 5-0.

T. Schedule July Special Board Meeting to Adopt Weed Abatement Billings

Assistant Chief Cole indicated a Special Meeting will be required in July on either July 18 or 19, depending on when the Board members can do it. It was ultimately decided it would be on Tuesday, July 19<sup>th</sup>, at 2:00 p.m.

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

A. Finance Committee Report

President Burke reported that the Finance Committee met earlier this evening.

B. Volunteer Liaison Report

No report.

C. Land and Structures Committee Report

Already covered earlier in the meeting when discussing Station 41 and the Training Prop.

Secretary McShane mentioned a sale pending on a large lot in Moss Beach next to the Sheriff's Department.

D. Vegetation Management Committee Report

Secretary McShane indicated she had a meeting with President Burke regarding her role on this committee. She indicated that she needs direction regarding turning over comments she receives from citizens. Assistant Chief Cole stated he would sit down with her and Chief Mondragon on this issue. Board discussion occurred.

Direction was given to Attorney Savaree to determine whether or not the District can publish names and/or addresses of individuals who do not wish to comply the defensible space requirements.

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

No report.

F. ALS/JPA

No report.

G. Emergency Preparedness

Director Rarback reported there will be a CEAP meeting on June 3<sup>rd</sup>. He indicated there will be a demonstration of HAM radios from 11 a.m. Saturday to 11 a.m. Sunday at Venice Beach.

H. Attorney's Report

No report.

I. Fire Chief's Report

Chief Larkin indicated he is excited to be working with the Board and he updated the Board on some of the statewide Cal-Fire activities.

Chief Larkin reported they have staffed an additional engine at Station 17 in Belmont.

**9. CORRESPONDENCE**

Assistant Chief Cole pointed out some thank you letters the District received, and also a letter from Senator Jerry Hill congratulating the District on achieving the District Transparency Certificate of Excellence. He also referenced the PARS balance in the most recent report.

Assistant Chief Cole mentioned the newly acquired rescue vehicle, invited the Board to go to the bays to see the vehicle after tonight's meeting, and discussed the usefulness of the rescue vehicle.

Assistant Chief Cole briefed the Board on the activities of the Half Moon Bay reporter who joined the firefighters for a day.

President Burke mentioned we are supposed to be receiving a more detailed report from PARS, and he wanted to be sure PARS does not forget to do this.

**10. ADJOURNMENT**

President Burke adjourned the meeting at 7:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

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 voted unanimously to approve Items A, C, D and E of the Consent Calendar as submitted. Motion passed 5-0.

ON MOTION by Director Rarback, seconded by Secretary McShane, the Board voted to approve Item B of the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie abstaining.

President Burke directed Staff to bring the Strategic Plan back to the next meeting having incorporated the revisions.

President Burke directed Staff to establish a fund for the purpose of purchasing land in the future for Station 44 by transferring funds from certain other accounts, which he named.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to approve the Preliminary Budget for Fiscal Year 2016/17. Motion passed 5-0.

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ON MOTION by Secretary McShane, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously adopted Resolution No. 2016-05, Resolution Authorizing San Mateo County to Place a Special Tax in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2016-2017. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Secretary McShane, by Roll Call Votes, the Board unanimously adopted Resolution Nos. 2016-06 thru 2016-20, Determining Special Tax Liability for Fiscal Year 2016/17 for Community Facilities District Nos. 5, 10, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26 and 27.

The Special Board meeting to be held for the Weed Abatement issue will be on Tuesday, July 19, 2016 at 2:00 p.m.

President Burke mentioned we are supposed to be receiving a more detailed report from PARS, and he wanted to be sure PARS does not forget to do this.