

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

February 22, 2023

LOCATION:

Pursuant to Resolution No. 2022-68,
the meeting was held as a hybrid meeting with attendance both in person at Fire Station
40, 1191 Main Street, Half Moon Bay, CA 94019, and via Zoom.
Members of the public were able to participate in person or via Zoom.
Every vote was done by Roll Call Vote.

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 4:00 p.m.

2. ROLL CALL

Directors Present: President Gary Burke, Vice President J. B. Cockrell,
Director Bruce MacKimmie, Director Patrick Hanna, and
Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox not present.
Cal Fire: Fire Chief Nate Armstrong, Battalion Chief Brian
Pottenger, and Fire Captain Jordan Motta.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Steve Stockman, David Cosgrave, Chad Hooker, and Sid Young.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comment.

5. CONSENT CALENDAR

- A. Approval of minutes from November 16, 2022 Special Board meeting.
- B. Approval of minutes from December 14, 2022 Special Board meeting at 3pm

- C. Approval of Vendor Checks #52431-52527 in the amount of \$2,391,362.59 dated January 1, 2023 to January 31, 2023. Voided Checks #52495-52499 and 52500-52504 voided for check testing.
- D. Approval of Payroll Checks #21228-21230 & DDs in the amount of \$1,082.78 dated January 1 to January 31, 2023 (pay period 12/2022.)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$179.44, dated January 1 to January 31, 2023 (pay period 12/2022.)

Director MacKimmie recused himself from the Consent Calendar Items A-E.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-E as submitted:

Director Hanna	Aye
Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director MacKimmie having recused himself.

President Burke asked that Agenda item 7.B. be heard first by the Board.

6. CONTINUING BUSINESS

- A. Review, Discuss and Consider approving two Coastside Volunteer Firefighters to attend Paramedic training at Coastside Fire Protection District (District) expense, with the intent to offer employment to candidates as Paramedics within the District upon completion, including authorization for the Fire Chief to make payments/reimbursement to these individuals for the cost of tuition and recommended stipend.

Chief Nate Armstrong presented the Staff Report.

Board discussion occurred. Vice President Cockrell asked about offering employment to the candidates. Attorney Jean Savaree spoke about the offers of employment and how the District could be repaid for the tuition costs. Director Hanna spoke about the Volunteer Committee's discussion of this item.

Public comments were made by Steve Stockman about the paramedic shortage in California.

ON MOTION by Director Hanna, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to approve two Coastside Volunteer Firefighters to attend Paramedic training at Coastside Fire Protection District (District) expense, with

the intent to offer employment to candidates as Paramedics within the District upon completion, including authorization for the Fire Chief to make payments/reimbursement to these individuals for the cost of tuition and recommended stipend:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

B. Review, Discuss and Consider Adopting Updated Coastside Volunteer Program Manual.

Chief Nate Armstrong presented the Staff Report.

Board discussion occurred.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt the updated Coastside Volunteer Program Manual:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

C. Review and Discuss updating Strategic Plan Initiatives - Progress Document.

1. Presents a proposed schedule of Strategic Plan Initiatives discussion items
2. Presents key Policy and Performance considerations

Directors Sherrill and Hanna presented the proposed schedule of Strategic Plan Initiatives discussion items and key Policy and Performance considerations.

Board discussion occurred. President Burke asked for all District policies to be compiled and provided to the Board.

7. NEW BUSINESS

A. Review and Discuss District Budget and Finances.

President Burke presented the agenda item and spoke of the District's budget process.

Board discussion occurred.

B. Review request from Dream Machines representative Chad Hooker regarding fire protection and support services for the 2023 event.

Chad Hooker asked the Board for fire protection and support services for the Dream Machines 2023 event.

Board discussion occurred. Vice President J.P. Cockrell asked who Miramar Events was. Mr. Hooker indicated they are their promotions company. Director Sherrill thanked Mr. Hooker for the fundraising activities. Director Hanna asked about the specific requirements of events needs by the District. Mr. Hooker outlined the items requested.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to provide necessary services for the Dream Machines 2023 event:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

C. Consider and Approve Resolution No. 2023-05 Awarding a contract in an amount not to exceed \$914,100 to PBK Architects, Inc. for architectural design services to Fire Station 44 replacement project.

Chief Nate Armstrong summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

Board discussion occurred. Questions were raised regarding construction contracts, an Environmental Impact Report, and CEQA. Attorney Jean Savaree stated these items would come before the Board for review and attorneys who specialize in these areas could be retained to assist the Board.

Public comments were made by Sid Young regarding complaints on lighting at the other new fire station and hopefully the Board will have design review or community input before final decisions are made.

1. Motion to Adopt Resolution No. 2023-05; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an Amount not to exceed \$914,100 to PBK Architects, Inc. for Architectural Design Services for the Fire Station 44 Replacement Project

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-05; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an Amount not to exceed \$914,100 to PBK Architects, Inc. for Architectural Design Services for the Fire Station 44 Replacement Project:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

- D. Motion to Adopt Resolution No. 2023-06; Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and specifying the Individuals Authorized to Order Deposits and Withdrawals.

Chief Nate Armstrong summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

Board discussion occurred regarding the movement of money by the District. President Burke included in his motion that the Board of Directors shall approve all transfers in advance.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-06; Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and specifying the Individuals Authorized to Order Deposits and Withdrawals and that the Board of Directors shall approve all transfers in advance:

Director Hanna	Aye
Director Sherrill	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated the Finance Committee did not have a meeting but spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Director Hanna spoke appreciates the Board's review of the items that were on the agenda. Vice President Cockrell spoke of the volunteer dinner on May 6, 2023 and the response to the shootings in Half Moon Bay. Director Sherrill spoke about the fundraising event the volunteers would be participating in on May 4, 2023.

C. Land and Structures Committee Report

Director Sherrill thanked the Board for the progress on Station 44 contracts.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna would be attending a conference to learn about special districts and what the Association provides.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Dave Cosgrave provided a report on the storms and mobile registration centers to assist with disaster assistance. He spoke about road closures and emergency vehicles being able to serve specific areas. He has asked to use

the El Granada Fire Station training room for the El Granada CERT group on March 8, 2023.

Sid Young spoke about debris and landslides. She asked Mr. Cosgrave if he could check with Caltrans and clean the road shoulders along the coast.

Mr. Cosgrave stated there is going to be a forum in La Honda on March 6, 2023 to talk about Highway 84, 35, and 1. He didn't know what their plans are for cleanup.

H. CERT Report

Director Sherrill indicated they had their first training group meeting which was a forum of neighborhood leaders from 32 neighborhoods. They talked about how to organize their neighborhoods in response to the storms. Spring CERT basic training is starting again for a 4-day training.

I. Attorney's Report

Attorney Jean Savaree spoke about the emergency declaration expiring in California and the limited exceptions that Board members will be able to attend meetings remotely. A memorandum would be provided to the Board next week.

J. Fire Marshal's Report

Captain Moda provided statistics for the month and the vegetation and weed abatement work that would be starting.

K. Fire Chief's Report

Chief Nate Armstrong indicated Deputy Chief Jonathan Cox and Chief Gary Silva continue to have their monthly meetings with the Sheriff's Office. They completed an after action review following the mass shooting that occurred.

The volunteer academy is continuing.

Regarding personnel, no employees have left within the last reported period.

Regarding operations, there was one fatality accident in the last month.


Regarding training, they completed some company officer training as well as some technical rescue training.

Regarding apparatus, Engine 40's rebuild is continuing. The two new engines are about a week or two out and then training will occur.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:33 p.m.

Respectfully submitted,


Jonathan Cox (Apr 27, 2023 07:58 PDT)

Apr 27, 2023

Deputy Chief Jonathan Cox, 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 President Burke, seconded by Director Sherrill, the Board voted to approve the Consent Calendar Items A-E as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to provide necessary services for the Dream Machines 2023 event. Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director Sherrill, the Board voted unanimously to approve two Coastside Volunteer Firefighters to attend Paramedic training at Coastside Fire Protection District (District) expense, with the intent to offer employment to candidates as Paramedics within the District upon completion, including authorization for the Fire Chief to make payments/reimbursement to these individuals for the cost of tuition and recommended stipend. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to adopt the updated Coastside Volunteer Program Manual. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, the Board voted unanimously to adopt Resolution No. 2023-05; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an Amount not to exceed \$914,100 to PBK Architects, Inc. for Architectural Design Services for the Fire Station 44 Replacement Project. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to adopt Resolution No. 2023-06; Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and specifying the Individuals Authorized to Order Deposits and Withdrawals and that the Board of Directors shall approve all transfers in advance. Motion passed 5-0.

02222023.regular meeting

Final Audit Report

2023-04-27

Created:	2023-04-27
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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"02222023.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
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-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
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