

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

July 27, 2022

LOCATION:

Pursuant to Resolution No. 2022-19,
the meeting was held as a hybrid meeting with attendance both in person 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 special meeting of the Board of Directors of the Coastside Fire Protection District at 4:00 p.m.

2. ROLL CALL (All participants were present via Zoom or teleconference call.)

Directors Present: President Gary Burke, Vice President J. B. Cockrell,
Director Bruce MacKimmie, Director Steve Stockman, and
Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Nate Armstrong, Captain Tyler Sturm
Attorney: Jean Savaree.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

Grayson Gerbano spoke to the Board about working with Captain Sturm about overgrown lots near his property.

5. CONSENT CALENDAR

- A. Approval of minutes from May 25, 2022 Regular Board meeting.
- B. Approval of Vendor Checks #51881-51965 in the amount of \$2,032,480.21 dated June 1, 2022 to June 30, 2022.
- C. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated June 1 to June 30, 2022.
- D. Approval of Payroll Checks #21202-21205 and DD in the amount of \$1,375.59 dated June 1 to June 30, 2022 (pay period 5/2022.)

- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$247.25, dated June 1 to June 30, 2022 (pay period 5/2022.)

Director MacKimmie recused himself from the Consent Calendar.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

Director Sherrill	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

6. CONTINUING BUSINESS

- A. Update on Vegetation Management Action Plan presentation.

Captain Tyler Sturm presented the update on the Vegetation Management Action Plan and the Vegetation Abatement Program which included identifying properties which required more extensive abatement measures. The District plans to maintain the lots through the Weed Abatement program. He presented a proposed timeline for sending letters and completing work.

Board discussion occurred. President Burke asked if the number of parcels is known and what is the biggest problem in completing the plan. Captain Sturm said 80-100 parcels may be included. The only problem would be funding. Director Sherrill indicated the Board will need actual numbers on the parcels that are to be included. Captain Sturm indicated there will be another community meeting and he may be able to create a parcel action map. The District is working with the City of Half Moon Bay to make sure they are not working on sensitive habitats.

- B. Update on Fire Station 44 Replacement Feasibility Study.

Deputy Chief Jonathan Cox presented the Fire Station 44 Replacement Feasibility Study. The facility will need to be a two-story building and it may be difficult to have the apparatus bay. Option 2 is not an ideal setup, but it is feasible. Option 3 would fit but it would have a tight turning radius. The facility would be behind the apparatus bay. The most logical setup is Option 1 and it would have a drive through apparatus bay.

Board discussion occurred. President Burke asked what the timing is for the next step. Deputy Chief Cox indicated this concludes the feasibility portion of the contract. The next step is going to a design and build phase and the District has the design phase budgeted for next year. Director MacKimmie asked where employees would park. Deputy Chief Cox indicated it isn't shown on the study. Director Sherrill asked about sound through the building.

7. NEW BUSINESS

- A. Resolution finding that meetings of the Board of Directors via Teleconferencing protect against the ongoing and imminent Health and Safety Risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Sections 54953(e).

President Burke indicated this Resolution allows the Board to continue with hybrid meetings.

1. Motion to Adopt Resolution No. 2022-20; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e)

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-20; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e):

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

Motion passed 5-0.

B. Review and Discuss UPI long term liability report.

Deputy Chief Jonathan Cox discussed the memorandum from consultant Julio Morales.

Board discussion occurred. President Burke indicated there is helpful information in the memorandum on where the District stands with CalPERS.

C. Consideration and Approval of Resolution Authorizing Release of Request for Proposals for Landscaping Services – Station 40.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. President Burke clarified the location of the landscaping. Director Stockman asked if local contractors could be contacted and asked to make a proposal. Attorney Jean Savaree indicated the District can advertise and perform additional outreach if the Board believes that would result in more responses.

1. Approve Resolution No 2022-51; A Resolution of the District Board of Directors of the Coastside Fire Protection District Authorizing Release of Request for Proposals for Landscaping Services.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No 2022-51; A Resolution of the District Board of Directors of the Coastside Fire Protection District Authorizing Release of Request for Proposals for Landscaping Services:

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

Motion passed 5-0.

D. Weed Abatement.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. Director Sherrill asked for clarification on amounts being billed to each parcel. Deputy Chief Cox indicated it is

calculated on the amount of vegetation removed from each parcel. Captain Tyler Strum indicated it also depends on the size of the parcel.

1. Motion to approve Weed Abatement billings.
2. Approve Resolution No. 2022-52; A Resolution of the Board of Directors of the Coastside Fire Protection District to recover costs for Weed Abatement in the amount of \$74,736.28 for 54 parcels.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2022-52; A Resolution of the Board of Directors of the Coastside Fire Protection District to recover costs for Weed Abatement in the amount of \$74,736.28 for 54 parcels:

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

Motion passed 5-0.

- E. Review and Discuss District Operating Plan.

Deputy Chief Jonathan Cox presented the Operating Plan.

Board discussion occurred. President Burke indicated Cal Fire is performing well. Vice President Cockrell indicated Fire Station 41 is no longer under construction. Director Sherrill praised the report and appreciated its thoroughness. She asked if the maps should be updated to reflect the population numbers based on the redistricting process that was just completed. Deputy Chief Cox indicated the fire maps are being updated.

- F. Consideration and Approval of Resolution Authorizing for Monthly Board of Directors' Regular Monthly Meetings to Begin at 4:00 P.M. on the Fourth Wednesday of Each Month.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. President Burke indicated it would be more convenient for staff and the Board.

1. Approve Resolution No. 2022-53; A Resolution of the Board of Directors of the Coastsides Fire Protection District Authorizing for Monthly Board of Directors' Regular Monthly Meetings to Begin at 4:00 P.M. on the Fourth Wednesday of Each Month.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2022-53; A Resolution of the Board of Directors of the Coastsides Fire Protection District Authorizing for Monthly Board of Directors' Regular Monthly Meetings to Begin at 4:00 P.M. on the Fourth Wednesday of Each Month:

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

Motion passed 4-0-1, Director Stockman absent (lost connection to Zoom).

- G. Consideration and Approval of Resolution Authorizing Direct Deposit for Board of Directors and Authorizing Check Signatures for the Coastsides Fire Protection District.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred.

1. Approve Resolution No. 2022-54; A Resolution of the Board of Directors of the Coastsides Fire Protection District Authorizing Direct Deposit for Board of Directors and Authorizing Check Signatures for the Coastsides Fire Protection District.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2022-54; A Resolution of the Board of Directors of the Coastsides Fire Protection District Authorizing Direct Deposit for Board of Directors and Authorizing Check Signatures for the Coastsides Fire Protection District:

Director Stockman	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 spreadsheet for the complete year would be brought to the Board at the next meeting. It is a positive financial report. The PARS report is in the packet for June and there was a decline in the account. The yearlong document shows the beginning value and ending balance.

B. Volunteer Committee Report

Vice President Cockrell indicated the Committee discussed fundraisers and training sessions that would be provided. After the meeting was a badge presentation.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Deputy Chief Jonathan Cox summarized the scoping meeting with the Board of Supervisors and RCD. The report recommended 17 projects to be completed to reduce fire spread.

Director Sherrill provided her comments on the report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Director Sherrill indicated last month's meeting discussed the Edgewood Fire response. The SMC Alert system is still being worked on and Chief Cosgrave is assisting DEM with the task.

H. CERT Report

Director Sherrill indicated three new neighborhoods are organizing their safety networks. A multiagency training for HAM and FRS radio was held.

I. Attorney's Report

No report.

J. Fire Marshals Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox indicated there are no staffing impacts due to COVID. Self-testing is continuing.

Regarding staffing, two fire apparatus engineer paramedics were offered promotions with the County program. The positions will be filled. Interviews were conducted for the Division Chief of Operations and an offer is expected to be made in the near future.

Regarding information and outreach, the Public Information Officer would be participating in the Disaster Preparedness Day. They will also be sending out a flyer to the District encouraging people to sign up for Community Connect.

Regarding operations, no known calls for service. Chief Armstrong has been working on the State budget which will have a big impact on their department from the State side.

Regarding training, the three drones have been received and training is starting.

No report for prevention.

Regarding facilities, the cameras have been installed at the station. There has been graffiti at the old Station 41. The Sheriff's Office was contacted and it will be painted over once the investigation is complete.

Regarding apparatus, the new Battalion Chief's vehicle is in service and the new Division Chief's vehicle. The final vehicle is being outfitted. The


new ERV Polaris is in the bay. The first two of four engines have gone into production.

Chief Armstrong spoke about the State budget and adding in 1,500 positions. One major benefit is the Old Glenwood Camp in La Honda is going to become a hand crew center for Cal Fire.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:16 p.m.

Respectfully submitted,


Jonathan Cox (Sep 29, 2022 10:22 PDT)

Sep 29, 2022

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 Vice President Cockrell, seconded by Director Sherrill, 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 Vice President Cockrell, the Board voted unanimously to adopt Resolution No. 2022-20; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e). Motion passed 5-0.

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ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted unanimously to Adopt Resolution No. 2022-54; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Direct Deposit for Board of Directors and Authorizing Check Signatures for the Coastside Fire Protection District. Motion passed 5-0.

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Final Audit Report

2022-09-29

Created:	2022-09-29
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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