

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

**December 9, 2020**

**LOCATION:**

Pursuant to Governor Newsom’s Executive Order N-29-20,  
the meeting was held by teleconference and Zoom video conference.  
Members of the public were able to participate via Zoom or by phone.  
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 6:02 p.m. The special meeting was held on December 9, 2020 due to the regular meeting dates falling close to the Thanksgiving and Christmas holidays.

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

Directors Present: President Burke, Vice President Cockrell, Secretary Ginny McShane, Director Bruce MacKimmie, and Director Steve Stockman.  
Cal Fire: Chief Ian Larkin.  
Deputy Chief: Jonathan Cox.  
Admin. Secretary: Jean Headley.

Attorney Jean Savaree was not present at roll call but arrived at 6:30 p.m. after she finished another meeting.

Deputy Chief Cox indicated there was no members of the public on the call.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

Carlyle “Sid” Young got confirmation that the Board members did receive her letter. She summarized items in her letter, indicating that the Coastside Inn was sold to the county for homeless people, that today the Planning Commission approved the 48-parking-spot RV park at Capistrano and Highway 1, and the letter said that Café Mezza Luna has locked their back door and the Fire Department may want to look into that. President Burke provided comments.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from October 28, 2020 Regular Board Meeting.
- B. Approval of new Vendor Checks #50429-50516 in the amount of \$262,390.46 dated October 1 to October 31, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63 dated October 1 to October 31, 2020.
- D. Approval of Payroll Checks #21124-21128 in the amount of \$1,507.50, dated October 1 to October 31, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$234.33, dated October 1 to October 31, 2020.
- F. Approval of new Vendor Checks #50517-50565 in the amount of \$106,631.52, dated November 1 to November 30, 2020.
- G. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated November 1 to November 30, 2020.
- H. Approval of Payroll Checks #21129-21132 in the amount of \$773.41, dated November 1 to November 30, 2020.
- I. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$128.18, dated November 1 to November 30, 2020.

ON MOTION by President Burke, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

Secretary McShane	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. Presentation by Division Chief Rich Sampson on CAL Fire San Mateo-Santa Cruz Unit Vegetation Management Efforts

Deputy Chief Jonathan Cox introduced Deputy Chief Rich Sampson, who has been requested to make a presentation on CalFire's vegetation management efforts.

Deputy Chief Rich Sampson gave a lengthy PowerPoint presentation on the fire danger on the San Mateo County Coastside. He discussed each slide, which contained maps of fire locations, number of wildfires and deaths, what changed to make more fires, history of old fires, various

types of trees on the Coastside, methods used to remove eucalyptus, how to counter something like the CZU fire, evacuation routes, chipper programs, fire prevention defensible space, fuel reduction tools, outreach efforts, vegetation management enforcement, and finally, "This is not going away any time soon."

Following his presentation, Deputy Chief Sampson responded to questions and comments from the Board. President Burke asked him to provide the Board with a list of what the Coastside Fire Protection District could do to impact the things he has been discussing.

Secretary McShane mentioned that some people like eucalyptus trees because butterflies like them. She indicated she would like to meet with Deputy Chief Sampson in January regarding what she can do to help with vegetation management.

Carlyle "Sid" Young commented on the large eucalyptus grove which is a chokehold on Highway 1 going downhill from the tunnel towards Pacifica. She indicated the Coastsiders would not be able to evacuate going north if that grove was on fire.

B. Presentation by Deputy Chief Jonathan Cox on Roles and Responsibilities of Agencies and Organizations During a Large Disaster

Deputy Chief Cox made a lengthy PowerPoint presentation on who is responsible for what in a state or local disaster and how the agencies all work together. He described many of the agencies and what each one does during a disaster. He discussed the various agreements that CFPD are part of. He also discussed resources available by following the SEMS (Standardized Emergency Management System), as well as organizations to help with preparedness and recovery.

Following his presentation, Deputy Chief Cox responded to questions and comments from the Board.

7) **NEW BUSINESS**

A. Election of Board Officers

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board elected Gary Burke to be Board President for 2021:

Director McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

ON MOTION by President Burke, seconded by Secretary McShane, by the following Roll Call Vote, the Board elected J. B. Cockrell to be Board Vice President for 2021:

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

Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board elected Ginny McShane to be Board Secretary for 2021:

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

Motion passed 5-0.

- B. Selection of Board Committee Members
- C. Selection of Volunteer Liaison
- D. Selection of California Special District Association Liaison
- E. Selection of ALS/JPA Liaison
- F. Selection of Emergency Preparedness Liaison

President Burke said these committee assignments do not need to be decided tonight, and he asked Director Stockman if he has some comments on the issue of committees. Director Stockman deferred this to Deputy Chief Cox, indicating that if he sees something that needs addressed at a committee level, then that could be revisited.

President Burke said that Secretary McShane has asked to be relieved of her duties on the Finance Committee to give her more time to devote to vegetation management. He indicated he would like to put this back on the agenda in January 2021.

G. Review and Approve District's Response to the San Mateo County Grand Jury Report: Ransomware: It Is Not Enough To Think You Are Protected

Attorney Savaree summarized the Staff Report and recommended that the Board review and approve the draft response to the Grand Jury, which Deputy Chief Cox will then submit.

ON MOTION by President Burke, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously to approve and submit the draft response to the Grand Jury:

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

Motion passed 5-0.

H. Discuss Hiring a Certified Access Specialist to Perform a Report/Study on Fire Station 41, located at 555 Obispo Road, El Granada, CA

Director MacKimmie indicates there needs to be an ADA compliant inspection, and he discussed the issue.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to hire a Certified Access Specialist to perform a report/study on Fire Station 41:

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

Motion passed 5-0.

I. Review, Discuss and Approve a Resolution to Award a Contract for Landscaping Services at Fire Station 41 to Scapes, Inc. and Authorize the Execution of an Agreement for Professional Services

Deputy Chief Cox summarized the Staff Report and recommended that the Board adopt a resolution awarding a landscaping services contract to Scapes, Inc. and authorize the Board President to execute the contract.

ON MOTION by President Burke, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2020-56 awarding a landscaping services contract to Scapes, Inc. and to authorize the Board President to execute the contract:

Director McShane	Aye
Director Stockman	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 there was no Finance Committee meeting. He made reference to the spreadsheets of expenses and revenues and discussed various highlights.

### B. Volunteer Liaison Report

No meeting, no report.

### C. Land and Structures Committee Report

Director MacKimmie said he walked around outside of Station 41 today and indicated there are still a number of things to be done. He said we should not pay any more money until everything has been completed.

### D. Vegetation Management Committee

Secretary McShane indicated that she will be working with anyone who wants to meet with her on this issue.

### E. Special Districts Association (SMCO Chapter)

No meeting, no report.

### F. ALS/JPA

No meeting, no report.

G. Emergency Preparedness

Director Stockman thanked Deputy Chief Cox for attending the CEAP Zoom meetings. Director Stockman named the newly elected officers.

H. Attorney's Report

No report.

I. Fire Chief's Report

Deputy Chief Jonathan Cox indicated they are continuing to take Covid precautions, and the grant equipment for Personal Protection Equipment is coming in.

He discussed the office upgrades and finalizing the conference room at Station 40.

He reported that he made a presentation for Mid Coast Council regarding disasters and evacuations.

He indicated we have once again received the District of Distinction Award.

As to personnel and staffing, Deputy Chief Cox reported that Chief Larkin conducted interviews for the Division Chief of Operations today, and there should be an announcement in the near future. The front office Staff Analyst position should be posting shortly. And Clinton Dyer, who has been an engineer working at Stations 41 and 44, will be promoted on Monday to the Fire Marshall's office to work with John Rydell.

Deputy Chief Cox indicated there was a cliff rescue last week, and the Sheriff used a drone in this incident.

He reported that the intersection at Highway 1 and Station 40 will be closed during reconfiguration.

He stated they completed a two-week truck academy in November at Station 40.

Staff is working on getting letters out for self-certification due to Covid precautions.

He said he is still waiting for the appraisal for Station 41.

Director MacKimmie asked about drones, and Chief Ian Larkin responded that CalFire has received their Certificate to Operate Drones statewide. Deputy Chief Cox stated that any drone that has parts made in China is not permitted to be purchased.

Director MacKimmie asked if there can be a keypad at the back door of Station 40 for the Directors to be able to get their packets without bothering the firefighters.

President Burke commented on the monthly statistics reports and thanked Cal Fire and Deputy Chief Cox for their great response times.

President Burke thanked everyone who took part in putting together the virtual opening of Station 41.

President Burke asked Deputy Chief Cox to place on the January 2021 agenda to review, discuss, and update the Strategic Plan.

**9) CORRESPONDENCE**

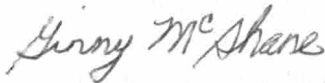
A. Letter from Kerry Burke

No discussion.

**10) ADJOURNMENT**

President Burke adjourned the meeting at 8:01 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 President Burke, seconded by Secretary McShane, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by Roll Call Vote, the Board elected Gary Burke to be Board President for 2021. Motion passed 5-0.

ON MOTION by President Burke, seconded by Secretary McShane, by Roll Call Vote, the Board elected J. B. Cockrell to be Board Vice President for 2021. Motion passed 5-0.

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ON MOTION by President Burke, seconded by Secretary McShane, by Roll Call Vote, the Board unanimously to approve and submit the draft response to the Grand Jury. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to hire a Certified Access Specialist to perform a report/study on Fire Station 41. Motion passed 5-0.

ON MOTION by President Burke, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2020-56 awarding a landscaping services contract to Scapes, Inc. and to authorize the Board President to execute the contract. Motion passed 5-0.

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