

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

**July 24, 2024**

**LOCATION:**

Pursuant to Resolution No. 2023-01,  
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 Patrick Hanna, Director Bruce MacKimmie, and Director Cynthia Sherrill.

Board Secretary: Unit Chief Nate Armstrong;  
Cal Fire: Operations Chief Gary Silva, Fire Captain/Deputy Fire Marshall John Riddell, Analyst Meghan Henry

Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Battalion Chief Ken Lord and Ken Hanna.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

President Burke introduced public member, and announced Unit Chief Nate Armstrong's upcoming departure from the unit for a new position.

**5. CONSENT CALENDAR**

A. Approval of minutes from April 24, 2024 Board Regular meeting

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- B. Approval of minutes from May 22, 2024 Board Regular meeting
- C. Approval of minutes from June 26, 2024 Board Regular meeting
- D. Approval of Vendor Checks #56565-56641 in the amount of \$433,842.99 dated June 1 to June 30, 2024
- E. Approval of Payroll Checks #21278-21280 and DDs in the amount of \$895.34 dated June 1 to June 30, 2024 (pay period 5/2024).
- F. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$148.31 dated June 1 to June 30, 2024 (pay period 5/2024).

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-F 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.

**6. CONTINUING BUSINESS**

**7. NEW BUSINESS**

- A. Review, Discuss and Consider Approving a Memorandum of Understanding with San Mateo County Pillar Point Harbor District

Chief Silva introduced the background of the interaction with the San Mateo County Pillar Point Harbor District for beach and sea rescues, which has been an informal collaboration. The Memorandum of Understanding would put into formal agreement the work and obligations of the two parties when working together on rescues.

Director Cockrell asked if this would change anything. Chief Silva responded that no, this was just to have a formal written agreement. Director Sherrill commended on how well-written the document is.

Director Burke recalled previous interactions with the fire department and harbor district, and expectations for current fire fighters abilities during rescues. Chief Silva assured that firefighters were on-scene for assistance and providing medical services, but no watercraft use was needed.

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ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Memorandum of Understanding with San Mateo County Pillar Point Harbor:

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

Motion passed 5-0.

B. Weed Abatement

Chief Silva summarized the Staff Report and commented on some of the lots that were not completed.

President Burke requested weed abatement program be reviewed before next implementation.

ON MOTION by Director Hanna, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-51; Approving the Coastside Fire Protection District to recover costs for Weed Abatement in the amount of \$14,517.78 for 44 parcels:

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 noted the start of the new fiscal year. The finance spreadsheet is available to the public.

B. Volunteer Committee Report

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Director Cockrell reported the success and enjoyment of the volunteer BBQ at Station 40.

C. Land and Structures Committee Report

Chief Silva discussed the progress on the Station 44 project and permits, the Station 40 bathroom project, Station 40 insulation project, possible Station 41 North gate, and the South lot 41 submissions.

D. Vegetation Management Committee Report

No report from the Committee.

Director Cockrell asked if the district has any firefighters out on wildfires. Chief Silva responded that an engine and personnel were sent last night, and a discussion followed on the strike team obligations and participation.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Director Sherill reported that DEM staff continues to grow with two new staff members and two more openings. Director Sherrill also announced the August 3<sup>rd</sup> San Mateo County Preparedness fair.

H. CERT Report

Director Sherrill announced that CERT was invited to attend a zoom meeting with the City of Half Moon Bay to discuss the budget deficit. She noted it was a civil meeting. She also reported that CERT had 41 attendees at their training at Station 40 with gracious support from Chief Lord.

National CERT training in DC is occurring but no one was sent from Coastside.

Upcoming events for CERT include attending the SMC Preparedness Faire, ARES hosting a HAM radio class for the Great Shakeout, the Station 41 open house and sending out invites with help from PIO Cecile.

A discussion was had on the financial relation between the City of Half Moon Bay and CERT.

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I. Attorney's Report

Attorney Jean Savaree shared information on the new Levine Act and surrounding requirements the District to be aware of.

J. Fire Marshal's Report

Fire Captain/Deputy Fire Marshall John Riddell covered the statistics for the Fire Marshal's Office and summarized the big projects occurring in the District.

K. Fire Chief's Report

Chief Silva provided updates on the Montara hydrant agreement in which no updates had occurred, the upcoming interviews for the BC10C position, and summarized the events of the structure fire in El Granada, vegetation fire in Tunitas creek, fulfilling strike team requests from OES, completion of Driver/Operator 1A training course, and engine selling/purchasing.

There was additional discussion regarding tax money distribution.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 4:41 p.m.

Respectfully submitted,

DocuSigned by:  


8/29/2024

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Deputy Chief Jonathan Cox, Secretary  
Coastside Fire Protection District

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**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 Items A-F as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to approve the Memorandum of Understanding with San Mateo County Pillar Point Harbor. Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director Sherrill, the Board voted to Adopt Resolution No. 2024-51; Approving the Coastside Fire Protection District to recover costs for Weed Abatement in the amount of \$14,517.78 for 44 parcels. Motion passed 5-0.