

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

**November 15, 2023**

**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 special 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: Deputy Chief Jonathan Cox.  
Cal Fire: Deputy Chief Jonathan Cox; Fire Captain Jordan Motta.  
Attorney: Jean Savaree.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No Public Comment.

**5. CONSENT CALENDAR**

- A. Approval of Vendor Checks #55341-55407 in the amount of \$199,799.68 dated October 1, 2023 to October 31, 2023
- B. Approval of Payroll Checks #21255-21256 & DDs in the amount of \$1,074.41 dated October 1 to October 31, 2023 (pay period 9/2023.)
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.97, dated October 1 to October 31, 2023 (pay period 9/2023.)

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-C 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

### A. Discuss and Provide Direction Regarding Proposed Amendments to the District's Fee Schedule.

Deputy Chief Jonathan Cox presented the Staff Report and summarized the draft policy and fee schedule for Board review.

Board discussion occurred. The Directors discussed the false alarm fee schedule, COLA percentage, solar inspections, CPI adjustments, and the 80% reduction in the amounts proposed by the consultant at last month's meeting.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Approve the Cost Recovery and Fee Schedule Policy:

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

Motion passed 5-0.

### B. Determine Board Meeting Schedule for December 2023

Deputy Chief Jonathan Cox presented the outstanding items but stated they could be postponed to January. The Board directed to cancel the December Board meeting unless an urgent issue arises.

**7. NEW BUSINESS**

- A. Review, Discuss and take Action to open a California CLASS Investment Account.

Deputy Chief Jonathan Cox and President Burke summarized the presentation from the Finance Committee meeting.

There was no Board discussion.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to open a California CLASS Investment Account:

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 spoke about the Finance Committee meeting held before the Board meeting and the financial information provided in the packet.

- B. Volunteer Committee Report

Vice President Cockrell spoke about the meeting and items they will be selling to raise money. They will be sending out Christmas cards. Volunteers will be receiving new pagers and attending training. Director Hanna spoke about the success of the paramedic program. Director Sherrill thanked the volunteer firefighters who assisted with graduating a new set of CERTs.

- C. Land and Structures Committee Report

Director Sherrill spoke about the meeting next week and they do not have any updates on the review of the plans for Station 44. President Burke spoke about the sidewalk at Station 41.

D. Vegetation Management Committee Report

Director Hanna asked for a meeting to be scheduled in early 2024 to discuss the land clearing that has been occurring.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna spoke about a local meeting being set up for other special districts in the area.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill spoke about the graduation of 33 new CERTs and now there are 423 active CERTs on the Coastsides. They have 33 people already signed up for the March CERT training.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Fire Captain Jordan Motta spoke about the plan reviews and inspections. Plan sets were received for Station 44 and they will be reviewing those meticulously.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about promotions within CalFire. Staff had a tour with the CEO's office and District 2 around the County discussing fire hazard, radio repeater infrastructure, fuel reduction work, and fire detection.

Regarding facilities, Starlink has been installed at all three stations. Chief Griffin has been in contact with Montara Water District regarding a hydrant agreement and is working on obtaining updated GIS layers on hydrant locations in the District. Another meeting was held with Public Safety Communications and the Raven technology for the coast radio system buildout.

Regarding operations, there was one water rescue. There was a CPR call in El Granada and there was some positive correspondence on Nextdoor regarding the incident. The drone operators attending a statewide training with the U.S. Coastguard.

Regarding facilities, the fencing project is nearing completion and the codes for the gate will be distributed. The apparatus bay project will be started soon.


Regarding apparatus, ERV 40 is now in service and training has been completed with the crews, the battalion 10 charlie vehicle is nearing completion, and we are still waiting on the two new engines with one in early 2024 and the second in 2025.

President Burke spoke about the CalPERS release and how they have not met their goal of 6.8% and the rates will increase dramatically during the next fiscal year.

## 9. ADJOURNMENT

President Burke adjourned the meeting at 4:43 p.m.

Respectfully submitted,

  
Jonathan Cox (Jan 30, 2024 11:12 PST)

30/01/2024

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

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Approve the Cost Recovery and Fee Schedule Policy. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, the Board voted to open a California CLASS Investment Account. Motion passed 5-0.

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Final Audit Report

2024-01-30

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