

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

**August 28, 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: Deputy Chief Jonathan Cox.

Cal Fire: Unit Chief Jed Wilson; Operations Chief Gary Silva; Fire Captain John Riddell, Fire Captain Clinton Dyer; Analyst Meghan Henry.

Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Michelle Dragony, Virginia Chang Kiraly, and Architect Sean Rose

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

Virginia Chang Kiraly from San Mateo Harbor District Board of Commissioners spoke on a special district ballot item for the county of Article 34 regarding affordable housing developments to make the district aware.

President Burke made an announcement to recognize and thank Jay Abrams for his dedication to the district by providing helpful and vital IT services, followed by a reading of a letter of appreciation.

President Burke also announced Nate Armstrong's departure from the unit, and the promotion of Jed Wilson to Unit Chief. Chief Wilson shared his background and experience.

**5. CONSENT CALENDAR**

- A. Approval of minutes from July 24, 2024 Board Regular meeting
- B. Approval of Vendor Checks #56642-56721 in the amount of \$264,276.01 dated July 1 to July 31, 2024.
- C. Approval of Payroll Checks #21281-21283 and DDs in the amount of \$1,074.41 dated July 1 to July 31, 2024 (pay period 6/2024).
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.97 dated July 1 to July 31, 2024 (pay period 6/2024).
- E. Approval of electronic Annual Lump Sum payment to CalPERS in the amount of \$1,750,803.00 date July 1, 2024 to July 31, 2024.
- F. Approve Resolution No. 2024-52; Resolution of the Board of Directors of the Coastside Fire Protection District Clarifying the Findings of Resolution 2024-50 Regarding the Status of the District-Owned Site Located at 531 Obispo Road, El Granada (APN 047-264-030) Under the California Surplus Lands Act

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**

- A. Review and Discuss Informational Update Regarding the Station 41 South Lot Improvement Project

Sean Rose shared and explained the plan for the sidewalk and area on the lot, including the process and approvals that have occurred, funding plans and budget, other entities that have made comments on the project, and schedule.

Director Hanna posed a question regarding the 50% share by the county, hoping that it would be increased. Director Sherrill commended Sean Rose's work, dedication, and leadership to the project. Conversation was had on requesting more support and action from other agencies, such as San Mateo County and El Granada Community Services District.

## 7. NEW BUSINESS

- A. Review and Discuss Coastside Fire Protection District CalPERS Miscellaneous and Safety Pension Plans June 30, 2024 Consolidated GASBS 68 Reporting Information CalPERS Risk Pools

Deputy Chief Jonathan Cox explained the CalPERS GASBS report. President Burke emphasized the independence of CalPERS work for the district, and his interest in having a representative of CalPERS come to explain the costs of the services and answer questions.

- B. Review, Discuss and Provide Direction on the County's Request for Coastside Fire Protection District to Contribute to Support County Emergency Dispatch Services

Deputy Chief Jonathan Cox explained the intent of the letter received from the county for additional contributions for dispatch services.

Director Hanna posed the question of what the other options would be for dispatch services. President Burke explained that JPA should be handling the negotiations, and that cost recovery actions by the district and county are expected. Director Cockrell asked for clarification on what the amount requested represents. Deputy Chief Cox answered that money is already funded to the PSC through the ALS JPA, this would be funded additionally directly to the county. Chief Silva mentioned his attendance at a County Chief's meeting and general uneasiness of the situation across the county fire chiefs. A discussion on clarification continued, and a wish for continued discussion with other entities, or continuing to work through the JPA.

- C. First Reading and Introduction of Ordinance 2024-02; An Ordinance Adopting the California Fire Code Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and the Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous uses and Establishing a Bureau of Fire Prevention and Providing Officers

Fire Captain Dyer introduced the Fire Code is updated often and this Ordinance would be to provide additional clarifications, alterations, and definitions.

ON MOTION by Director Hanna, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve the first Reading and Introduction of Ordinance 2024-02:

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

D. Review, Discuss and Consider for Approval the Surplus of Equipment

Deputy Chief Cox summarized the staff report.

ON MOTION by Director Hanna, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve the Surplus of Equipment:

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

**8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke indicated no meeting was held but spoke about the financial information provided in the packet.

B. Volunteer Committee Report

No report.

C. Land and Structures Committee Report

Director Sherrill spoke on the progress and timeline of the Fire Station 44 project. Chief Silva spoke on the temporary structure lease and plan for the transition. Director Mackimmie spoke on the appreciation and success of the Station 44 open house.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna mentioned the annual conference is on September 9-12.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill spoke on the County disaster preparedness event and participation, the great success of the national night out, the upcoming Great Shakeout event in September, a new initiative to offer a family-safety preparedness course in Chinese, participation at the upcoming Life-learning fair at the high school to recruit students, and member count is up to 2,400 members.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Fire Captain John Riddell summarized the inspection statistics, and the start of the involvement of the drone project in the district, and other large projects occurring. A discussion was held on hydrant maintenance with Montara Water District.

K. Fire Chief's Report

Deputy Chief Jonathan Cox spoke on the county no longer providing accounting services, continuing to act as treasurer, but Harshwal has been contracted to provide accounting services. An RFP for a new auditor will be conducted.

A contract was signed with Stepford to maintain IT services involving the Mobile Data Terminals on the apparatuses.

The MOU with the Harbor district was approved and signed.

PSC has rolled out a new analytics software which allows us to pull call data ourselves.

Interviews are coming up for Battalion 10C and 11C positions.

CalFire Bargaining Unit 8 came to a tentative labor agreement, with a most notable change to a 66-hour work week.

Chief Lord is planning a volunteer academy and other formal classes for next year.

Although Engine 140 strike team was often pulled to fires, there was no effect on staffing.

Significant and complex accident and rescue occurred on HWY 1 which was overseen by Chief Pickard.

Station 40 projects are soon or already concluded (insulation, gate, bathroom).

Captain Minkstein is working on vehicle purchases and surplus.

## **9. ADJOURNMENT**

President Burke adjourned the meeting at 5:36 p.m.

Respectfully submitted,

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

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, included on the consent calendar, the Board voted to Approve Resolution 2024-52 Clarifying the Findings of Resolution 2024-50 Regarding the Status of the District-Owned Site Located at 531 Obispo Road, El Granada (APN 047-264-030) Under the California Surplus Lands Act. Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director MacKimmie, the Board voted to approve the first Reading and Introduction of Ordinance 2024-02. Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director MacKimmie, the Board voted to approve the Surplus of Equipment. Motion passed 5-0.