

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

November 16, 2022

LOCATION:

Pursuant to Resolution No. 2022-55,
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 (All participants were present via Zoom or teleconference call.)

Directors Present: President Gary Burke, Vice President J. B. Cockrell,
Director Bruce MacKimmie, and Director Cynthia Sherrill.
Directors Absent: Director Steve Stockman.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Captain Pat Griffin, Fire Captain John Riddell.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Marcus Burton, Joe Guntren, and Rama Nair.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Marcus Burton spoke about the notice to destroy weeds they received. They live out of the area and they are asking what areas of the property need to be cleared and asked for clarification on property ownership.

Deputy Chief Jonathan Cox directed Mr. Burton to contact the Fire Marshal's office.

Rama spoke about the notice to destroy weeds they received. They completed extensive work last year and asked what work needs to be done this year.

Deputy Chief Jonathan Cox indicated her contact information was forwarded to the Fire Marshal's office for response.

5. CONSENT CALENDAR

- A. Approval of minutes from September 28, 2022 Regular Board meeting.
- B. Approval of minutes from October 26, 2022 Special Board meeting.
- C. Approval of minutes from October 26, 2022 Regular Board meeting.
- D. Approval of Vendor Checks #52207-52275 in the amount of \$255,346.23 dated October 1, 2022 to October 31, 2022.
- E. Approval of Payroll Checks #21216-21219 & DD in the amount of \$1,237.48 dated October 1 to October 31, 2022 (pay period 9/2022.)
- F. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.05, dated October 1 to October 31, 2022 (pay period 9/2022.)

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
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-2, with Director MacKimmie having recused himself and Director Stockman absent.

6. CONTINUING BUSINESS

- A. Weed Abatement
 - 1. Public Hearing for Weed Abatement – for property owners having any objections to the proposed removal of such weeds

Deputy Chief Jonathan Cox indicated this is a public hearing for property owners who received notices.

The Public Hearing was opened and closed at 4:07 p.m.

No discussion occurred.

- B. Review and Discuss Fire Station 41 North Lot Improvements Options and Cost Estimates
 - 1. Landscape Plan – Option 1
 - 2. Landscape Plan – Option 2

3. Fire Station 41 – Schematic Estimate

Deputy Chief Jonathan Cox summarized the landscape plan options and asked for Board guidance.

Board discussion occurred. President Burke asked about the line that is labeled as “property line” and asked if that is the District’s property or County’s property. The line is the District’s property. Deputy Chief Jonathan Cox believes that is right-of-way land and an encroachment permit would have to be submitted to the County. President Burke would like to explore installation of a sidewalk with the County before approving a design. The sidewalk in front of the new station was included in the District’s design. Director Sherrill agreed with President Burke’s comments. Vice President Cockrell asked about the nexus to emergency services. Deputy Chief Jonathan Cox said the improvement helps the safety of the property but doesn’t directly relate to providing emergency services.

The Board asked that further discussions be held with the County regarding installation of a sidewalk.

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 is to be done each month.

1. Motion to Adopt Resolution No. 2022-65; 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 Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-65; 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 Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director Stockman absent.

B. Review, Discuss and Approve Surplus of Equipment – The District’s Chevrolet Tahoe SUV CFR 12- 01 PR10C (2012 Chevrolet Tahoe 2WD 4-door)

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

No Board discussion occurred.

1. Motion to Adopt Resolution No. 2022-66; A Resolution of the District Board of Coastside Fire Protection District Authorizing Disposal of Surplus Equipment – 2012 Chevrolet Tahoe SUV by Sealed Bid Process.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2022-66; A Resolution of the District Board of Coastside Fire Protection District Authorizing Disposal of Surplus Equipment – 2012 Chevrolet Tahoe SUV by Sealed Bid Process:

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

Motion passed 4-0-1, with Director Stockman absent.

2. Approve Invitation for Sealed Bid Packet Chevrolet Tahoe SUV

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Invitation for Sealed Bid Packet Chevrolet Tahoe SUV:

Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye

President Burke Aye

Motion passed 4-0-1, with Director Stockman absent.

C. Review, Discuss and Approve Destruction of Documents in Accordance with Document Retention Schedule.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

1. Motion to Adopt Resolution No. 2022-67; Resolution of the Coastside Fire Protection District Authorizing the Destruction of Certain Fire District Records

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-67; Resolution of the Coastside Fire Protection District Authorizing the Destruction of Certain Fire District Records:

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

Motion passed 4-0-1, with Director Stockman absent.

D. Proclamation Board Director Steve Stockman

This item will be postponed to the December meeting.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated the Finance Committee did not have a meeting but spoke about ERAF.

B. Volunteer Committee Report

Vice President Cockrell spoke about the November meeting. The academy date hasn't been decided. Deputy Chief Jonathan Cox said the EMS portion would be held in June. Director MacKimmie asked how much it would cost to outfit a volunteer. Deputy Chief Jonathan Cox said it costs \$3,000-5,000 due to the number of hours it takes to train.

C. Land and Structures Committee Report

Director MacKimmie indicated the Open House was held for Fire Station 41. He asked about the plans for Station 44. Deputy Chief Jonathan Cox indicated the RFP closes the week after Thanksgiving. Director MacKimmie spoke about the landscaping outside Station 40. Deputy Chief Jonathan Cox said the Open House was really well received and they believe 200 people came through.

D. Vegetation Management Committee Report

No 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 the SMC Alert migration will be happening and the public will be provided with information to opt in for alerts.

H. CERT Report

Director Sherrill indicated they had a table at the Open House and they are seeing benefits from that with people signing up for CERT. They have 31 new CERTs on the coastside and had a very nice graduation day.

I. Attorney's Report

No report.

J. Fire Marshals Report

Fire Captain Pat Griffin provided statistics for the month. They are progressing forward with mandatory and business inspections for completion by the end of the year. Spot checks and site visits are occurring for properties with overgrown vegetation.

K. Fire Chief's Report

Deputy Chief Jonathan Cox indicated the statistics will be provided in next month's Board packet.

Regarding the station move-up module for Station 40, call times have decreased but they will continue to monitor response times. He is meeting with the new Sheriff's Captain and next month will include the new City Manager so they meet monthly to talk about issues. The County Fire Chief's meeting included a discussion on the way resources are dispatched with the new CAD at the County level. There shouldn't be a large change on the coast.

Regarding personnel, the State hiring process for fire apparatus engineers will start next week. They just finished Fire Marshal interviews last week and they should have an announcement by the December Board meeting.

Regarding outreach, he thanked staff for the Station 41 Open House.

Regarding facilities, the gate and fence project for Station 40 should be brought back to the Board next month to approve an RFP.


Regarding apparatus, the two new Pierce engines will have a final inspection in December in Wisconsin. They should arrive in California in the beginning of January and hopefully in service by March. Engine 40's engine replacement is progressing.

President Burke spoke about the Investment Policy and asked that it be brought back to the Board in December. He spoke about voting on committees and committee membership in December and asked the Board to give some thought on the process for discussion.

8. ADJOURNMENT

President Burke adjourned the meeting at 4:46 p.m.

Respectfully submitted,


Jonathan Cox (Feb 27, 2023 15:39 PST)

Feb 27, 2023

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 3-1-1, with Director MacKimmie having recused himself and Director Stockman absent.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted unanimously to adopt Resolution No. 2022-65; 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 4-0-1, with Director Stockman absent.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to adopt Resolution No. 2022-66; A Resolution of the District Board of Coastside Fire Protection District Authorizing Disposal of Surplus Equipment – 2012 Chevrolet Tahoe SUV by Sealed Bid Process. Motion passed 4-0-1, with Director Stockman absent.

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Final Audit Report

2023-02-27

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