

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

**November 20, 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: Division Chief Gary Silva, Analyst Meghan Henry  
Attorney: Jean Savaree

Also present, either in person or via Zoom, were Doug Pryor from Foster & Foster,  
architect Sean Rose, Dave Cosgrave from San Mateo County DEM.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of minutes from October 23, 2024 Board Regular meeting
- B. Approval of Vendor Checks #56875-56947 in the amount of \$238,759.08 dated  
October 1 to October 31, 2024

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- C. Approval of Payroll Checks #21290-21292 and DDs in the amount of \$1,432.52 dated October 1 to October 31, 2024 (pay period 9/2024.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$237.32 dated October 1 to October 31, 2024 (pay period 9/2024.)

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-D 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.

Director Burke moved forward to new business item A.

**6. CONTINUING BUSINESS**

- A. Resolution Approving the Design Plans and Specifications and Authorizing Bidding of the Station 41 South Lot Site Improvements Project

Sean Rose presented regarding the station 41 south lot plans and progress on the project. Notable updates are that the project is ready for bidding, and was awarded a grant from San Mateo County Office of Education for Safe Routes to School if the sidewalk alternative 2 design is chosen, and San Mateo County agreeing to cost share.

Board Member discussion surrounded discontent towards the County not being more financially involved on the sidewalk portion of the project.

- 1. Motion to Approve Resolution 2024-57 Approving Design Plans and Authorizing Bidding

ON MOTION by President Burke, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to Approve Resolution 2024-57 Approving the Design Plans and Specifications and Authorizing Bidding of the Station 41 South Lot Site Improvements Project:

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

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Motion passed 5-0.

B. Receive an Update on Temporary and Permanent Station 44 Project

Sean Rose presented a summary and updates on the Temporary and Permanent Station 44 project. Notable items were readiness for contracting for the modular temporary building with options possibly being ready next board meeting, needing three years in temporary station, and preparing permits for permanent station.

C. Update Coastside Fire District Strategic Business Plan Including Mission, Vision, Values and Initiatives

President Burke noted items to be changed under “Pending Initiatives” would be moving “District of Distinction Re-Certification” and “Analysis of Options for...CalPERS” to completed, changing the year on breaking ground for new Fire Station 44, establish a CalPERS fund, and revamping or removing the vegetation management program.

ON MOTION by President Burke, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted to approve changes to the District Strategic Business Plan:

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

Motion to approve 5-0

7. **NEW BUSINESS**

A. Review, Discuss a Presentation by Foster & Foster Regarding Options for Addressing Unfunded CalPERS Liability

Doug Pryor presented historical, current, and future projected data, values, information regarding CalPERS liabilities which were found during the study conducted by Foster & Foster. The focus was on cost options in paying out or continuing to pay into CalPERS, with interest rates high, it would be an ideal time, but costs are still high. Further conversation amongst the board is needed before a decision is made.

Director Burke continued with Continuing Business Item A.

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B. Resolution Approving District’s Response to 2023-2024 Civil Grand Jury Report titled “Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts”

Jean Savaree summarized the resolution which had three recommendations on responding to the Civil Grant Jury Report.

There was no Board discussion.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-56; Approving District’s Response to 2023-2024 Civil Grand Jury Report titled “Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts”:

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

Motion passed 5-0.

C. Review, Discuss and Approve Coastside Fire Protection District Actuarial Study of Retiree Health Liabilites Under GASB 74/75 Valuation Date: June 30, 2023

Chief Cox summarized the staff report for the study.

ON MOTION by Director Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the actuarial study of retiree health liabilities under GASB 74/75 Valuation Date: June 30, 2023:

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

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

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

A. Finance Committee Report

No report.

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B. Volunteer Committee Report

The volunteers had been active at recent incidents. They are hosting the turkey drive for Thanksgiving. They will also help with toy collection.

C. Land and Structures Committee Report

Sean Rose's presentations covered updates.

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

No report.

H. CERT Report

Director Sherrill noted they graduated 21 new CERTs at the last training and 18 sign-ups for the Spring CERT training.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Chief Silva reported for Chief Griffin that 33 plan reviews, 22 construction inspections, 4 special permits, 163 business inspections, and 17 smoke detector inspections had been completed.

K. Fire Chief's Report

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Office of the State Fire Marshal will release new LRA fire hazard severity maps in the next year.

Two contracts/agreements were signed this month: Sean Rose public works consultant, Lee & Associates training agreement for use of training facilities in return for discounted student rates.

Training Academy began with 7 students being led by Chief Lord and Captain Minkstein.

New CalFIRE 66-hour work week starts on November 25<sup>th</sup>.

Training tower exterior will be painted as a response to findings from the last inspection.

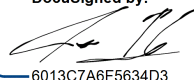
“No Overnight Parking” signs for outside Station 40 are being developed with the city.

Engine 340 is waiting for the chassis, and Engine 44 is on the production line.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 5:31 p.m.

Respectfully submitted,

DocuSigned by:  
  
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12/19/2024

Deputy Chief Jonathan Cox, Secretary  
Coastside Fire Protection District

Note: Audio and video tapes of meetings are available for inspection during regular business hours.

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

ON MOTION by President Burke, seconded by Director Hanna, the Board voted to Approve Resolution 2024-57 Approving the Design Plans and Specifications and Authorizing Bidding of the Station 41 South Lot Site Improvements Project. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Cockrell, the Board voted to approve changes to the District Strategic Business Plan. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Hanna, the Board voted to Approve Resolution 2024-56 Approving District's Response to 2023-2024 Civil Grand Jury Report titled "Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts". Motion passed 5-0.

ON MOTION by Director Cockrell, seconded by Director Sherrill, the Board voted to approve the actuarial study of retiree health liabilities under GASB 74/75 Valuation Date: June 30, 2023. Motion passed 4-0-1, with Director MacKimmie having recused himself.