

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

**October 23, 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; Unit Chief Gary Silva; Battalion Chief-Fire  
Marshal Patrick Griffin; Analyst Meghan Henry.

Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Battalion Chief Robert Anderson,  
Battalion Chief Chip Pickard, Volunteer Fire Chief Roger Pimentel, Volunteer Fire  
Captain Chad Fairbrother, FAE Lucas Woodbridge, FAE Jeremy Schmit, LAFCo  
Representative Rob Bartoli, and Michele Dragony.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No public comment was made.

**5. CONSENT CALENDAR**

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- A. Approval of minutes from September 25, 2024 Board Regular meeting
- B. Approval of Vendor Checks #56787-56874 in the amount of \$250,259.28 dated September 1 to September 30, 2024
- C. Approval of Payroll Checks #21287-21289 in the amount of \$1,253.47 dated September 1 to September 30, 2024 (pay period 8/2024.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$207.64 dated September 1 to September 30, 2024 (pay period 8/2024.)

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-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. Recognize Coastside Volunteer Firefighters Jeremy Schmit and Lucas Woodbridge for Successful Completion of Paramedic Training Program

Chief Cox recognized the two volunteer firefighters that completed Coastside-sponsored paramedic training and taken positions with CalFire at Coastside as Fire Apparatus Engineers.

President Burke requested the meeting jump forward to New Business Item A.

- B. Review and Discuss Coastside Fire Protection District Strategic Business Plan

President Burke mentioned there was no action needed on this item, but review and edits could be done at the next meeting.

**7. NEW BUSINESS**

- A. Presentation by San Mateo County Local Area Formation Commission (LAFCO) regarding Coastside Fire Protection District Municipal Service Review (MSR)

Rob Bartoli presented for LAFCO, summarizing their purpose of conducting Municipal Service Reviews, in which Coastside has an upcoming study to analyze governance structures, fiscal health, and efficiencies of agencies, and provided

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context to the upcoming study. An MSR has not occurred since before the Half Moon Bay Fire and Point Montara Fire merge to Coastside Fire Protection District. The tentative draft review is set for January 15<sup>th</sup>, 2025. The Board Members asked questions regarding focus, impact, and involvement.

President Burke and Director Sherrill volunteered to be on a project to review the documents being submitted to LAFCo.

B. Review, Discuss and Provide Input on Coastside CERT Standard Operations Procedures

This item was requested to be moved to next month's meeting.

**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

Director Hanna reiterated the agenda item that two volunteers that are now full-time CalFire Fire Apparatus Engineer-Paramedics, and hope for continuing the program-sponsoring volunteers.

C. Land and Structures Committee Report

Chief Silva stated 90% construction documents will be ready soon, and continuing permitting process with the county, and leasing modular housing. South 41 Lot project will have updates from Architect Sean Rose soon.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

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No report.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill spoke on Fall CERT starting October 30<sup>th</sup> training 35 new CERT members, with skills and graduation on November 9<sup>th</sup> at Station 40.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief Pat Griffin summarized work done by the office, including plan reviews and inspections, hosting the County Fire Prevention meeting, and coverage at Pumpkin Festival.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox introduced new Battalion Chief 10C Robert Anderson.

Chief Cox attended an ALS JPA meeting to have conversations with other agencies regarding the request for additional contribution.

A meeting occurred with Montara Water to work on the Hydrant Agreement.

Fischer and Fischer for CalPERS liability will have more information and present at the next meeting regarding

The new IT coordinator for the mobile data system has taken over duties.

A tentative plan for a Fall Volunteer Academy is in the works by Chief Lord and Captain Minkstein.

Regarding incidents, there was a structure fire, a grass fire, an encampment fire, and increase in general calls with higher visitation to the coast.

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Regarding facilities, Station 44 and South Lot projects are continuing, insulation and bathroom projects at Station 40 are complete, and painting at Station 41 is completed.

Regarding apparatus, the new Type 1 engine went into production, Type 3 engine is not in production yet, old Engine 140 was sent to auction, old Utility 41 had a bid process and was awarded.

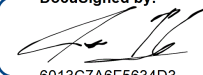
The District received an updated ISO rating.

Board meeting dates for November and December fall close to holidays, so requests made to move meeting to November 20<sup>th</sup> and December 18<sup>th</sup>.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 5:08 p.m.

Respectfully submitted,

DocuSigned by:  
  
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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-C as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.