

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

March 27, 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: Chief Nate Armstrong; Deputy Chief Jonathan Cox; Fire Captain
Austin Seely.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Fire Captain Joe Santos, Sid Young, Jill,
Grant, Fire Captain John Minkstein. Fire Captain John Riddell, Volunteer Fire Captain
Chad Fairbrother, Jeremy Schmidt, Firefighter Jeff Hirschmann, Firefighter Kyle Garza,
and other unidentified members of the public.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Sid Young spoke about the Board of Supervisors approved the Midpen Cypress Point
project.

5. CONSENT CALENDAR

A. Approval of minutes from January 24, 2024 Board Regular meeting

Minutes of the March 27, 2024 Regular Board Meeting

Page 2

- B. Approval of Vendor Checks #56244-56328 in the amount of \$2,592.563.70 dated February 1 to February 29, 2024
- C. Approval of Payroll Checks #21266-21268 in the amount of \$1,253.46 dated February 1 to February 29, 2024 (pay period 1/2024.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$207.65 dated February 1 to February 29, 2024 (pay period 1/2024.)

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.

President Burke asked the Board to move to New Business Item D first.

6. CONTINUING BUSINESS

- A. Consideration and Approval of a Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Amendment to Contract between the Board of Administration California Public Employee's Retirement and the Board of Directors Coastside Fire Protection District and Authorizing the Execution of a Certification of Final Action of Governing Board.

Attorney Jean Savaree summarized the Staff Report and recommended approval of the Resolution.

1. Public Hearing

President Burke opened and closed the public hearing.

2. Motion to Approve Resolution 2024-06 Authorizing an Amendment to the Contract

Board discussion occurred. President Burke confirmed that there would be no change to the employees receiving benefits. Vice President Cockrell and Director Hanna confirmed this is the final step to terminating the contract.

Minutes of the March 27, 2024 Regular Board Meeting

Page 3

3. Motion to Approve Certification of Final Action of the Governing Board.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Approve Resolution 2024-06 Authorizing an Amendment to the Contract and Approve Certification of Final Action of the Governing Board:

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

Motion passed 5-0.

B. Review, Discuss and Award Public Works Project for Fire Station 40 Crew Bathroom Repairs.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution.

ON MOTION by Director MacKimmie, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to Approve Resolution 2024-05 Awarding the Station 40 Bathroom Repair Project Contract to Premier Termine dba Floors to Go in an Amount Not to Exceed \$115,000:

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

Motion passed 5-0.

C. District Fee Ordinance No. 2024-01

1. Public Hearing

President Burke opened and closed the Public Hearing.

2. Second Reading and Adoption of Ordinance No. 2024-01; An Ordinance of the Board of Directors of the Coastside Fire Protection District Amending the District Fee Schedule to Increase, Modify, and Establish Fees for the Coastside Fire Protection District.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Adoption of Ordinance No. 2024-01; An Ordinance of

Minutes of the March 27, 2024 Regular Board Meeting

Page 4

the Board of Directors of the Coastside Fire Protection District Amending the District Fee Schedule to Increase, Modify, and Establish Fees for the Coastside Fire Protection District:

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

Motion passed 5-0.

7. NEW BUSINESS

A. Discussion and Direction Regarding Review of Pending Legislative.

Attorney Jean Savaree summarized the Staff Report.

Board discussion occurred. Vice President Cockrell asked for past examples of pending legislation. President Burke spoke of one from the California Special Districts Association asking for support on different pieces of legislation. The Directors asked for clarifications on the process for responding to requests regarding pending legislation.

President Burke and asked if the Board could table this item to be brought forward to the next month's agenda. The Directors agreed.

B. Review, Discuss and Adopt Resolution No. 2024-07; Approving the Purchase of Twelve (12) Self-Contained Breathing Apparatus (SCBA) systems from All Star Fire Equipment.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution.

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. 2024-07; Approving the Purchase of Twelve (12) Self-Contained Breathing Apparatus (SCBA) systems from All Star Fire Equipment:

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

Minutes of the March 27, 2024 Regular Board Meeting

Page 5

Motion passed 5-0.

- C. Review, Discuss and Consider for Approval the Issuance of a Bid Request for thirty-six (36) Bendix King BKR9000 Portable Radios, and Accessories.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of issuing a bid request.

Board discussion occurred. Director Hanna asked for clarification on support for the radios and future schedules for support and confirmed this was a budgeted item.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve the issuance of a bid request for thirty-six (36) Bendix King BKR9000 Portable Radios, and Accessories:

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

Motion passed 5-0.

- D. Recognize Fire Captain Joe Santos for his Years of Service to the District.

Deputy Chief Jonathan Cox recognized Fire Captain Joe Santos for his years of service to the District. President Burke thanked Fire Captain Joe Santos for his outstanding service and dedication to the District.

President Burke asked to move to Item F first.

- E. Adopt Resolution No. 2024-08; Approving Financial Statements and Independent Auditors Report for the year ending June 30, 2023.

President Burke summarized the financial statements and independent auditors report.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-08; Approving Financial Statements and Independent Auditors Report for the year ending June 30, 2023:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye

Minutes of the March 27, 2024 Regular Board Meeting

Page 6

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

F. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution.

Jill Grant spoke about Parcel 262 which is the view corridor and special corridor for wildlife. She believes the Health and Safety Code doesn't apply to this parcel because it is public property and the code section applies to private properties. She provided maps of the parcel and the wetlands on the property. She believes the parcel doesn't pose as a fire hazard for residents and spoke about the closest structures. She asked the District not to mow open spaces unless you really need to for fire danger.

Deputy Chief Jonathan Cox indicated they will follow up on this.

Sid Young spoke about no Moss Beach or Montara parcels on the list at all and she is hoping that is by intention and not an oversight. She is curious about what Ms. Grant had to say.

Board discussion occurred. Attorney Jean Savaree stated the Board could remove particular parcels from the list if they believe parcels should be removed. The Board noted the objection by Ms. Grant and the Board will have the opportunity to consider and remove her parcel from the list at the next hearing.

1. Adopt Resolution No. 2024-09; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-09; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

Minutes of the March 27, 2024 Regular Board Meeting

Page 7

G. Discuss and Consider Approval of Resolution No. 2024-10 Authorizing CAL FIRE to Purchase Fuel on Behalf of Coastside Fire District.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution.

Board discussion occurred. Director Hanna asked for clarification on what happens when a vehicle is out of the district and needs fuel.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve Resolution No. 2024-10 Authorizing CAL FIRE to Purchase Fuel on Behalf of Coastside Fire District:

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

B. Volunteer Committee Report

Director Hanna stated the volunteers worked a structure fire and a vegetation fire. The Volunteer Committee spoke about the paramedic program continuing and what that looks like. It will be brought back to the Board in the future.

C. Land and Structures Committee Report

Director Sherrill spoke about the delays on Fire Station 44. Deputy Chief Jonathan Cox spoke about the meeting Sean Rose and he had with PBK. PBK got the plan notes back from planning for the initial planning set and they are contending with a setback requirement, a parking requirement for public parking, and the width of the driveway. PBK is preparing a resubmittal plan for the County and meeting with the County Planning Department to discuss a plan that works for all. For the temporary facility, the District is still waiting for planning

Minutes of the March 27, 2024 Regular Board Meeting

Page 8

comments. They may have to bring an alternative living arrangement forward if there are further delays.

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 spoke about the recently graduated CERTs and there are now a total of 445 CERTs on the coastside. She spoke about an award the program won to put money towards future scholarships. The County Board of Supervisors approved Measure K and it included coastside surf and emergency preparedness funding for the personnel leadership costs. She spoke about upcoming training classes and the volunteer appreciation event.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Austin Seely spoke about the mandatory inspections that were conducted.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about the interviews for the SSA.

Staff is continuing to work with Montara Water District on a hydrant maintenance agreement.

Minutes of the March 27, 2024 Regular Board Meeting

Page 9

He attended the Lions Club first responder dinner and Coastside Fire District Fire Captain Paramedic Tyler Martin received both the local and regional award from the Lions Club for fire valor for his actions during last year's mass shooting.

They are still waiting on the ALS JPA and the Raven Tex group on the Coastside radio buildout plan. They are continuing to work with AMR.

They participated in the disaster council meeting with the City of Half Moon Bay regarding their EOP for incidents.

Regarding incidents, there was a structure fire, a successful water rescue, and a vegetation fire.

Regarding training, the nozzle forward training was held and 53 firefighters from agencies throughout the Bay Area attended a class on fire attack tactics and strategies.

Regarding facilities, Chief Silva is working on the mechanism on the gate to make sure it stops when it comes back without interference. He is working with Sean Rose for 100% completion of the plan set for the construction of the south lot at Station 41. The insulation contract for the apparatus bay has been signed and the work will be starting soon.


Regarding apparatus, the new utility 41 is going into service shortly and the old utility 41 will be brought to the Board for surplus. They are still waiting on two large apparatus engines 340 and 44.

President Burke spoke about the annual community report that was sent out.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:29 p.m.

Respectfully submitted,

DocuSigned by:

6013C7A6F5634D3...

7/25/2024

Deputy Chief Jonathan Cox, Secretary
Coastside Fire Protection District

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

Minutes of the March 27, 2024 Regular Board Meeting

Page 10

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 Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Approve Resolution 2024-06 Authorizing an Amendment to the Contract and Approve Certification of Final Action of the Governing Board. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Hanna, the Board voted to Approve Resolution 2024-05 Awarding the Station 40 Bathroom Repair Project Contract to Premier Termine dba Floors to Go in an Amount Not to Exceed \$115,000. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to Approve Adoption of Ordinance No. 2024-01; An Ordinance of the Board of Directors of the Coastside Fire Protection District Amending the District Fee Schedule to Increase, Modify, and Establish Fees for the Coastside Fire Protection District. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to Adopt Resolution No. 2024-07; Approving the Purchase of Twelve (12) Self-Contained Breathing Apparatus (SCBA) systems from All Star Fire Equipment. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, he Board voted to approve the issuance of a bid request for thirty-six (36) Bendix King BKR9000 Portable Radios, and Accessories. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted to Adopt Resolution No. 2024-09; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to Adopt Resolution No. 2024-08; Approving Financial Statements and Independent Auditors Report for the year ending June 30, 2023. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to approve Resolution No. 2024-10 Authorizing CAL FIRE to Purchase Fuel on Behalf of Coastside Fire District. Motion passed 5-0.