

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

June 26, 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: Deputy Chief Jonathan Cox; Battalion Chief/Fire Marshal Patrick Griffin; Battalion Chief-Training Ken Lord, Analyst Meghan Henry.
Attorney: Jean Savaree and Kai Ruess.

Also present, either in person or via Zoom, were Sid Young, and Steve Stockman.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Sid Young spoke about a possible five story building fire and the fire in Redwood City. Battalion Chief/Fire Marshal Patrick Griffin spoke about the ladder truck in the District that would achieve the height of the roof.

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5. CONSENT CALENDAR

- A. Approval of minutes from March 27, 2024 Board Regular meeting
- B. Approval of Vendor Checks #56474-56564 in the amount of \$221,642.68 dated May 1 to May 31, 2024.
- C. Approval of Payroll Checks #21275-21277 and DDs in the amount of \$1,074.39 dated May 1 to May 31, 2024 (pay period 4/2024).
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.99 dated May 1 to May 31, 2024 (pay period 4/2024).
- E. Approval of electronic Terminated Agency Billing CalPERS 7923 payment to CalPERS in the amount of \$610,492.00 dated May 1 to May 31, 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-E 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 Approve Pending Legislation Policy.

Attorney Jean Savaree summarized the Staff Report and recommended approval of the Pending Legislation Policy.

Board discussion occurred. Proposed changes were recommended.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Approve Pending Legislation Policy with the suggested amendments:

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

Motion passed 5-0.

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- B. Review, Discuss and Approve Resolution No. 2024-48. One Coastside Volunteer Firefighter to attend Paramedic Training Including Authorization for the Fire Chief to Make Payments/Reimbursement to the Student for the Cost of Tuition and a Weekly Stipend.

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

Board discussion occurred. Director Hanna asked about the two individuals who attended the programs. Deputy Fire Chief Jonathan Cox stated that they both completed the program and they are working on their internships.

- 1. Resolution No. 2024-48; Resolution of the Board of Directors of the Coastside Fire Protection District Approving Sponsorship of one Coastside Volunteer Firefighter’s Participation in South Bay Regional Public Safety Training Cohort 3 Paramedic Program.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-48; Resolution of the Board of Directors of the Coastside Fire Protection District Approving Sponsorship of one Coastside Volunteer Firefighter’s Participation in South Bay Regional Public Safety Training Cohort 3 Paramedic Program:

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

Motion passed 5-0.

7. NEW BUSINESS

- A. Review and Approve Coastside Fire Protection District Preliminary Budget for Fiscal Year 24/25.

Deputy Fire Chief Jonathan Cox summarized the Preliminary Budget and recommended approval of the Preliminary Budget for Fiscal Year 24/25.

- 1. Public Hearing.

President Burke opened the Public Hearing.

Sid Young spoke about the Board of Supervisors meeting about renting out the old fire station in El Granada to the Sheriff’s Department to park cars.

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Deputy Fire Chief Jonathan Cox said it is not currently used by the District and it will be discussed as an agenda item further on in the meeting.

President Burke closed the Public Hearing.

Board discussion occurred. Director Sherrill asked about the amount for the weed abatement mowing amount and the reduction in public education. Deputy Fire Chief Jonathan Cox stated the District overbudgeted on public education last year. Director Hanna asked about shortening the work week and increasing the staffing with CalFire and the increase in the contract amount. President Burke stated that the District is in a solid financial position.

2. Motion to Adopt Preliminary Budget for Fiscal Year 2024/25.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Preliminary Budget for Fiscal Year 2024/25:

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

Motion passed 5-0.

B. Review and Approve Resolution No. 2024-50. Approval Entering into a Lease Agreement with the County of San Mateo for the District Property located at 531 Obispo Road, El Granada.

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

Board discussion occurred.

1. Resolution No. 2024-50; Resolution of the Board of Directors of the Coastsid Fire Protection District Determining and Declaring the District-Owned Site Located at 531 Obispo Road, El Granada, in San Mateo County (APN 047-264-030) to be Exempt Surplus Land Pursuant to Government Code Section 54221(f)(1)(D) and Approving a Lease Agreement to Lease the District-Owned Site Located at 531 Obispo Road to the County of San Mateo.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-50; Resolution of the Board of Directors of the Coastsid Fire Protection District Determining and Declaring the District-Owned Site Located at 531 Obispo Road, El Granada, in San Mateo County (APN 047-264-030)

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to be Exempt Surplus Land Pursuant to Government Code Section 54221(f)(1)(D) and Approving a Lease Agreement to Lease the District-Owned Site Located at 531 Obispo Road to the County of San Mateo:

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 Resolution No. 2024-49. Request to Waive Permit Fees for Half Moon Bay Amateur Radio Club Field Day.

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

Board discussion occurred. Director Hanna asked if this could be brought forward in the future for a multiyear agreement to waive fees.

1. Resolution No. 2024-49; Resolution of the Board of Directors of the Coastsid Fire Protection District Waiving Permit/Special Event Fees for Half Moon Bay Radio Club’s 2024 Field Day.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-49; Resolution of the Board of Directors of the Coastsid Fire Protection District Waiving Permit/Special Event Fees for Half Moon Bay Radio Club’s 2024 Field Day:

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

Motion passed 5-0.

D. Proclamation Jean Savaree.

The Board presented Attorney Jean Savaree with a Proclamation thanking her for her service as the District’s attorney for 18 years.

Member of the public Steve Stockman spoke about the earlier agenda item on the lease of the old Station 41 and showed support for the lease.

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- E. Review and Approve a Resolution calling for the County to conduct an election for two members of the Board of Directors during the November 5, 2024 General Election.

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

- 1. Resolution No. 2024-47; Resolution of the Board of Directors of the Coastside Fire Protection District calling and giving notice of an election to be held on Tuesday, November 5, 2024, for the election of two members of the Board of Directors.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-47; Resolution of the Board of Directors of the Coastside Fire Protection District calling and giving notice of an election to be held on Tuesday, November 5, 2024, for the election of two members of the Board of Directors:

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

Motion passed 5-0.

- F. Adopt Res. No. 2024-19; Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2024-2025.

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

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Res. No. 2024-19; Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2024-2025:

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

Motion passed 5-0.

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- G. Adopt Res. No. 2024-20; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025.

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

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Res. No. 2024-20; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025:

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

Motion passed 5-0.

- H. Adopt Res. No. 2024-21; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025.

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

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Res. No. 2024-21; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025:

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

Motion passed 5-0.

- I. Adopt Resolution No. 2024-22; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 5 (Moon Ridge).

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- J. Adopt Resolution No. 2024-23; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 10 (Main Street Apartments – Phase 2).
- K. Adopt Resolution No. 2024-24; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 14 (845 Main & 655 Miramontes).
- L. Adopt Resolution No. 2024-25; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 15 (Main & Arnold Sr. Housing, Hacienda Gardens, Magnolia Park, 241 Yale).
- M. Adopt Resolution No. 2024-26; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 16 (Seacrest School).
- N. Adopt Resolution No. 2024-27; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 17 (121/141 California).
- O. Adopt Resolution No. 2024-28; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 18 (860 Airport).
- P. Adopt Resolution No. 2024-29; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 19 (Harbor Village).
- Q. Adopt Resolution No. 2024-30; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 20 (110 Ave. Portola).
- R. Adopt Resolution No. 2024-31; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 21 (505 Ave. Alhambra, 509 Ave. Alhambra, 120 Ferdinand).
- S. Adopt Resolution No. 2024-32; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 22 (Carnoustie, LLC).
- T. Adopt Resolution No. 2024-33; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 23 (169 Princeton Ave.).
- U. Adopt Resolution No. 2024-34; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 24 (400, 404, 408 Belleville).
- V. Adopt Resolution No. 2024-35; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 25 (925 Main St.).
- W. Adopt Resolution No. 2024-36; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 26 (460 Wavecrest Rd.).

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- X. Adopt Resolution No. 2024-37; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 27 (801 Arnold Way).
- Y. Adopt Resolution No. 2024-38; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 28 (1-6 Bloom Ln.).
- Z. Adopt Resolution No. 2024-39; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 29 (101 Ave Portola).
- AA. Adopt Resolution No. 2024-40; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 30 (481,483,485 Pine).
- BB. Adopt Resolution No. 2024-41; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 31 (1-19 Pacific Ridge).
- CC. Adopt Resolution No. 2024-42; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 32 (1400 S. Cabrillo Hwy).
- DD. Adopt Resolution No. 2024-43; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 33 (195 Ave Cabrillo EG).
- EE. Adopt Resolution No. 2024-44; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 34 (574,576,578,580 Kelly Ave HMB).
- FF. Adopt Resolution No. 2024-45; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 35 (711 Main St. HMB).
- GG. Adopt Resolution No. 2024-46; Determining Special Tax Liability for Fiscal Year 2024/25 for Community Facilities District No. 36 (Harbor Village RV).

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Res. No. 2024-22 through Res. No. 2024-46:

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

Motion passed 5-0.

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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 spoke about the volunteers attending wildland training and they are looking forward to the 4th of July festivities.

C. Land and Structures Committee Report

Deputy Fire Chief Jonathan Cox spoke about attending the Planning Commission meeting in Redwood City and the new Station 44 coastal development permit, CEQA exception, and a variance for the setback were unanimously approved by the Planning Commission. Construction documents will take 6 months to prepare and Sean Rose will be going through the pre-qualification process for contractors. Chief Silva will be working on executing the lease for the temporary facility. Mid-2025 may be groundbreaking and completion at the end of 2026/early 2027.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

President Burke attended a meeting to approve the budget for the projected payments back to the districts.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill spoke about the Radiopalooza class that was held. The Richard M. Shulty Foundation awarded them a \$4,000 grant. They were also awarded the Measure K 3-year grant to fund CERT leaders. They attended the Fire Station 40

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Open House. They will be conducting the neighborhood command post training session on July 21st.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Patrick Griffin spoke about the mandatory inspections that were conducted. Questions were asked by the Board about the potential multistory project that may be constructed.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about the successful fireworks buyback program with the Sheriff's Office.

Website updates are completed.

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

The County of San Mateo advised that they will no longer be providing accounting services for the District. The District has put out a bid request for those services to a few firms and an agreement will be brought back at a future meeting.

They attended Supervisor Mueller's beach safety working group and the Coastside Resiliency Infrastructure Strategic Planning meeting.

There is no update on the cost for the PSC dispatch costs through the ALS JPA. FireNet Six has been successfully dissolved.

Regarding staffing, they are working on posting and recruiting for vacancies due to promotions. Chief Lord is tentatively planning a volunteer fire academy this fall.

Regarding incidents, there was a tragic motorcycle accident on Highway 1 and Director Hanna provided critical life-saving efforts upon discovering the incident. Captain Martin sent in a commendation to Director Hanna for his exceptional professionalism and dedication to duty in attempting to save a life.

Regarding training, no major training classes are coming in but the plan is being put into place for next year.

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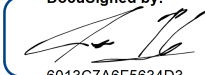
Regarding facilities, the Station 40 fencing project is complete. The bathroom project is ongoing and then the insulation project will start. The application for permitting for the Station 41 south lot has been submitted to the County for the design and encroachment permit. Two grants have been applied for to offset the cost of this project.

Regarding apparatuses, engine 340 is still being built and engine 44 will be done in a year and a half.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:15 p.m.

Respectfully submitted,

DocuSigned by:

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7/25/2024

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

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Approve Pending Legislation Policy with the suggested amendments. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to Adopt Resolution No. 2024-48; Resolution of the Board of Directors of the Coastside Fire Protection District Approving Sponsorship of one Coastside Volunteer Firefighter's Participation in South Bay Regional Public Safety Training Cohort 3 Paramedic Program. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Adopt Preliminary Budget for Fiscal Year 2024/25. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to Adopt Resolution No. 2024-50; Resolution of the Board of Directors of the Coastside Fire Protection District Determining and Declaring the District-Owned Site Located at 531 Obispo Road, El Granada, in San Mateo County (APN 047-264-030) to be Exempt Surplus Land Pursuant to Government Code Section 54221(f)(1)(D) and Approving a Lease Agreement to Lease the District-Owned Site Located at 531 Obispo Road to the County of San Mateo. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Adopt Resolution No. 2024-49; Resolution of the Board of Directors of the Coastside Fire Protection District Waiving Permit/Special Event Fees for Half Moon Bay Radio Club's 2024 Field Day. Motion passed 5-0.

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ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted to Adopt Res. No. 2024-19; Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2024-2025. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Adopt Res. No. 2024-20; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025. Motion passed 5-0.

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ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to Adopt Res. No. 2024-21; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2024-2025. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to Adopt Res. No. 2024-22 through Res. No. 2024-46. Motion passed 5-0.