

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

**December 14, 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, Director Steve Stockman, and  
Director Cynthia Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Fire Chief Nate Armstrong, Fire Captain Pat Griffin,  
Battalion Chief/Fire Marshal Gary Silva.  
Attorney: Kai Ruess.

Also present in person were Director-Elect Patrick Hanna and April Bingham.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of Vendor Checks #52276-52360 in the amount of \$326,576.60 dated November 1, 2022 to November 30, 2022.
- B. Approval of Payroll Checks #21220-21223 & DD in the amount of \$773.45 dated November 1 to November 30, 2022 (pay period 10/2022.)

- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$128.15, dated November 1 to November 30, 2022 (pay period 102022.)

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
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

## 6. CEREMONIAL

- A. Oath of Office for Board Members Gary Burke, Cynthia Sherrill and Patrick Hanna

Fire Chief Nate Armstrong administered the oath for Board Members Gary Burke, Cynthia Sherrill and Patrick Hanna.

President Burke read the proclamation for Director Stockman which was listed as Item L on the agenda.

## 7. NEW BUSINESS

- A. Election of Board Officers.

Director MacKimmie nominated Gary Burke for President.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to elect Gary Burke as President 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.

President Burke nominated J. B. Cockrell as Vice President.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to elect J. B. Cockrell as Vice President 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.

B. Selection of Board Committee Members.

President Burke summarized the process for selecting Board Committee members. He suggested the current members remain on the committees they now represent and asked Director Hanna to serve on the Volunteer Committee, the Vegetation Management Committee, and the California Special District Association.

Director Hanna stated he could serve on the Vegetation Management Committee, the Volunteer Committee, and the California Special District Association.

Director Sherrill stated she is interested in understanding the fiscal policies of the District. She would like to attend as a member of the public and be an alternate if needed. She discussed having educational sessions for everyone.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously that the current committee members stay as currently selected and Director Hanna serve on the Volunteer Committee, the Vegetation Management Committee, and the California Special District Association:

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

Motion passed 5-0.

C. Selection of California Special District Association Liaison.

Discussion above under Item B.

D. Selection of ALS / JPA Liaison.

Discussion above under Item B.

E. Selection of Emergency Preparedness Liaison.

Discussion above under Item B.

F. Selection of CERT Liaison.

Discussion above under Item B.

G. 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. 2022-68; 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 President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-68; 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 Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

H. Review, Discuss, and provide Direction on Planning for Return to In-Person Board Meetings.

Attorney Kai Ruess summarized the Staff Report.

Board discussion occurred. Director MacKimmie confirmed remote participation benefits the public. Attorney Kai Ruess outlined the exceptions that could be used by a Board Member. The Board agreed to continue to hold hybrid meetings.

I. Review, Discuss and Approve Amending the Statement of Investment Policy.

Attorney Kai Ruess summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

Board discussion occurred. President Burke spoke regarding the option of adding California CLASS Enhanced Cash Fund as an Allowable Investment Instrument in the Investment Policy. Director Hanna asked about the funds available.

1. Motion to Adopt Resolution No. 2022-70; Resolution of the Board of Directors of the Coastside Fire Protection District Amending the Statement of Investment Policy

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-70; Resolution of the Board of Directors of the Coastside Fire Protection District Amending the Statement of Investment Policy:

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

Motion passed 5-0.

J. Review, Discuss and Approve the Surplus of Old Items.

Battalion Chief/Fire Marshal Gary Silva summarized the Staff Report. President Burke indicated there are 30 items on the surplus list.

Board discussion occurred. Director MacKimmie asked if Director Sherill wanted the tables for CERT and she stated no.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to approve the surplus of old items:

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

Motion passed 5-0.

K. Review, Discuss and Approve Resolution of the Coastside Fire Protection District Board of Directors Authorizing the District to Invite Bids for the Station No. 40 New Fencing Project.

Battalion Chief//Fire Marshal Gary Silva summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

Board discussion occurred. Director Sherrill asked about the timing of the gate opening. President Burke asked for an explanation of where the fence will be installed around the property.

1. Motion to Adopt Resolution No. 2022-69; Resolution of the Coastside Fire Protection District Board of Directors Authorizing the District to Invite Bids for the Station No. 40 New Fencing Project

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-69; Resolution of the Coastside Fire Protection District Board of Directors Authorizing the District to Invite Bids for the Station No. 40 New Fencing Project:

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

Motion passed 5-0.

- L. Proclamation Board Director Steve Stockman.

President Burke read the Proclamation under Item #6A.

- M. Review, Discuss and Approve updated CFPD Volunteer Firefighter Handbook.

Battalion Chief/Fire Marshal Gary Silva summarized the Staff Report.

Board discussion occurred. Questions were raised about the cost of training and insurance. President Burke stated that the actual cost would be added to the financial review by the Finance Committee.

Steve Stockman spoke as a member of the public on the issues of retaining volunteer staff. He didn't want that to take away from the value that the volunteer firefighters provide, have historically provided, and will provide in the future.

Director Hanna asked if the handbook could be revised and/or if a policy for volunteers could be created.

ON MOTION by President Burke, seconded by Director Hanna, by the following Roll Call Vote, the Board voted unanimously to approve the updated CFPD Volunteer Firefighter Handbook:

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

Motion passed 5-0.

- N. Review and Discuss proposed Paramedic Training Program.

Fire Chief Nate Armstrong summarized the Staff Report.

Board discussion occurred. Director Sherrill confirmed the schedule for the program. Fire Chief Nate Armstrong indicated it takes a year to establish the program and two years to have funding available for a local program. Director Hanna stated this would be a useful program to offer and what the next steps are. Fire Chief Nate Armstrong stated an

information session would be held with volunteers and a selection process with an initial written test would be given, then an oral interview for an assessment, and then select up to four. Director MacKimmie stated that we should have a contract with each individual. Director Hanna asked to look at the proposal in more depth. Fire Chief Nate Armstrong stated the Board could table it and allow staff to begin the selection process since they need names by March. The Board agreed.

Steve Stockman stated the entire state is having difficulty retaining paramedics. He commends the Board for trying to fix this issue.

## **8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

### **A. Finance Committee Report**

President Burke indicated the Finance Committee did not have a meeting but spoke about the financial information provided in the packet.

### **B. Volunteer Committee Report**

Vice President Cockrell spoke about the December meeting. They discussed surplus of equipment, the fire station open house, the volunteer Christmas party, and a volunteer academy starting in January.

### **C. Land and Structures Committee Report**

No report.

### **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**

Dave Cosgrave will provide a report at future meetings.



H. CERT Report

Director Sherrill thanked the Board for their support of CERT.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief//Fire Marshal Gary Silva spoke of the hiring process for a new Fire Marshal. Fire Captain Patrick Griffin accepted the job. Fire Captain Patrick Griffin provided statistics for the month. For vegetation, properties have been identified and some letters were sent out. No bids were received from contractors to perform the heavier fuel vegetation removal.

K. Fire Chief's Report

Battalion Chief/Fire Marshal Gary Silva spoke about upcoming meetings Deputy Chief Jonathan Cox would be having with the Sheriff's Office and the Half Moon Bay City Manager.

Regarding personnel, they are continuously offering jobs for an engineer position.

Regarding operations, there have been several traffic accidents, several rescues and no fires. An auto education training was held. A volunteer academy will be planned during the next year.

Regarding facilities, there was a leak at Station 40 which has a 50-year old roof. Options for replacing sections of the roof will be coming up in the future.

Regarding apparatus, Engine 44 is out for annual maintenance. Engine 40 engine replacement is still in progress.


President Burke spoke about the financial statements in the packet.

**9. CORRESPONDENCE**

**10. ADJOURNMENT**

President Burke adjourned the meeting at 5:34 p.m.

Respectfully submitted,

  
Jonathan Cox (Mar 23, 2023 12:15 PDT)

Mar 23, 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 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to elect Gary Burke as President of the Board of Directors. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to elect J. B. Cockrell as Vice President of the Board of Directors. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously that the current committee members stay as currently selected and Director Hanna serve on the Volunteer Committee, the Vegetation Management Committee, and the California Special District Association. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to adopt Resolution No. 2022-68; 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 5-0.

ON MOTION by President Burke, seconded by Director Sherrill, the Board voted unanimously to adopt Resolution No. 2022-70; Resolution of the Board of Directors of the Coastside Fire Protection District Amending the Statement of Investment Policy. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to approve the surplus of old items. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Sherrill, the Board voted unanimously to adopt Resolution No. 2022-70; Resolution of the Board of Directors of the Coastside Fire Protection District Amending the Statement of Investment Policy. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Hanna, the Board voted unanimously to approve the updated CFPD Volunteer Firefighter Handbook. Motion passed 5-0.

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Final Audit Report

2023-03-23

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