

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

August 23, 2023

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 (joined at 4:47 p.m.), Director Bruce MacKimmie (joined at 4:22 p.m.), and Director Cynthia Sherrill.
Board Secretary: Fire Chief Nate Armstrong.
Cal Fire: Fire Chief Nate Armstrong; Battalion Chief/Fire Marshal Patrick Griffin; Division Chief Gary Silva.
Attorney: Kai Ruess.

Also present, either in person or via Zoom, was Steve Stockman.

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 April 26, 2023 Board Regular meeting
- B. Approval of minutes from May 24, 2023 Board Special meeting
- C. Approval of minutes from May 24, 2023 Board Regular meeting
- D. Approval of Vendor Checks #55098-55169 in the amount of \$211,209.80 dated July 1, 2023 to July 31, 2023

- E. Approval of electronic Annual Lump Sum payment to CalPERS in the amount of \$990,216.00 dated July 1 to July 31, 2023.
- F. F. Approval of Payroll Checks #21246-21248 & DDs in the amount of \$928.11 dated July 1 to July 31, 2023 (pay period 6/2023.)
- G. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$153.80, dated July 1 to July 31, 2023 (pay period 6/2023.)

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-G as submitted:

Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-2, with Directors Hanna and MacKimmie absent.

President Burke asked that Item 8(A) be presented first. No objection by the Board. The Board then discussed New Business Item 7(A), 7(B), 6(A) and concluded with Item 8(B)-(F).

6. CONTINUING BUSINESS

- A. Review, Discuss and Decide on a Land Improvement Option for Fire Station 41 South Lot and Authorize the Fire Chief to Proceed with Construction and Permitting Plans.

Deputy Chief Jonathan Cox summarized the Staff Report and staff is seeking direction from the Board on the options provided.

Board discussion occurred. Director Sherrill and President Burke liked Option 2. President Burke asked for a large sign to be installed and show El Granada the design that is being suggested to receive their feedback. Director MacKimmie asked that the County be asked to help fund the sidewalk. President Burke asked for a letter to be sent to the County and ask for help funding the sidewalk. Director MacKimmie asked that drought intolerant and gopher resistant plants be installed. Director Sherrill asked whose procurement policy is used if the County contributes funds towards the project. President Burke asked that this be brought back to the next Board meeting. Deputy Chief Jonathan Cox said he will reach out to the County to get more information on Option 2, signage in conjunction with the community services district, and design comments.

Steve Stockman spoke about his observations on this project and the issue of the sidewalk. The County should be asked to support the adding of sidewalks. Drought tolerant landscaping should be installed. He likes the idea of the bench being built and maybe the crew at the station could build and maintain it.

7. NEW BUSINESS

A. Review, Discuss and Approve the GASB 68 Report for FY22-23.

President Burke stated the GASB 68 report is reviewed every few years.

Board discussion occurred.

Steve Stockman spoke about the uniqueness of the District and the calculation/projection of numbers for past employees who pass away or changes to the contributions from active employees.

ON MOTION by President, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Approve the GASB 68 Report for FY22-23:

Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-2, with Directors Hanna and MacKimmie absent.

B. Review, Discuss and Authorize the Fire Chief to Execute a Memorandum of Understanding with California State Parks – San Mateo Coast to Establish a Cooperative Arrangement for the Storage and Use of Coastside Fire District’s Kawasaki Mule Side-by-Side All-Terrain Vehicle.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended authorizing the Fire Chief to execute the Memorandum of Understanding.

Board discussion occurred. Vice President Cockrell asked about the state of the current equipment. Deputy Chief Jonathan Cox indicated it is usable but in fair shape.

1. Approve Resolution No. 2023-42; Resolution of Coastside Fire Protection District Board of Directors Authorizing the Fire Chief to Execute a Memorandum of Understanding (Agreement) with California State Parks – San Mateo Coast to Establish a Cooperative Arrangement for the Storage and Use of Coastside Fire District’s Kawasaki Mule Side-by-Side All-Terrain Vehicle.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Resolution No. 2023-42; Resolution of Coastside Fire Protection District Board of Directors Authorizing the Fire Chief to Execute a Memorandum of Understanding (Agreement) with California State Parks – San Mateo Coast to Establish a

Cooperative Arrangement for the Storage and Use of Coastside Fire District's Kawasaki Mule Side-by-Side All-Terrain Vehicle:

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

Motion passed 4-0-1, with Director Hanna absent.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke spoke about the financial information provided in the packet. Director Sherrill thanked the Board for their leadership and thanked staff for the good financial position that the District is in.

B. Volunteer Committee Report

Vice President Cockrell spoke about the meeting where they discussed finances and 501(c)(30) status. A driver training will be held in August. One of the engines used by the volunteers needs maintenance.

C. Land and Structures Committee Report

Director Sherrill spoke about a meeting in Menlo Park to discuss the building of fire stations and they had a tour of a fire station. A public meeting was held regarding Station 44. Battalion Chief spoke about the public meeting and concerns raised by the public on the color and lighting.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

President Burke spoke about the cost of dispatch between the County and the ALS JPA.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

No report.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief Gary Silva spoke about the plan reviews and inspections.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about the joint fire police chiefs meeting last month. They also had a meeting with Lincoln Raven technology regarding the coast buildout of the radio infrastructure. The final budget will be presented to the Board next month.

Regarding staffing and volunteers, two medic student volunteers are discussing their internship placement.

Regarding operations, there were a few trail rescues and one small fire.

Regarding facilities, the Starlink backup internet units are arriving and will be installed at all three facilities. The security fencing project has begun at Station 40. No bids were received for replacement of the insulation.

Regarding apparatus, the ERV is still being outfitted. Engines 44 and 340 are in line to be built. The new Battalion 10C is waiting outfitting. The Fire Marshal's vehicle is also out for outfitting.

Regarding the fee study, it will be brought back to the Board in November or December.

Questions were asked about Highway 92 lane closures, community evacuation planning, and sirens.


Director Sherill spoke about the information provided on the Strategic Plan. She thought the Board was still discussing the elements of the plan and had approved a monthly discussion group. She asked when it could be amended again. President

Burke indicated it was voted on at the July meeting and it could be added to any agenda.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:10 p.m.

Respectfully submitted,


Jonathan Cox (Oct 1, 2023 12:26 PDT)

Oct 1, 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 Items A-G as submitted. Motion passed 3-0-2, with Directors Hanna and MacKimmie absent.

ON MOTION by President, seconded by Vice President Cockrell, the Board voted to Approve the GASB 68 Report for FY22-23. Motion passed 3-0-2, with Directors Hanna and MacKimmie absent.

ON MOTION by President Burke, seconded by Director Sherrill, the Board voted to Approve Resolution No. 2023-42; Resolution of Coastside Fire Protection District Board of Directors Authorizing the Fire Chief to Execute a Memorandum of Understanding (Agreement) with California State Parks – San Mateo Coast to Establish a Cooperative Arrangement for the Storage and Use of Coastside Fire District’s Kawasaki Mule Side-bySide All-Terrain Vehicle. Motion passed 4-0-1, with Director Hanna absent.

08232023.regular meeting

Final Audit Report

2023-10-01

Created:	2023-09-29
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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