

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

October 25, 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 (just cause exception – Via Zoom), Director Bruce MacKimmie, and Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Chief Nate Armstrong; Deputy Chief Jonathan Cox; Battalion Chief/Fire Marshal Patrick Griffin; Division Chief Gary Silva.
Attorney: Kai Ruess.

Also present, either in person or via Zoom, were Megan LaRocque, and Courtney Ramos.

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 #55271-55340 in the amount of \$291,905.93 dated September 1, 2023 to September 30, 2023
- B. Approval of Payroll Checks #21252-21254 & DDs in the amount of \$1,611.61 dated September 1 to September 30, 2023 (pay period 8/2023.)

- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$266.96, dated September 1 to September 30, 2023 (pay period 8/2023.)

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-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. Second Reading of Ordinance Setting Fees for Services.

Deputy Chief Jonathan Cox presented the Staff Report and second reading of the ordinance.

1. Receive Public Input.
2. Motion to Approve Second Reading and Adoption of the Ordinance No. 2023-03.

President Burke opened and closed the public hearing at 4:02 p.m.

There was no Board discussion.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Second Reading and Adoption of the Ordinance No. 2023-03:

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, Discuss and Approve Surplus of Equipment.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approving surplus of the second type 1 engine by auctioning the item and a 2008 Dodge Ram pickup to donate to the Washington Fire Department.

Board discussion occurred. President Burke asked how the request to donate was received. Deputy Chief Jonathan Cox indicated a previous employee is now the Chief at the Washington Fire Department and they rely on donations as they have a small budget.

ON MOTION by President Burke, seconded by Vice President MacKimmie, by the following Roll Call Vote, the Board voted to Approve Surplus of Equipment:

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

Motion passed 5-0.

B. Review, Discuss and Approve a Resolution Authorizing the Fire Chief to Execute an Agreement for a Ground Lease with Moss Beach Properties LLC for a Temporary Fire Station 44 location.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approving the resolution.

Board discussion occurred. President Burke asked what facilities would be at the temporary location. Division Chief Gary Silva spoke about the facilities and equipment to be leased. Director Sherrill asked about the water connections staying permanently. Division Chief Gary Silva stated the water district would cap the connections when the temporary station is removed from the property.

1. Adopt Resolution No. 2023-48

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Resolution No. 2023-48 Authorizing the Fire Chief to Execute an Agreement for a Ground Lease with Moss Beach Properties LLC for a Temporary Fire Station 44 location:

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

Motion passed 5-0.

C. Review, Discuss and Approve a Resolution Authorizing the Fire Chief to Execute an Operator Restroom Access License Agreement with SamTrans.

Deputy Chief Jonathan Cox presented the item which is a proposal from SamTrans to use the restrooms at Station 40 after hours for their drivers and they would compensate the District \$700 a month. A keycard system would be installed and paid for by SamTrans for security purposes. Megan LaRocque with SamTrans also spoke on this item.

Board discussion occurred. Vice President Cockrell spoke about concerns with security and the areas the drivers would have access to. Deputy Chief Jonathan Cox indicated they would have access to the front door and the open areas of the office. President Burke asked what the alternative would be and Ms. LaRocque said portables could be put in areas. Division Chief Gary Silva stated there are cameras in the building if there were security issues. Director MacKimmie also spoke about concerns with security. Director Hanna asked that the badges have a badge in/badge out feature and door closure sensors included.

1. Adopt Resolution No. 2023-49

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Approve Resolution No. 2023-49 Authorizing the Fire Chief to Execute an Operator Restroom Access License Agreement with SamTrans:

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

Motion passed 5-0.

D. Review and Discuss Proposed Updated Fee Schedule.

Deputy Chief Jonathan Cox summarized the Staff Report and asked the Board for recommendations around what the Board's policy is for the amount to reimburse for the District's services. The fee schedule has not been updated for at least 3 years. Courtney Ramos presented the Matrix Consulting Group's fee study results

which included the project background, methodology, results, and cost recovery considerations.

Board discussion occurred. President Burke stated that the Board is to make recommendations on this report. The Board discussed false alarms, solar installation, smoke detectors, special event permits, and inspection fees. President Burke stated the Board should have a policy and include the CPI adjustment in the policy, and also state the Board could revise or change the categories at any time. Ms. Ramos said there is a benefit of having a more expanded fee schedule. Battalion Chief/Fire Marshal Patrick Griffin spoke about the large percentage increases on some of the line items.

The Board directed staff to begin drafting a policy and review the distribution of the costs/quantity of usage.

E. Determine Board Meeting Schedule for November and December 2023.

Deputy Chief Jonathan Cox stated that traditionally the December Board meeting is cancelled and the November Board meeting falls on Thanksgiving. He asked the Board to hold a special meeting on November 15, 2023. The Board agreed to schedule a special meeting on November 15, 2023, preceded by a Finance Committee meeting at 3:00 p.m. President Burke asked if the decision on a December meeting could be agendaized for the November meeting.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Vice President Cockrell spoke about the meeting and staffing Engine 640 and the old pagers will be given to the new volunteers. The academy graduation will be scheduled soon and a roster of the volunteers will be prepared.

C. Land and Structures Committee Report

Director Sherrill spoke about the meeting with the architects for the fire station. They are waiting for review and approval of the plans by the County. A community meeting will be held after the plans have been reviewed in case there are any changes.

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 ad hoc committee that has been formed to discuss the fee increases that the County is discussing for the dispatch center.

G. Emergency Preparedness Liaison Report

Deputy Chief Jonathan Cox spoke about the Great Shakeout on October 19, 2023. The ongoing projects are the hazard evacuation plan, the continuance of operations template plan that will expand the operational area partners, after action reports, and several trainings being planned for 2024 including a supply chain tabletop exercise, stop the bleed classes, and some grant opportunities for the region. They will be recruiting for four emergency managers soon and the new Director of DEM has started the position.

H. CERT Report

Director Sherrill spoke about the activities in the last month and there will be a graduation on November 11, 2023. They will have the draft standard operating procedures prepared soon and finalized in January.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Patrick Griffin spoke about the plan reviews and inspections.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about a meeting with the County Department of Public Works Airport Division where they were advised that in six months they will no longer be providing any fire protection at the airport. They will be reclassifying the positions and changing their organizational structure and removing the aircraft firefighting operations from their area of responsibility. This

is a major concern for CalFire. CalFire has requested that when the County surplus the current fire vehicle there that they consider transferring ownership to the District.

They attended a meeting with the ALS JPA regarding the Raven technology. They came to an agreement on a coast radio buildout and obtaining a new command channel. They have also been working to change response code types to eliminate the boat in distress call and replace it with the water rescue investigation call type.

Regarding volunteers, they are in paramedic school and continuing to succeed. They assisted with a prescribed burn and responded to a vegetation fire.

The training staff conducted an ag ID training program to have agricultural producers have a pass to get through evacuation zones to tend to their agricultural products. The District is the first in the County to implement this new requirement by the State.

Regarding facilities, the fencing project continues at Station 40. No bids were received for the insulation installation in the apparatus bay. Work has begun on the minor bathroom fixes at Station 40. On the Station 41 south lot, RHAA has engaged a civil engineer to obtain the final drawings.


Regarding apparatus, the new ERV 40 is in service. The Type 1 and Type 3 are still in line to be built. The new battalion chief vehicle is being outfitted and the fire marshal vehicle has been completed.

The Board asked questions about the airport discussion.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:26 p.m.

Respectfully submitted,


Jonathan Cox (Jan 30, 2024 11:13 PST)

30/01/2024

Deputy Chief Jonathan Cox, Secretary
Coastside Fire Protection District

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

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 Director MacKimmie, seconded by Director Sherrill, the Board voted to Approve Second Reading and Adoption of the Ordinance No. 2023-03. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President MacKimmie, the Board voted to Approve Surplus of Equipment. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to Approve Resolution No. 2023-48 Authorizing the Fire Chief to Execute an Agreement for a Ground Lease with Moss Beach Properties LLC for a Temporary Fire Station 44 location. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Approve Resolution No. 2023-49 Authorizing the Fire Chief to Execute an Operator Restroom Access License Agreement with SamTrans. Motion passed 5-0.

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Final Audit Report

2024-01-30

Created:	2024-01-30
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfDwRJaBzihdQbBtHhpbxXB7zOooXxFwv

"10252023.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
2024-01-30 - 5:59:33 PM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature
2024-01-30 - 5:59:37 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)
2024-01-30 - 7:12:59 PM GMT- IP address: 172.226.36.0
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
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