

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

March 23, 2022

LOCATION:

Pursuant to Resolution No. 2022-04,
the meeting was held by teleconference and Zoom video conference.
Members of the public were able to participate via Zoom or by phone.
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 6:00 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.

Directors Absent: None

Board Secretary: Deputy Chief Jonathan Cox.

Cal Fire: Fire Chief Nate Armstrong.

Attorney: Jean Savaree.

Also on the Zoom call were Joe Armenta of Redistricting Partners.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

No public comment.

5. CONSENT CALENDAR

A. Approval of minutes from February 23, 2022 Regular Board meeting.

B. Approval of Vendor Checks #51604-51667 in the amount of
\$2,108,819.52 dated February 1, 2022 to February 28, 2022.

C. Approval of electronic payment to CalPERS in the amount of \$116,043.91
dated February 1 to February 28, 2022.

- D. Approval of Payroll Checks #21186-21189 and DD in the amount of \$1,375.60, dated February 1 to February 28, 2022 (pay period 1/2022.)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$247.24, dated February 1 to February 28, 2022 (pay period 1/2022.)

Director MacKimmie recused himself from the Consent Calendar.

ON MOTION by President Burke, seconded by Director Stockman, 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. CONTINUING BUSINESS

A. Redistricting the District.

1. Public Hearing on District Map Drawing to Receive Public Input Regarding the Coastside Fire Protection District's Transition from an "At-Large" to a "By-District" Election System and Alignment of District Lines and Introduction of an Ordinance of the Coastside Fire Protection District Establishing the Boundaries and Identification Numbers of each District, and Establishing the Election Order of Each District; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Section 15378, 15601(B)(3)
 - i. Receive staff report
 - ii. Open public hearing
 - iii. Close public hearing
 - iv. Motion to introduce Ordinance (Ordinance of the Coastside Fire Protection District Providing for Election of Members of the Fire Board by District, Establishing the Boundaries and Identification Number of each District, and Establishing the Election order of each District; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Section 15378, 15601(B)(3)). Waiving further reading and schedule the ordinance for second reading

Joe Armenta with Redistricting Partners presented a review of the redistricting process and the draft Plan A v3 prepared by the Redistricting Ad Hoc Committee for Board review and comment. Once a map is approved, the Board will have to discuss sequencing and numbering. The

Board will determine the numbers for each district and which numbered district will be in each election year.

The Public Hearing opened and closed at 6:14 p.m.

Attorney Jean Savaree indicated that the Board needs to hold a Special Meeting on April 13, 2022, for adoption of an urgency ordinance, and a second reading of the ordinance at the Regular Meeting on April 27, 2022. Three Director seats will transition to the by-district elections and two additional seats would transition in 2024.

Board discussion occurred.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to introduce Ordinance (Ordinance of the Coastside Fire Protection District Providing for Election of Members of the Fire Board by District, Establishing the Boundaries and Identification Number of each District, and Establishing the Election order of each District; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Section 15378, 15601(B)(3)). Waiving further reading and schedule the ordinance for second reading:

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

Motion passed 5-0.

7. NEW BUSINESS

- A. Review, Discuss and Adopt a Resolution finding that meetings of the Board of Directors via Teleconference Protect against the ongoing and Imminent Health and Safety Risks Posed by Covid-19.

Attorney Jean Savaree summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

Board discussion occurred. Director MacKimmie indicated it is time to hold meetings in person. President Burke asked to hold a hybrid meeting in May.

1. Adopt Resolution No. 2022-06: Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing

and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e).

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-06; Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e):

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

Motion passed 5-0.

B. Review, Discuss and Approve Updated Mobile Equipment Replacement Plan.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Updated Mobile Equipment Replacement Plan which has been amended to reflect current market conditions and anticipated needs of the District over the coming years.

Board discussion occurred. Vice President Cockrell asked for clarification on Engine 58 which is a County engine. Will the new engines have bells on them?

Deputy Chief Jonathan Cox indicated he believes that is a standard specification and he will confirm.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to approve the Updated Mobile Equipment Replacement Plan:

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

Motion passed 5-0.

- C. Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019).

Deputy Chief Jonathan Cox recommended adoption of the Resolution.

Board discussion occurred. Director Stockman indicated this is a process that is part of District business, but the information provided lacks the common sense description for the public. He thinks it might be helpful to add an additional explanation in the future.

1. Motion to Adopt Res. No. 2022-07: Resolution of Intention to Form Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019).

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Res. No. 2022-07; Resolution of Intention to Form Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019):

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

Motion passed 5-0.

- D. Review, Discuss and Approve an Agreement for Professional Services with Harshwal & Company LLP for auditor services.

Deputy Chief Jonathan Cox summarized the staff report and recommended approval of the agreement with Harshwal & Company LLP.

Board discussion occurred. President Burke indicated Harshwal & Company LLP has done a great job for the District.

1. Motion to Adopt Res. No. 2022-08: Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Professional Services with Harshwal & Company LLP for Auditor Services

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Res. No. 2022-08; Resolution of the Board of Directors of the Coastsid Fire Protection District Approving an Agreement for Professional Services with Harshwal & Company LLP for Auditor Services:

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

Motion passed 5-0.

- E. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance.

Deputy Chief Jonathan Cox recommended approval of the Resolution.

1. Adopt Resolution No. 2022-09: A Resolution of the Board of Directors of the Coastsid Fire Protection District Declaring Seasonal Weeds a Public Nuisance.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-09; A Resolution of the Board of Directors of the Coastsid Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

- F. Weed Abatement.

1. Authorization to Advertise for Weed Abatement Services.

Deputy Chief Jonathan Cox recommended approval of a Notice Inviting Bids for work by a contractor on properties who do not complete removal of weeds by a given date.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to Advertise for Weed Abatement Services:

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

Motion passed 5-0.

G. Review, Discuss and Approve an Agreement with Alifano Technologies.

1. Review Staff Report and Contract Bids.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the agreement with Alifano Technologies.

Board discussion occurred. Director MacKimmie questioned installing cameras at Station 44 unless the equipment can be reused in the future.

Deputy Chief Jonathan Cox indicated it can be asked when we get to the scoping phase on Station 44 and he will indicate the Board would like to reuse the equipment. Vehicles have been broken into at Station 40 and he would like to give the crew extra security at Station 44.

2. Adopt Resolution No. 2022-10: A Resolution of the Coastside Fire Protection District Board of Directors Awarding of Contract for Security Camera Purchase and Installation at Stations 40 and 44 to Alifano Technologies, Inc.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-10; A Resolution of the Coastside Fire Protection District Board of Directors Awarding of Contract for Security Camera Purchase and Installation at Stations 40 and 44 to Alifano Technologies, Inc.:

Director Sherrill	Aye
Director Stockman	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 detailed items on the finances of the District through February 2022 are in the packet and available to the public.

B. Volunteer Committee Report

No report.

C. Land and Structures Committee Report

Director MacKimmie asked if Deputy Chief Jonathan Cox had heard from the architect.

Deputy Chief Jonathan Cox indicated two meetings have been held with SVA, the architect completing the feasibility study. A draft has been submitted based on the site visits. Deputy Chief Jonathan Cox expects a draft program back from them next month for Board review.

Director Stockman indicated the triangle piece of property where the fire notification sign has been installed, the landscapers mow up to part of the sign. Maybe the Board could improve this piece of property that would be a benefit for the community and less maintenance.

Vice President Cockrell asked that the District consider a grand opening of Station 41.

D. Vegetation Management Committee Report

Director Stockman provided an update on the Fire Resiliency Scoping Project for El Granada and the meeting held on March 22, 2022. Panorama discussed the action items to be taken which included vegetation treatments, structure protection, fire preparedness, critical access infrastructure, fire safety education, and service and procurement. The contractor didn't provide great detail of these items and they were asking the participants what phase needed to be taken.

Director Sherrill indicated the process is supposed to be completed in April. She indicated Deputy Chief Jonathan Cox's questions to the contractor were outstanding.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

Director Stockman indicated the meeting had a guest speaker, CARES, who assists law enforcement with mental health issues and to prevent the escalation of events when law enforcement arrives on scene.

He spoke about the OES notification of the tsunami test, large animal evacuation group's upcoming drill and training in ham radio communications, and the 18th Annual San Mateo County Disaster Preparedness Day on July 30, 2022. The Human Services Agency has a request for proposal for mass care and shelter expansion on the coast. Coastside Gives will be coming up and non-profit groups will be participating. Medical Reserve Corp is moving forward.

Director Sherrill indicated that SAM will begin testing for the new COVID variant.

I. CERT Report

Director Sherrill indicated that they have been listening to the next COVID variant updates and how it relates to training events. Twenty-nine new CERTs recently graduated. For volunteer firefighters, they need more training personnel who have medical backgrounds, and they will get into Coastside Gives if they become trained. Next ACT training will be on April 23, 2022 in disaster psychology.

Director Stockman asked that there be a presence of the Board at the CERT graduations to show our support and encouragement.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox spoke about no staffing impacts with COVID. Twice weekly testing is continuing.

Management: Previously discussed the SVA contract. They have been in contact with UPI, the pension consultant, and a proposal will be brought back next month for recommendations.

Personnel: Three new Battalion Chiefs were hired and introduced. We continue to struggle with hiring paramedics.

Operations: No major notable calls.

Training: All hazard incident command training is being held at Station 40.

Facilities: The new carpet is being installed in the entryway. New signage on the walls is being discussed.

Apparatus: Engine 44 is still out of service and waiting for mechanical parts. The new Battalion Chief vehicle will hopefully arrive in the next two weeks.

Community Connect: The system has been created. On the District's website, there is a link called "CFPD Community Connect" and individuals can now provide information about their residence and business. Individuals can sign up for a text for alerts on their residence and business. The information is highly confidential and encrypted. It is a good step for the community to be engaged with the fire department. The engine crews also have the application and they can mark areas where fire apparatuses are in the District.

Chief Armstrong spoke about the Battalion Chiefs that were recently hired. Chief West will work between the coast and the San Mateo County Fire program. Two other Chiefs are primarily San Mateo County. They will continue to work on paramedic hiring issues. The Redistricting Committee meetings were very productive and he thanked Directors MacKimmie and Sherrill for their thoughts on neighborhoods staying together.

9. **CORRESPONDENCE**

President Burke spoke about a letter received from Jeane Zorzy regarding the response to her home.

President Burke indicated the Board is required to have certifications which are required to be on the Board. They are available online and there is an annual conference by the Special Districts Association in August 2022 and they will cover the three required courses. It is being held in Palm Springs.

10. ADJOURNMENT

President Burke adjourned the meeting at 7:21 p.m.

Respectfully submitted,



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 President Burke, seconded by Director Stockman, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie recusing himself.

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