

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

**September 28, 2022
4:00 p.m.**

Note: This is a hybrid meeting, attendance is possible both in person and virtually.

LOCATION

Fire Station 40, 1191 Main Street, Half Moon Bay, CA 94019
and

PURSUANT TO COASTSIDE FIRE PROTECTION DISTRICT RESOLUTION NO. 2022-18, BOARD MEETINGS WILL BE HELD AS HYBRID MEETINGS WITH THE OPTION TO ATTEND BY TELECONFERENCE/VIDEO CONFERENCE OR IN PERSON. MEMBERS OF THE PUBLIC THAT WISH TO ATTEND AND/OR PARTICIPATE IN A MEETING MAY DO SO IN PERSON OR BY JOINING THE ZOOM MEETING <https://us02web.zoom.us/j/87418487303>. PUBLIC COMMENTS WILL BE ACCEPTED BOTH IN PERSON AND VIA ZOOM MEETING. ANY EMAILS SENT TO jonathan.cox@fire.ca.gov WILL BE PROVIDED TO THE BOARD PRIOR TO THE MEETING.

IN THE EVENT THAT ANY MEMBER OF THE BOARD PARTICIPATES IN A MEETING BY TELECONFERENCE OR VIDEO CONFERENCE, PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES OF THE BOARD SHALL BE BY ROLL CALL.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/87418487303>

Join Zoom Meeting By Phone at:

+1(669) 900-6833

Meeting ID: 874 1848 7303

Any request for reasonable accommodation should be addressed to Michele Ortiz at mortiz@coastsidefire.org

AGENDA (Tab #1)

1. **OPEN SESSION** – 4:00 pm
2. **ROLL CALL**
President Burke, Vice President Cockrell, Director MacKimmie, Director Stockman, Director Sherrill
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
5. **CONSENT CALENDAR**
 - A. [Approval of minutes from June 22, 2022 Regular Board meeting.](#)
 - B. [Approval of minutes from June 29, 2022 Special Board meeting.](#)
 - C. [Approval of minutes from July 27, 2022 Special Board meeting.](#)
 - D. [Approval of Vendor Checks #51966- 52061 in the amount of \\$195,202.04 dated July 1, 2022 to July 31, 2022. \(Vendor Checks #51995-51999 and 52000-52004 voided for check testing\).](#)

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- E. [Approval of electronic Annual Lump Sum payment to CalPERS in the amount of \\$1,454,614.00 dated July 1 to July 31, 2022.](#)
- F. [Approval of Payroll Checks #21206-21209 and DD in the amount of \\$1,528.44 dated July 1 to July 31, 2022 \(pay period 6/2022.\)](#)
- G. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$274.71, dated July 1 to July 31, 2022 \(pay period 6/2022.\)](#)
- H. [Approval of Vendor Checks #52062-52135 in the amount of \\$258,138.06 dated August 1, 2022 to August 31, 2022.](#)
- I. [Approval of electronic payment to CalPERS in the amount of \\$700.00 dated August 1 to August 31, 2022.](#)
- J. [Approval of Payroll Checks #21210-21213 and DD in the amount of \\$1,237.48 dated August 1 to August 31, 2022 \(pay period 7/2022.\)](#)
- K. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$205.05, dated August 1 to August 31, 2022 \(pay period 7/2022.\)](#)

6. CONTINUING BUSINESS

- A. Review and Discuss Fire Station 44 Feasibility Study Cost Estimates – Chief Cox (**Tab #2**)
- B. Review, Discuss and Approve Fire Chief to initiate a Request for Proposals for Fire Station 44 Design Phase – Chief Cox (**Tab #3**)
- C. Review and Discuss Fire Station 41 North Lot Landscaping Options Presentation – Chief Cox (**Tab #4**)
- D. Awarding Contract in an Amount not to Exceed \$81,700 with Scapes, Inc. for Landscaping Services for Fire Station 40 – Cox (**Tab #5**)
 - 1. Adopt Resolution 2022-60; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Landscaping Services with Scapes, Inc. in an Amount not to Exceed \$81,700.00
- E. Review, Discuss and take action to update CFPD 2021 Strategic Business Plan – Burke (**Tab #6**)
- F. Review, Discuss and Approve Fiscal Year 2022/2023 Final Budget – Chief Cox (**Tab #7**)
 - 1. Public Hearing for Fiscal Year 2022/2023 Final Budget
 - 2. Motion to Adopt Fiscal Year 2022/2023 Final Budget

7. NEW BUSINESS

- A. 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) – Chief Cox (**Tab #8**)
 - 1. Motion to Adopt Resolution No. 2022-55; 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)
- B. Review and Approve Fixing Employer Health Contribution for retired 001 Represented Safety Members, Retired 002 Non Represented Safety Members, and 003 Non Represented Miscellaneous Members. – Chief Cox (**Tab #9**)

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1. Adopt Resolution 2022-56; Resolution Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 001 Represented Safety Members).
2. Adopt Resolution 2022-57; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 002 Non-Represented Safety Members).
3. Adopt Resolution 2022-58; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 003 Non-Represented Miscellaneous Members).
- C. Review, Discuss and Approve updates to Board Policy Manual – Chief Cox (**Tab #10**)
 1. Adopt Resolution 2022-59; A Resolution of the District Board of Coastside Fire Protection District Amending the Board Policy Manual to Reflect the Establishment of the Vegetation Management Subcommittee and the Community Emergency Response Team (CERT) Liaison
- D. Review and Discuss the GASB 68 Report for FY21-22 – Chief Cox (**Tab #11**)
- E. Nomination of interested CFPD Board Director to Alternate LAFCO board seat – Burke
- F. Review and Approve Vegetation Abatement for Fall 2022 - Chief Cox (**Tab #12**)
 1. Adopt Resolution 2022-61; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance.
 2. Authorization to Advertise for Vegetation Abatement Services – [Notice of Inviting Bids](#)
- G. Emergency Contract in the Amount of \$37,500 with Half Moon Bay Roofing for Roof Repairs at old Fire Station 41 – Chief Cox (**Tab #13**)
 1. Adopt Resolution 2022-62; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Immediate Roof Repairs at Fire Station 41, on an Emergency Basis, with Half Moon Bay Roofing in an Amount not to Exceed \$37,500
- H. Procurement of Services in the Amount of \$66,863.94 with Valley Power Systems North for Immediate Emergency Repair of Unit E40– Chief Cox (**Tab #14**)
 1. Adopt Resolution 2022-63; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Immediate Repair on Unit E40, on an Emergency Basis, with Valley Power Systems North in an Amount not to Exceed \$66,863.94

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report – Dir. Burke, Dir. Cockrell (**Tab #15**)
 - [FY21-22 June Revenue](#)
 - [FY21-22 June Expenses](#)
 - [FY21-22 June Reserve/Assets](#)
 - [FY22-23 July/August Revenue](#)
 - [FY22-23 July/August Expenses](#)
 - [FY22-23 July/August Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell
- C. Land and Structures Committee Report - Dir. Cockrell, Dir. MacKimmie
- D. Vegetation Management Committee Report – Dir. Stockman, Dir. Sherrill
- E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Burke
- F. ALS JPA Liaison Report– Dir. Burke
- G. Emergency Preparedness Liaison Report – Dir. Sherrill
- H. CERT Report – Dir. Sherrill
- I. Attorney's Report – Attorney Jean Savaree

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- J. Fire Marshals Report – Chief Silva
- K. Fire Chief’s Report - Chief Cox (**Tab #16**)
 - [July/August Statistics](#)
 - [PARS Monthly Statement for 7/1/2022 to 7/31/2022](#)
 - [PARS Monthly Statement for 8/1/2022 to 8/31/2022](#)

9. ADJOURNMENT

10. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: 531 Obispo Road El Granada, California
Agency Negotiator: Jonathan Cox, Deputy Chief
Negotiating Parties: Coastside Fire Protection District
Under Negotiation: Terms and price for potential lease of property

Note: Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection at the Administration Office front counter located at 1191 Main Street, Half Moon Bay, California, during normal business hours.

Oral Communications Procedures: This portion of the meeting has been allocated for public comments concerning items on the agenda for this meeting. If a member of the public wishes to defer comment until the item comes up on the agenda, the Board should be so advised during Oral Communications. In such event, the Board may permit public comment to be taken following the staff presentation of the item. The amount of time allotted for public comment shall be subject to reasonable limitations established by the Board.

Access for the Disabled

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Fire Chief at least 1 working day before the meeting at phone number (650) 726-5213. Notification in advance of the meeting will enable the District make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Jonathan Cox, Deputy Chief

Posted: September 23, 2022