

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

**September 27, 2023  
4:00 p.m.**

**LOCATION**

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

BOARD OF DIRECTORS SHALL ATTEND MEETINGS IN PERSON UNLESS REMOTE PARTICIAPTION IS PERMITTED BY LAW. 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](mailto: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](mailto:mortiz@coastsidefire.org)

**AGENDA ([Tab #1](#))**

1. **OPEN SESSION** – 4:00 pm
2. **ROLL CALL**  
President Burke, Vice President Cockrell, Director MacKimmie, Director Sherrill, Director Hanna
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
5. **CONSENT CALENDAR**
  - A. [Approval of minutes from June 28, 2023 Board Regular meeting](#)
  - B. [Approval of minutes from July 26, 2023 Board Regular meeting](#)
  - C. [Approval of minutes from August 23, 2023 Board Regular meeting](#)
  - D. [Approval of Vendor Checks #55170-55270 in the amount of \\$345,167.04 dated August 1, 2023 to August 31, 2023](#)
  - E. [Approval of electronic GASB 68 Reporting Services Fee payment to CalPERS in the amount of \\$700.00 dated August 1 to August 31, 2023.](#)

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- F. [Approval of Payroll Checks #21249-21251 & DDs in the amount of \\$1,237.50 dated August 1 to August 31, 2023 \(pay period 7/2023.\)](#)
- G. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$205.03, dated August 1 to August 31, 2023 \(pay period 7/2023.\)](#)

**6. CONTINUING BUSINESS**

- A. Review, Discuss and Approve Fiscal Year 2023/2024 Final Budget – Chief Cox (**Tab #2**)
  - 1. Open Public Hearing for Fiscal Year 2023/2024 Final Budget
  - 2. Close Public Hearing and Approve Motion to Adopt Fiscal Year 2023/2024 Final Budget

**7. NEW BUSINESS**

- A. Introduction of an Amendment to Ordinance No. 2020-04 Amending Rate and Fee Schedule to Recover Transaction Fees Associated with Electronic Payments Received by the District – Chief Cox (**Tab #3**)
  - 1. Open Public Hearing to Consider Amendment of District Ordinance Setting Fees for Service
  - 2. Close Public Hearing and Approve Motion to Introduce and Conduct First Reading for Ordinance and Set Time for Second Reading and Adoption on October 25, 2023
- 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 #4**)
  - 1. Adopt Resolution 2023-43; 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 2023-44; 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 2023-45; 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. Adopt Resolution No. 2023-46 Approving Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Dated September 15, 2023 for Valuation and Measurement Date June 30, 2021 – Chief Cox (**Tab #5**)
- D. Adopt Resolution No. 2023-47 Approving Financial Statements and Independent Auditors Report for the year ending June 2022 – Chief Cox (**Tab #6**)

**8. BOARD OF DIRECTORS AND CHIEFS’ REPORTS**

- A. Finance Committee Report – Dir. Burke, Dir. Cockrell (**Tab #7**)
  - [FY23-24 August Revenue](#)
  - [FY23/24 August Expenses](#)
  - [FY23/24 August Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell, Dir. Hanna

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- C. Land and Structures Committee Report - Dir. MacKimmie, Dir. Sherrill
- D. Vegetation Management Committee Report – Dir. Cockrell, Dir. Hanna
- E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Hanna
- F. ALS JPA Liaison Report– Dir. Burke
- G. Emergency Preparedness Liaison Report – Department of Emergency Management
- H. CERT Report – Dir. Sherrill
- I. Attorney’s Report – Attorney Jean Savaree
- J. Fire Marshals Report – Chief Griffin
- K. Fire Chief’s Report - Chief Cox (**Tab #8**)
  - [August Statistics](#)
  - [PARS Monthly Statement for 8/1/2023 to 8/31/2023](#)

**9. ADJOURNMENT**

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 22, 2023