

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

March 24, 2021

LOCATION:

Pursuant to Governor Newsom's Executive Order N-29-20,
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 6:01 p.m.

2. ROLL CALL (All participants were present via Zoom or teleconference call.)

Directors Present: President Gary Burke, Vice President J. B. Cockrell,
Secretary Ginny McShane, Director MacKimmie, and
Director Steve Stockman.
Cal Fire: Chief Ian Larkin.
Deputy Chief: Jonathan Cox.
Attorney: Jean Savaree.
Admin. Secretary: Jean Headley.

Michelle Dragony of Coastside Buzz was on the call.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

- A. Approval of minutes from February 24, 2021 Regular Board Meeting.
- B. Approval of new Vendor Checks #50735-50787 in the amount of \$112,076.53 dated February 1 to February 28, 2021.
- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated February 1 to February 28, 2021.

- D. Approval of Payroll Checks #21143-21147 in the amount of \$1,237.49, dated February 1 to February 28, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.04, dated February 1 to February 28, 2021.

Director MacKimmie recused himself from voting on the Consent Calendar.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

Secretary McShane	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. Consideration for Approval of a Resolution Authorizing Receipt of 2020 Mandatory Fire Inspections

Deputy Chief Jonathan Cox explained the reason for this report, summarized the Staff Report, and recommended that the Board adopt the Resolution. He responded to questions and comments from the Board.

Chief Ian Larkin also provided comments.

- 1. Adopt Resolution No. 2021-09 Authorizing Receipt of a Report Made by The Fire Chief of the Coastside Fire Protection District Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-09 Authorizing Receipt of a Report Made by The Fire Chief of the Coastside Fire Protection District Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

B. Review, Discuss, Take Action on 2020 Annual Report

Deputy Chief Cox presented the 2020 Annual Report and provided comments.

President Burke also provided comments on the report.

Deputy Chief Cox responded to a question by Director Stockman.

Attorney Jean Savaree advised that since this report will be mailed out to the citizens under the Mass Mailing provisions of the State Conflict Code, it should come from the Board of Directors rather than from the Board President.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to approve the draft 2020 Annual Report:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

C. Review, Discuss, Take Action on 2021 Strategic Business Plan

President Burke said this has already been approved and no action is necessary. He just wanted a clean copy in tonight's packet so each Board member would have one.

D. Review, Discuss, Take Action on 2021 Vegetation Management Plan

Deputy Chief Cox provided background and updated the Board on the current status of this committee.

Director Stockman explained the new process that the committee is following for the liaison to report back to him so he can inform the Board.

Deputy Chief Cox provided additional comments about expanded coverage by other agencies.

President Burke requested Staff to keep this item on the agenda each month.

E. Coastside CERT Program Update

Chief Dave Cosgrave updated the Board on CERT training and that they are helping with COVID testing. He reported a total of 1,798 people are participating at some level, 188 are signed up to be neighborhood leaders, 298 people have graduated from the CERT training program, and there are 111 HAM operators. We have satisfied and exceeded every level of the grant program. We have been offered an FSTI Grant, for supplies and materials, and we are trying to get pop-up tents at each neighborhood.

F. Review, Discuss, and Approve Fire Station 40 Exterior Painting Contract

1. Review Fire Station 40 Exterior Painting Contract Bids

Deputy Chief Cox summarized the Staff Report, introduced the Resolution, and recommended that the Board adopt the Resolution authorizing him to sign the agreement for exterior painting. He responded to questions and comments from the Board.

2. Motion to Adopt Resolution 2021-09, Resolution Authorizing the Deputy Chief to Execute a Contract with the Lowest Responsive and Responsible Bidder, Selway Construction, for Exterior Painting Services

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution 2021-09, Resolution Authorizing the Deputy Chief to Execute a Contract with the Lowest Responsive and Responsible Bidder, Selway Construction, for Exterior Painting Services:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

7. **NEW BUSINESS**

A. Consider for Approval a Resolution to Execute an Amendment to Agreement with Paul McGregor Construction for Weed Abatement Services

Deputy Chief Cox summarized the Staff Report, recommended adoption of the Resolution, and responded to comments from the Board.

1. Adopt Resolution 2021-06, A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Amendment to Extend the Term of the Agreement with Paul McGregor Construction for Weed Abatement Services for an Additional Year.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2021-06, A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Amendment to Extend the Term of the Agreement with Paul McGregor Construction for Weed Abatement Services for an Additional Year:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

- B. Review, Discuss, Take Action on Staff Report Related to the Coastside Fire Protection District Declaring its Intent to Transition from an At-Large to a By-District Director Election System

Attorney Savaree summarized the Staff Report and recommended that the Board adopt the Resolution.

Extensive discussion occurred between the Board and Attorney Savaree.

1. Adopt Resolution No. 2021-07, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring its Intent to Transition from an At-Large to a By-District Director Election System.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-07, A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring its Intent to Transition from an At-Large to a By-District Director Election System:

Secretary McShane	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 said there was no meeting. He referred to the spreadsheet of expenses and revenues in the packet and discussed some of the highlights.

B. Volunteer Liaison Report

Vice President Cockrell reported on the Zoom meeting. He said that the current training began on March 6 and will finish in July. He reported on two fires in which the volunteers participated. They discussed fundraising efforts and the current financial status. They received a \$5,000 donation from the Half Moon Bay Beautification Committee because there was no Pumpkin Festival last year. He reported that training continues with the three engine companies.

Chief Larkin and Vice President Cockrell responded to questions from the Board.

C. Land and Structures Committee Report

Director MacKimmie discussed the new Station 41, indicating there are rust and grease stains on the concrete, on the chains, and in the parking lot.

Deputy Chief Cox discussed what is left on the punch list that still need to be addressed. Director MacKimmie said he can replace the rusted chain himself.

D. Vegetation Management Committee

No additional report after what was already discussed earlier in the meeting.

E. Special Districts Association (SMCO Chapter)

No report.

F. ALS/JPA

President Burke reported that he has filled out the forms to become a member of the JPA Liaison, and he is scheduled to attend an orientation meeting.

G. FDAC Liaison Report

President Burke reported that we are a member of the FDAC (Fire Districts Association of California), and there is a Zoom conference scheduled for some time this Spring.

H. Emergency Preparedness

Director Stockman reported that he attended the monthly CEAP meeting on March 5, and there was a report from the new County OES. They discussed the local Hazard Mitigation Plan, which allows for FEMA support during and after a disaster. He discussed reports on the Medical Reserve Council as well as the HAM Operators who held a drill last month. He said that Pat Coffey from LaHonda Fire Brigade reported that Chief Ari Delay has stepped down as Chief and the new leader is Paul Long, who has acted as Assistant Chief in the past. Secretary McShane said that Chief Delay went on to be the Chief in San Bruno.

President Burke provided comments and suggested that in the future we have a presentation as to how the OES interacts with other organizations on the Coast.

I. Attorney's Report

No report.

J. Fire Chief's Report

Deputy Chief Jonathan Cox reported that PPE supplies have increased because of the grant. He indicated that the first responders on the Coast have assisted at vaccination sites, and we currently have no COVID cases here.

As to the second SSA office position, we have made an offer and he accepted the position and will be introduced at next month's Board meeting.

He discussed a fatal head-on collision on Highway 1 south of town.

We have a rope rescue technician class this week at Station 40.

We continue to receive letters in response to the business self-certification process, and the letters regarding the weed abatement process will be going out soon.

He reported that at Station 40, one of our employee's catalytic converter was stolen in the parking lot, and he feels we should look at additional security in next year's budget.

As to apparatus, they are finalizing the engine specifications for the new build, and they are still working through the new CAD system.

He indicated the volunteers are in their second week of the academy.

Chief Larkin advised the Board that the State will begin staffing earlier than normal this year because of the lack of rain.

9. ADJOURNMENT TO CLOSED SESSION

President Burke adjourned the meeting to Closed Session at 7:06 p.m.

10. CLOSED SESSION

Conference with Legal Counsel

Anticipated Litigation [Government Code §54956.9(2)]: One Case

Conference with Real Property Negotiators [Government Code §54956.8]:

Property: 531 Obispo Road, El Granada, CA, Parcel Number 047-264-030

Agency Negotiator: Deputy Chief Jonathan Cox

Negotiating Parties: Potential Purchasers

Under Negotiation: Terms and price for potential sale of property

Conference with Real Property Negotiators [Government Code §54956.8]:

Property: Four Contiguous Parcels Located Along California Avenue, Etheldore Street, and Virginia Avenue, Moss Beach, California, Parcel Numbers 037-141-090, 037-141-110, 037-141-120, and 037-141-130

Agency Negotiator: Deputy Chief Jonathan Cox

Negotiating Parties: Joseph Guntren Trust

Under Negotiation: Terms and price for potential sale of property

11. REPORT ON ACTION TAKEN IN CLOSED SESSION

The Board came back into Open Session at 7:36 p.m., and Attorney Savaree reported that no action was taken in Closed Session.

12. ADJOURNMENT

President Burke adjourned the meeting at 7:36 p.m.

Respectfully submitted,

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

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President Burke provided comments on the County OES and suggested that in the future we have a presentation as to how the OES interacts with other organizations on the Coast.

President Burke requested Staff to keep the Vegetation Management Committee on the agenda each month.