COASTSIDE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING

June 25, 2025

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, Director Bruce MacKimmie, and Director Cynthia Sherrill
Board Secretary:	Unit Chief Jed Wilson
CAL FIRE:	Battalion Chief Fire Marshal Pat Griffin, Analyst Meghan Henry
Attorney:	Jean Savaree

Also present, either in person or via Zoom, was Battalion Chief Tyler Martin, Michelle Dragony, and Sid Young.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comment was made.

5. CONSENT CALENDAR

A. Approval of minutes from May 28, 2025 Board Regular meeting
B. Approval of Vendor Checks #57408-57468 in the amount of $2,245,408.07 dated May 1, 2025 to May 31, 2025.
C. Approval of Payroll Checks #21308-21309 and DDs in the amount of $1,253.46 dated May 1 to May 31, 2025 (pay period 4/2025).

D. Direct Deposit of Federal, State & Hospital Taxes in the amount of $207.65 dated May 1, 2025 to May 31, 2025 (pay period 4/2025).

ON MOTION by Vice President Cockrell, seconded by Director Burke, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-D 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. Local Response Area Fire Hazard Severity Zone Ordinance No. 2025-01

Chief Wilson introduced the ordinance.

1. Public Hearing

No public comment was made.

2. Second Reading and Adoption of Ordinance No. 2025-01

Director Hanna asked a clarifying question about adopting the maps as is.

ON MOTION by Director Sherill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Ordinance No. 2025-01; An Ordinance of Coastside Fire Protection District of San Mateo County to Designate Fire Hazard Severity Zones and Determining the Ordinance Exempt from the California Environmental Quality Act

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 and Approve Coastside Fire Protection District Preliminary Budget for Fiscal Year 25/26

Chief Wilson went over the proposed budget, highlighting notable items.

Sid Young made a comment about vehicle licensing fees being withheld.
Director Hanna asked how the Station 44 budgeting is set up.
President Burke noted the $2 million operating reserve that is not included in the San Mateo county value, and some proposed changes that were covered in the Finance Committee meeting. He also requested an amendment of increasing the revenue by 2% and transfer $6million from LAIF to the working budget, and allocate $750,000 to CLASS as a PERS exit fund.

ON MOTION by Director Sherrill seconded by President Burke, by the following Roll Call Vote, the Board voted to approve the Preliminary Budget for Fiscal Year 25/26:

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

Motion passed 5-0.

B. Review and Approve Draft Audited Financial Statements and Independent Auditor's Report for the year ending June 30, 2025.

Chief Wilson introduced the audit and mentioned that no concerns were found.

ON MOTION by Director MacKimmie, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted to approve the Draft Audited Financial Statement and Independent Auditor's Report for the year ending June 30, 2025:

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

Motion passed 5-0.

C. Adopt Res. No. 2025-12; Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2025-2026.

Chief Wilson introduced the resolution and background information.

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2025-12; Establishing the Appropriations Limit Applicable to the district During Fiscal Year 2025-2026:

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

Motion passed 5-0.

D. Adopt Res. No. 2025-13; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for Fiscal Year 2025-2026.

Chief Wilson summarized the resolution and background information.

ON MOTION by Director MacKimmie, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted to adopt Res. No. 2025-13; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for fiscal Year 2025-2026:

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

Motion passed 5-0.

E. Adopt Res. No. 2025-14; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for Fiscal Year 2025-2026.

ON MOTION by Director MacKimmie, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted to adopt Res. No. 2025-14; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for fiscal Year 2025-2026:

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

Motion passed 5-0.

F-DD. Adopt Resolution No. 2025-15 through No. 2025-39; Determining Special Tax Liability for Fiscal Year 2025/26 for Community Facilities Districts No. 5, 10, and 15-35.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Res. No. 2025-15, 2025-16, 2025-17, 2025-18, 2025-19, 2025-20, 2025-21, 2025-22, 2025-23, 2025-24, 2025-25, 2025-26, 2025-27, 2025-28, 2025-29, 2025-30, 2025-31, 2025-32, 2025-33, 2025-34, 2025-35, 2025-36, 2025-37, 2025-38, and 2025-39; Determining Special Tax Liability for Fiscal Year 2025/26 for Community Facilities Districts No. 5, 10, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 35:

Director Hanna	Aye
Director Sherrill	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 summarized the financial information provided in the packet.

B. Volunteer Committee Report

No report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Director Sherrill reported for Dave Cosgrave that LADRIS is a new evacuation route simulation software available to the city and unincorporated areas. There is also an emergency preparedness fair coming up.

H. CERT Report

Director Sherrill reported that they hosted a successful neighborhood command training and they are preparing for the Great Coastside Shakeout. CERT hosted a few neighborhood meetings in the area. The Medical Reserve Corps is making a resurgence. In August they will offer the CERT course in Spanish.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief-Fire Marshal Pat Griffin summarized the office statistics and that the Stone Pine project is about two weeks away from completion.

K. Fire Chief's Report

Unit Chief Jed Wilson summarized the response statistics. He introduced new Battalion Chief Tyler Martin. He also spoke with Chief Silva about a return date of July 22nd. There were some challenges on the permit process for PG&E for temporary Station 44. The Station 41 South Lot project is progressing well and mitigated some citizen responses, and look forward to a ribbon cutting ceremony. There was also a discussion on a dedicated bench or plaque for Captain Lutz. He also mentioned that fire season is ramping up.

Chief Martin provided an update on a patient that has been important to the engine companies for many years, and that she is graduating high school.

9. ADJOURNMENT

President Burke adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Unit Chief Jed Wilson, 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 Burke, the Board voted to approve the Consent Calendar Items A-D as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to adopt Ordinance No. 2025-01; An Ordinance of Coastside Fire Protection District of San Mateo County to Designate Fire Hazard Severity Zones and Determining the Ordinance Exempt from the California Environmental Quality Act. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by President Burke, the Board voted to approve the Preliminary Budget for Fiscal Year 25/26. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to approve the Draft Audited Financial Statement and Independent Auditor's Report for the year ending June 30, 2025. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to adopt Resolution No. 2025-12; Establishing the Appropriations Limit Applicable to the district During Fiscal Year 2025-2026. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to adopt Res. No. 2025-13; Resolution Authorizing San Mateo County to Place a Benefit Assessment in the Half Moon Bay FPD Assessment Zone on the Tax Roll for fiscal Year 2025-2026. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to adopt Res. No. 2025-14; Resolution Authorizing San Mateo County to Place a Special Tax in the Point Montara FPD Assessment Zone on the Tax Roll for fiscal Year 2025-2026. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to adopt Res. No. 2025-15, 2025-16, 2025-17, 2025-18, 2025-19, 2025-20, 2025-21, 2025-22, 2025-23, 2025-24, 2025-25, 2025-26, 2025-27, 2025-28, 2025-29, 2025-30, 2025-31, 2025-32, 2025-33, 2025-34, 2025-35, 2025-36, 2025-37, 2025-38, and 2025-39; Determining Special Tax Liability for Fiscal Year 2025/26 for Community Facilities Districts No. 5, 10, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 35. Motion passed 5-0.