

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

October 22, 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: Deputy Chief Ryan West, Deputy Fire Marshal Clinton
Dyer, Analyst Meghan Henry
Attorney: Jean Savaree

Also present, either in person or via Zoom, was Michele Dragony and an unidentified member of the public.

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 September 3, 2025 Board Special meeting
- B. Approval of minutes from September 24, 2025 Board Regular meeting
- C. Approval of Vendor Checks #57706-57773 in the amount of \$317,770.69 dated September 1 to September 30, 2025.
- D. Approval of Payroll Checks #21316-21317 and DDs in the amount of \$1,253.47 dated September 1 to September 30, 2025 (pay period 8/2025.)

- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$207.64 dated September 1 to September 30, 2025 (pay period 8/2025.)
- F. Approval of electronic GASB 68 Reporting Services Fee payment to CalPERS in the amount of \$350.00 dated September 1, 2025 to September 30, 2025.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-F 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. Community Facilities District No. 38 (203 Airport Blvd)

1. Open Special Ballot

Chief Wilson opened the ballot and recorded the sole vote recieved as 1 yes vote.

2. Motion to Adopt Resolution No. 2025-55; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lein

ON MOTION by Director MacKimmie, seconded by Director Cockrell, by the following Roll Call Vote, the Board voted to approve Resolution No. 2025-55; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lein:

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

Motion passed 5-0.

3. Motion to Adopt Ordinance No. 2025-03; An Ordinance Levying Special Taxes within Community Facilities District No. 38

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Ordinance No. 2025-03; An Ordinance Levying Special Taxes within Community Facilities District No. 38:

Director Hanna	Aye
Director Sherrill	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

B. Community Facilities District No. 39 (Big Wave)

Due to not receiving the ballot, these agenda items were postponed.

7. **NEW BUSINESS**

A. Review, Discuss and Consider to Waive \$304.00 Event Permit Fee for Montara Art and Music Festival

This item was skipped as it was addressed in item B.

B. Review, Discuss and Consider the need for a CFPD Charge Policy Regarding Fees Charged to 501c3 Organizations that Request Fire District Service at their Party's or Fund Raiser.

There was a discussion on how to better define the groups that would receive fee waivers, such as 501c3, public benefit corporation, etc. Cid Young made a public comment asking about the possibility of sliding scale for fees based on event size. The Board would like more time to create a policy.

C. Public Information Officer – Information and Seeking Direction from the Board on what way they would like to go

There was a discussion that revolved around using the CAL FIRE PIO to the CFPD's benefit more frequently, and updates on the website. Cid Young made a public comment. Conclusion by President Burke was if a Board Member has a suggestion for action, they can bring an item to a future meeting.

D. First Reading and Introduction of Ordinance 2025-05; An Ordinance Adopting the California Fire Code 2025 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and the Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers therefor

Jean Savaree introduced the Ordinance as an update to the Fire Code. Fire Marshal Clinton Dyer mentioned this was essentially just a clean up of repeated items between the Coastside Ordinance and Fire Code.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve the First Reading and Introduction Ordinance No. 2025-05; An Ordinance Adopting the California Fire Code 2025 Edition and Prescribing Regulations

Governing Conditions Hazardous to Life, Property and the Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers therefor:

:

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

Motion passed 5-0, and the second reading will occur at the next regular meeting.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke summarized the financial information provided in the packet. Chief Wilson mentioned the LAIF transfer would be done in two parts and will balance out on next months sheets.

B. Volunteer Committee Report

Director Cockrell summarized the volunteer meeting, notable points being the volunteer crew staffed two engines at the Pumpkin Festival and are they are hosting a driver operator course.

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

No report.

H. CERT Report

Director Sherrill reported that they had a successful Great Coastside Shakeout event. Fall CERT is in November.

I. Attorney's Report

No report.

J. Fire Marshal's Report

No report.

K. Fire Chief's Report

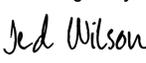
Chief Wilson summarized the statistics. A new agreement with Danis, Wolver, and Kelly, a law firm, was signed for Station 44 RFPs. Chief Wilson also mentioned that Chief Lord will be retiring in December and would like to plan a celebration for him. Chief Wilson's continued work and meetings on Beach Safety is going well. Chief Wilson also shared the conclusion of the parking situation on Carlos St to be no parking signs which was approved at the County Supervisor meeting.

Final comments from President Burke included no planned November meeting but a special meeting could be arranged and special meeting in place of the December meeting. President Burke asked for an update on the Station 44 project, and Chief West responded that all permits were received and the generator has been ordered.

9. ADJOURNMENT

President Burke adjourned the meeting at 4:50 p.m.

Respectfully submitted,

DocuSigned by:

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12/22/2025

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 Sherrill, the Board voted to approve the Consent Calendar Items A-F as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Adopt Resolution 2025-55; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lein. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Adopt Ordinance 2025-03; An Ordinance Levying Special Taxes within Community Facilities District No. 38. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Approve the First Reading of Ordinance 2025-05; An Ordinance Adopting the California Fire Code 2025 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and the Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Prevention and Providing Officers therefor. Motion passed 5-0.