

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

**October 28, 2020**

**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 Burke, Vice President Cockrell, Secretary Ginny McShane, Director Bruce MacKimmie, and Director Steve Stockman.

Legal Counsel: Jean Savaree.

Cal Fire: Chief Ian Larkin.

Deputy Chief: Jonathan Cox.

Admin. Secretary: Jean Headley.

Deputy Chief Cox indicated there was no members of the public on the call.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from September 23, 2020 Regular Board Meeting.
- B. Approval of new Vendor Checks #50356-50428 in the amount of \$419,117.07 dated September 1 to September 30, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63 dated September 1 to September 30, 2020.

- D. Approval of Payroll Checks #21119-21123 in the amount of \$1,388.54, dated September 1 to September 30, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$234.30, dated September 1 to September 30, 2020.

ON MOTION by Director Stockman, seconded by Secretary McShane, 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. Review and Discuss Draft Training Center Administration Manual

Deputy Chief Cox discussed the manual and pointed out certain items.

He and Attorney Savaree responded to questions from the Board.

ON MOTION by Director Stockman, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the Training Center Administration Manual:

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

Motion passed 5-0.

- B. Review and Discuss the Movement of Battalion Chief 10 to Fire Station 41

Deputy Chief Cox summarized the Staff Report and recommended relocating Battalion Chief 10 to the new Station 41. He responded to questions and comments from the Board.

ON MOTION by Director Stockman, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to relocate the on-duty Battalion Chief to the new Station 41:

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

Motion passed 5-0.

**7) NEW BUSINESS**

A. Presentation on Vegetation Management in the Coastside Fire Protection District

Deputy Chief Cox discussed the resurrection of the Vegetation Management Committee. He made a presentation of slides and discussed each slide.

Some Board discussion occurred, and President Burke provided comments regarding how the citizens could be confused with all the different agencies.

Secretary McShane discussed her attendance at a three-hour meeting on this issue. President Burke asked Secretary McShane to follow this issue and report to the Board.

President Burke asked Deputy Chief Cox to let the Board members know if there is anything he sees that the Board should do to help.

B. Review and Discuss Annual CalPERS Report for 2019

President Burke introduced this item and discussed the report and other attached items that are included in the packet on this subject. He recommended that the Board take no action at this time.

He indicated that each year we get an update from CalPERS, and he requested Deputy Chief Cox to put it on the agenda each year.

C. Review, Discuss and Approve Documents Recommended for Destruction in Accordance with District's Record Retention Policy

Deputy Chief Cox discussed documents that had incurred water damage in the Princeton storage unit and the plans for a destruction service to destroy those documents.

ON MOTION by Secretary McShane, seconded by President Burke, by the following Roll Call Vote, the Board voted unanimously to approve the destruction of documents in accordance with the District's Records Retention Policy:

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

Motion passed 5-0.

D. Review, Discuss and Approve the Surplus of Equipment

Deputy Chief Cox discussed the new furniture in the Station 40, which created a surplus of furniture and equipment. He discussed that some of the fire crews suggested getting in touch with the local schools to see if there are any students that need desks at their home.

ON MOTION by Director Stockton, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the disposal of the surplus equipment listed in the Staff Report along with Deputy Chief Cox's request to possibly give some items to local students:

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 reported that the Finance Committee did not meet. He referred to the financial spreadsheets and discussed the LAIF funds.

He reported that we received an additional \$146,000 ERAF payments that was part of a settlement between the counties and the state as to who gets the ERAF funds.

B. Volunteer Liaison Report

Vice President Cockrell reported he attended the meeting but couldn't find his notes, so he cannot report on the meeting.

C. Land and Structures Committee Report

Director MacKimmie said he was at Station 41 today and there was additional painting being done. He also discussed that the hood in the kitchen is being replaced, and Chief Ian Larkin provided comments.

D. Vegetation Management Committee

Secretary McShane said she talked with Chief Sampson today and he indicated he could attend our next Board meeting to discuss vegetation management. President Burke asked Deputy Chief Cox to follow up on that and have Chief Sampson attend our next Board meeting.

Secretary McShane asked how many items are still on the punch list, and Deputy Chief Cox said there are under 60 items still on the list.

E. Special Districts Association (SMCO Chapter)

Director MacKimmie said no meeting, no report.

F. ALS/JPA

Director MacKimmie said no meeting, no report.

G. Emergency Preparedness

Director Stockman requested if we could review our committees at the next Board meeting.

He discussed his attendance at the October 2<sup>nd</sup> CEAP meeting. He talked about the community groups that serve the Latinos and the underserved populations. He discussed the agencies involved in the OES.

He said the City of Half Moon Bay has been doing more testing for Covid-19, and they are also working on their Emergency Ops Plan.

He reported Julie Barr from the Medical Reserve Corps continues to grow. Their trailer has been mechanically updated and fully stocked.

He said the HAM group continues to have exercises with CERT.

He reported that communications at Station 40 have been updated.

Jim Holly of Red Cross gave an update on shelters available during the fires.

He indicated that CERT updated on how they are doing testing online.

H. Attorney's Report

Attorney Savaree indicated she sent a memo to the Board members today that shows the county has moved from red to orange tier under the state regulations. She said this has prompted questions about when these kinds of meetings can go live again. Her firm is researching this issue and will send another memo within the next several days.

I. Fire Chief's Report

Deputy Chief Jonathan Cox reminded the Board about the virtual grand opening of new Fire Station 41 at 10:00 a.m. on Wednesday, November 18<sup>th</sup>, and he discussed the event. President Burke asked Deputy Chief Cox to be sure that former Chief Paul Cole is invited.

Regarding Covid-19, Deputy Chief Cox said the crews are healthy and continue to take precautions.

He reported that the mailroom at Station 40 is almost complete for use by all of the directors. They are also cleaning up the conference room now that it is no longer used for storage.

He reported that yesterday he met with the president of the local CEAP and discussed collaborating in emergency response and emergency management.

He indicated they gave a presentation to the City of Half Moon Bay City Council regarding the CZU fire and the lessons learned, and will be presenting to Mid Community Council next month about Zonehaven, evacuation planning, and what we're looking at along the coast should there be a disaster.

He reported they have submitted the application for District of Distinction.

He stated that the Office of Emergency Services is now under the County Manager's office.



Regarding personnel, he reported that retired SSA Jan Cochran is helping out until we can find a replacement. As to the Division Chief position, he reported we have made two offers, both of which were declined, so we are reposting that position. The process takes about six weeks.

He reported that a fire near Mavericks seemed to be intentionally set.

As to the training academy, he reported a rope rescue class is taking place this week at Station 40 as well as an upcoming truck academy in early November. They are starting the planning process for a volunteer fire academy in the spring, most likely in March.

He discussed the process for fire inspections due to Covid-19 restrictions.

He reported that Chief Cosgrave continues to work with CERT.

He stated the new fence at Fire Station 44 is complete, and the tree work has been completed.

He reported our retained appraisal service will be starting work on the three locations we have identified for appraisals.

As to apparatus, he indicated they are working on specifications for the new engine to be ordered, as well as the installation of our new ABL county dispatch system.

We have received a fully funded California Fire Foundation grant for three new mobile radios, which cost about \$5,000 each, for our front-line fire engines 40, 41, and 44.

President Burke asked about the pending Grand Jury report. Deputy Chief Cox indicated it is still pending, and he will be working on that.

President Burke initiated a discussion about having a combined meeting for November and December. Direction to Staff was to cancel the November 25 meeting and to come up with a special meeting in December that works for everyone.

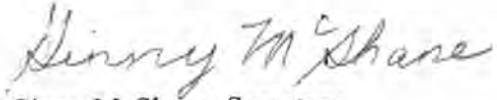
**9) CORRESPONDENCE**

None.

**10) ADJOURNMENT**

President Burke adjourned the meeting at 7:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

Ginny McShane, 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 Director Stockman, seconded by Secretary McShane, 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.

ON MOTION by Director Stockman, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to approve the Training Center Administration Manual. Motion passed 5-0.

ON MOTION by Director Stockman, seconded by Secretary McShane, by Roll Call Vote, the Board voted unanimously to relocate the on-duty Battalion Chief to the new Station 41. Motion passed 5-0.

President Burke asked Deputy Chief Cox to let the Board members know if there is anything he sees that the Board should do to help with vegetation management.

President Burke indicated that each year we get an update from CalPERS, and he requested Deputy Chief Cox to put it on the agenda each year.

ON MOTION by Secretary McShane, seconded by President Burke, by Roll Call Vote, the Board voted unanimously to approve the destruction of documents in accordance with the District's Records Retention Policy. Motion passed 5-0.

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President Burke asked Deputy Chief Cox to invite Chief Sampson to attend our next Board meeting to discuss vegetation management.

Director Stockman requested if we could review our committees at the next Board meeting.

Direction to Staff was to cancel the November 25 meeting and to come up with a special meeting in December that works for everyone.