

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

September 27, 2023

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 Coastsides Fire Protection District at 4:00 p.m.

2. ROLL CALL

Directors Present: President Gary Burke, Vice President J. B. Cockrell, Director Patrick Hanna, and Director Cynthia Sherrill.
Directors Absent: Director Bruce MacKimmie
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Deputy Chief Jonathan Cox; Battalion Chief/Fire Marshal Patrick Griffin; Division Chief Gary Silva.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Sid Young and David Cosgrave.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No 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 Special 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.
- 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.)

ON MOTION by Vice President Cockrell, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-G as submitted:

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

Motion passed 4-0-1, with Director MacKimmie absent.

6. CONTINUING BUSINESS

- A. Review, Discuss and Approve Fiscal Year 2023/2024 Final Budget.

Deputy Chief Jonathan Cox presented the Fiscal Year 2023/2024 Final Budget for Board approval. The Point Montara/Half Moon Bay Benefit Assessment will not be changed for this fiscal year, the anticipated revenue from the ALS JPA will remain static as there may be some changes in future years, and the PERS contribution for retirement will be increased by \$1.5M in anticipation of a buy-off or closeout of the miscellaneous employees category. All of the categories for volunteers will be broken out to track the Volunteer Program. Fire Station 44 construction is also accounted for in the budget.

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.

President Burke opened and closed the public hearing at 4:04 p.m.

Board discussion occurred. Director Sherrill asked questions about the vegetation management program reduction in expenses. Deputy Chief Jonathan Cox indicated they do not anticipate having an expense from the contractor for weed abatement this year. Director Sherrill also asked for clarification on the reduction in training materials and supplies.

President Burke spoke about the balance of the budget in future years.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Fiscal Year 2023/2024 Final Budget:

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

Motion passed 4-0-1, with Director MacKimmie absent.

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.
- Open Public Hearing to Consider Amendment of District Ordinance Setting Fees for Service.
 - 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.

President Burke opened the Public Hearing at 4:15 p.m.

Sid Young asked for clarification about charging residents through parcel tax and fees for credit cards. Deputy Chief Jonathan Cox responded that the ordinance will be adopting an increase in the credit card transaction fees that the District charges per invoice payment. She further asked about false alarm fees and Deputy Chief Jonathan Cox indicated fees are passed along to a location for false alarms.

President Burke closed the Public Hearing at 4:18 p.m.

There was no Board discussion.

ON MOTION by President Burke, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to Introduce Introduce and Conduct First Reading for Ordinance No. 2020-04 Amending Rate and Fee Schedule to Recover Transaction Fees Associated with Electronic Payments Received by the District and Set Time for Second Reading and Adoption on October 25, 2023:

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

Motion passed 4-0-1, with Director MacKimmie absent.

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.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approving three resolutions. He indicated that health care premiums for retirees would be increasing effective January 1, 2024.

Board discussion occurred. President Burke spoke about the increase in rates.

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).

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Approve 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), 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), and 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):

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

Motion passed 4-0-1, with Director MacKimmie absent.

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.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approving the resolution.

Board discussion occurred. President Burke spoke about the financial information received monthly for review.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve 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:

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

Motion passed 4-0-1, with Director MacKimmie absent.

D. Adopt Resolution No. 2023-47 Approving Financial Statements and Independent Auditors Report for the year ending June 2022.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approving the resolution.

Board discussion occurred.

ON MOTION by Director Sherrill, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to Approve Resolution No. 2023-47 Approving Financial Statements and Independent Auditors Report for the year ending June 2022:

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

Motion passed 4-0-1, with Director MacKimmie absent.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Vice President Cockrell spoke about the meeting and Chief Cox presented to the volunteers about the call types that volunteers are dispatched on and the District's internal process on how important it is that volunteers participate with the District. Director Hanna asked about the volunteers in the paramedic program and if they could do their internship in this county or locally.

C. Land and Structures Committee Report

Chief Silva spoke about the Fire Station 44 project.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna spoke about the annual conference Board members attended in August.

F. ALS/JPA Liaison Report

President Burke spoke about the ALS JPA, the County, and AMR in terms of who is paying for the dispatch center and the possibility of an increase to all JPA members.

G. Emergency Preparedness Liaison Report

David Cosgrave spoke about grants the County is fulfilling and applying for new ones. A new director is starting next week. The Emergency Services Council meeting will be on October 19, 2023. He provided an update on Highway 92 repair work by CalTrans. Last month the tsunami sirens were tested and trained Pacifica staff how to operate them remotely and they will be testing the ones in Half Moon Bay. The control burn alert was issued in email form to the County, weather pending. Director Sherrill asked about expanding the use of tsunami sirens to other alerts, if necessary. David Cosgrave indicated a grant was submitted to purchase additional sirens.

H. CERT Report

Director Sherrill spoke about the activities in the last month.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Patrick Griffin spoke about the plan reviews and inspections.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about Engine 40 returning to the area after helping another county with lightening fires. They will be advertising for a battalion chief. CalFire participated in a Reimagining Main Street meeting with Half Moon Bay to provide input for egress/access. He and Chief Armstrong met with FireNet 6 in Redwood City. Staff has been speaking with CalPERS for the potential closeout on the miscellaneous employee plan.

There were no major calls during the last month but the District did receive numerous calls when smoke came through the area on the coast from the north.

Regarding facilities, the District didn't receive any bids for the installation project at Station 40 and they will look to find a contractor directly for that project. For the south lot at Fire Station 41, the District received comments back from the El Granada Community Services District.

Regarding equipment, the new prevention vehicle is in service, the new battalion chief's vehicle is currently being outfitted, and they are still waiting on the delivery of the new type 1 and type 3 fire engines.


Sid Young asked a question to David Cosgrave regarding the Emergency Services Council voting to put out an RFP for a countywide evacuation plan for emergencies. She wanted to know if a contractor was selected. She also spoke about the tsunami sirens being used for a fire.

David Cosgrave indicated the RFP has been awarded.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:08 p.m.

Respectfully submitted,


Jonathan Cox (Jan 30, 2024 11:13 PST)

30/01/2024

Deputy Chief Jonathan Cox, 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 Hanna, the Board voted to approve the Consent Calendar Items A-G as submitted. Motion passed 4-0-1, with Director MacKimmie absent.

ON MOTION by President Burke, seconded by Director Sherrill, the Board voted to Approve Fiscal Year 2023/2024 Final Budget. Motion passed 4-0-1, with Director MacKimmie absent.

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Final Audit Report

2024-01-30

Created:	2024-01-30
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYiPLfjHmwPeNfZuSwdOXluwFGGS6s9DX

"09272023.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
2024-01-30 - 5:58:12 PM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature
2024-01-30 - 5:58:15 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)
2024-01-30 - 7:13:15 PM GMT- IP address: 172.225.88.156
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
Signature Date: 2024-01-30 - 7:13:26 PM GMT - Time Source: server- IP address: 174.195.81.229
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