

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

**May 25, 2022**

**LOCATION:**

Pursuant to Resolution No. 2022-11,  
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 6:00 p.m.

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

Directors Present: President Gary Burke, Vice President J. B. Cockrell,  
Director Bruce MacKimmie, Director Steve Stockman, and  
Director Cynthia Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Fire Chief Nate Armstrong.  
Attorney: Jean Savaree.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes from April 13, 2022 Special Board meeting.
- B. Approval of minutes from April 27, 2022 Regular Board meeting.
- C. Approval of Vendor Checks #51742- 51816 in the amount of \$2,174,187.78 dated April 1, 2022 to April 30, 2022.
- D. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated April 1 to April 30, 2022.
- E. Approval of Payroll Checks #21194-21197 and DD in the amount of \$1,375.57 dated April 1 to April 30, 2022 (pay period 3/2022.)

- F. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$247.27, dated April 1 to April 30, 2022 (pay period 3/2022.)

Director MacKimmie recused himself from Consent Calendar Items C-F.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A and B as submitted:

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

Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items C-F as submitted:

Director Sherrill	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 Program Update for Fire Station 44 Replacement Feasibility Study.

Deputy Chief Jonathan Cox summarized the Fire Station Space Program from SVA Architects.

Board discussion occurred. President Burke asked what the next step is in this process and the timeline of that step. Deputy Chief Jonathan Cox indicated this was Phase 1. Phase 2 is the pre-design phase and that will take 3-4 months. The Land and Structures Committee needs to provide feedback on any changes to the Draft Program. Director Stockman asked how an architect would be chosen. Deputy Chief Jonathan Cox indicated the scope of this phase is just the feasibility. The design and build phase would be going back out to bid.

- B. Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019)

1. Motion to Adopt Resolution No. 2022-16; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien

Deputy Chief Jonathan Cox introduced the Resolution.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. No. 2022-16; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien:

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

Motion passed 5-0.

2. Motion to Adopt Ordinance No. 2022-02; An Ordinance Levying Special Taxes with Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019).

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Ordinance No. 2022-02; An Ordinance Levying Special Taxes with Community Facilities District No. 36 (Harbor Village RV Park, 100 Capistrano Road, Half Moon Bay, CA 94019):

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

Motion passed 5-0.

C. Weed Abatement

Deputy Chief Jonathan Cox summarized the Staff Report and introduced the Resolution.

Board discussion occurred. Director Stockman asked if the 102 properties was an average number of property owners who do not respond. Deputy Chief Jonathan Cox indicated that the number of lots on the list were

expanded, but it is not outside the realm of normal. Vice President Cockrell mentioned that at the prior meeting a member of the public expressed opinions on the weed abatement program. Chief Silva indicated they worked with the City and removed the lots that have a protected habitat status. The City is deciding how to move forward on those lots where concerns were raised.

1. Motion to Adopt Resolution No. 2022-17; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisance

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-17; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisance:

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

Motion passed 5-0.

- D. Discuss Potential Uses for the Southern Portion of Land at Fire Station 41 (555 Obispo)

President Burke introduced the item. Suggestions from the public have been raised for potential uses for the land. Director Stockman indicated there is an opportunity to develop or improve the piece of property that fits in with the overall plan of El Granada. He suggested sending a letter to the El Granada District to discuss a partnership of improving this piece of property.

Board discussion occurred. Vice President Cockrell indicated the Mid-Coast Council also has ideas about this property. If the Mid-Coast Community Council and the Granada Services Community District created an ad hoc committee to come up with an agreed upon use for the property, that would be a good idea. Director Sherrill indicated there are two schools nearby and the area is heavily trafficked. Sidewalks might be helpful for the beach access. Deputy Chief Jonathan Cox indicated that is a heavily sloped area and engineering may be required. President Burke indicated the Board is open to receiving ideas from the public.

**7. NEW BUSINESS**

- A. Resolution finding that meetings of the Board of Directors via Teleconferencing protect against the ongoing and imminent Health and Safety Risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Sections 54953(e).

Attorney Jean Savaree summarized the Staff Report and introduced the Resolution.

Board discussion occurred. Director Stockman indicated the hybrid meeting format is nice.

1. Motion to Adopt Resolution No. 2022-18; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e)

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-18; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e):

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

Motion passed 5-0.

B. Review and Discuss Updates to the 2021 Strategic Business Plan.

President Burke asked the Board to postpone this item to July or August because there are financial issues that need to be discussed and depend on year-end financial balances. No objections.

**8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

A. Finance Committee Report

President Burke indicated the Board received an analysis about CalPERS debt and Urban Futures provided a document which outlines a number of different decisions that can be made. The finances for the District are in the packet and available for public review.

B. Volunteer Committee Report

Vice President Cockrell indicated an informal meeting was held.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

President Burke attended a Zoom meeting regarding ERAF.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

No report.

I. CERT Report

Director Sherrill indicated the community donated \$17,870 to CERT through Coastside Gives and they are funded through the next year with a reserve fund. A neighborhood command post demonstration was held at the senior campus. A Stop the Bleed class was held with 45 people attending. Thirty Listos graduates were trained in Spanish.

J. Attorney's Report

No report.

K. Fire Marshals Report

Chief Silva indicated there were 139 plan reviews for March and April. There were 50 inspections in June. Business inspections have just started. There were 47 smoke detector inspections this month. There is a proposed housing development for a few hundred homes which could cause a lot of traffic.

L. Fire Chiefs' Report

Deputy Chief Jonathan Cox indicated COVID testing is still continuing with several cases over the last few weeks.

Regarding apparatus', the two ordered a year ago are on track for September delivery. The third apparatus has been ordered and will arrive in 27 months. The type 3 that was approved last month has also been ordered. Staff vehicles will continue to be replaced per the replacement plan. BC vehicles are being outfitted. There is still a supply chain issue.

Regarding facilities, the plan from the landscape designer for Station 40 should be available soon.

Security cameras will be installed in two weeks at Fire Stations 40 and 44. They will be monitored by the on-duty staff.

The old property that was sold to the Harbor District still has a dirt pile on it that the District is responsible for removing. That will be accomplished soon.

Staff continues to attend meetings with the County regarding the new CAD system.

The new Battalion Chiefs are in position. They are taking some of the management work off of other staff. There is a current recruitment for a fire apparatus engineer and paramedics.

An updated protocol is being reviewed for dispatching volunteers.

There was a significant call with a vehicle going off the cliff with several fatalities.

The new volunteer radios arrived and are in service. RCD, County Parks, and agency stakeholders for El Granada Wildfire Zoning Study had a meeting going through the issue of structures as a fuel source and how the science is inaccurate. The study needs to look at the fire flow patterns into El Granada. A partner meeting will be held to look at the next iteration of the maps.

President Burke asked when the Board would see the RCD study. Deputy Chief Jonathan Cox indicated June 30, 2022 is the deadline for submittal. The study is not asking for anything from the District specifically. It is looking at the projects that can be done on the lands around El Granada that can stop the fire flows.

Chief Nate Armstrong indicated he is on a statewide committee discussing paramedics and retention and hiring issues.

Director Stockman indicated that the community needs to know that the personnel issues is a statewide situation due to a shortage of trained personnel. He asked staff to keep the Board updated on how that might affect service levels to the Coastsides. He also asked staff to advise the Board if they feel they can do something to affect the retaining of employees in the future.

Director Sherrill offered congratulations to the City of Half Moon Bay who launched their inaugural Winefest.

President Burke discussed the PARS reports. The Board and CalFIRE has an operating plan and each month the Board receives monthly statistics related to operations. It is included in the packet and available to the public.



**9. ADJOURNMENT**

President Burke adjourned the meeting at 7:05 p.m.

Respectfully submitted,

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 President Burke, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar Items A and B as submitted. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted to approve the Consent Calendar Items C-F as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to adopt Resolution No. No. 2022-16; A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien. Motion passed 5-0.

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