

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

April 27, 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, and Director Cynthia Sherrill.
Directors Absent: Director Steve Stockman.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Nate Armstrong,
Battalion Chief David Cosgrave.
Attorney: Jean Savaree.

Also on the Zoom call were Sheena Sidhu, Salvatore Meola, Glow, Jo Chamberlain, Sid Young, and Michelle Dragony.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

Sheena Sidhu, Forest Health and Fire Resiliency Program Manager for the San Mateo RCD, spoke about the chipper program which will be occurring on the mid-coast from May 9-12, 2022. Information can be found on their website.

President Burke informed the Board that Jean Headley passed away. He dedicated the meeting in memory of Jean Headley and a moment of silence was held.

5. CONSENT CALENDAR

- A. Approval of minutes from March 3, 2022 Special Board meeting.
- B. Approval of minutes from March 8, 2022 Special Board meeting.
- C. Approval of minutes from March 23, 2022 Regular Board meeting.
- D. Approval of Vendor Checks #51668-51741 in the amount of \$637,762.00 dated March 1, 2022 to March 31, 2022.
- E. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated March 1 to March 31, 2022.
- F. Approval of Payroll Checks #21190-21193 and DD in the amount of \$1,375.60, dated March 1 to March 31, 2022 (pay period 2/2022.)
- G. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$247.24, dated March 1 to March 31, 2022 (pay period 2/2022.)

Director MacKimmie recused himself from the Consent Calendar.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-1-1, with Director Stockman absent and Director MacKimmie having recused himself.

6. CONTINUING BUSINESS

- A. Weed Abatement.
 - 1. Public Hearing for Property Owners having any objections to the proposed removal of such weeds.
 - 2. A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Steve Melo, Inc. for Weed Abatement Services.
 - i. Adopt Resolution No. 2022-12; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Steve Melo, Inc. for Weed Abatement Services.

Chief Nate Armstrong summarized the Staff Report.

Board discussion occurred. Vice President Cockrell asked if Steve Melo provided references. President Burke indicated that documents were provided in the packet.

The Public Hearing opened at 6:05 p.m.

Salvatore Meola, 151 Medio Avenue, Miramar, asked why they received the letter. He indicated the property next door to them has the weeds on it and it is owned by San Mateo County.

Attorney Jean Savaree indicated this is an objection properly raised during the Public Hearing and staff will follow up with Mr. Meola.

Glow from Moss Beach indicated in the past the District has told him to remove vegetation close to the street. He is not objecting to anything but asking for a procedure to call someone and discuss what work is to be done.

Battalion Chief David Cosgrave provided the Fire Marshal's phone number.

Jo Chamberlain, Executive Director at the Coastside Land Trust, indicated she wrote a letter to the Fire Marshal regarding this year's communications. There are several properties they would prefer not be mowed due to using it for agricultural purposes and parcels containing sensitive habitats. She would like to have confirmation from the Fire Marshals that the communication has been received. She summarized past issues with the mowing of endangered species and asked those areas not be mowed in the future. They are very concerned that the mowers are approached by neighbors and asked to mow areas. The contract does not curtail the mower from not doing so. In the future, do not allow the mower to just mow because a neighbor asks them.

President Burke asked Chief Armstrong to review the contract and communications to see what needs to be done to improve the process. Vice President Cockrell asked that the documentation be reviewed to address Ms. Chamberlain's concerns.

The Public Hearing closed at 6:15 p.m.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-12; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Steve Melo, Inc. for Weed Abatement Services:

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

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

7. NEW BUSINESS

- A. Approval of one of the two following resolutions presented for Board consideration in this item thereby authorizing continued teleconferencing Board meetings or hybrid Board meetings.
1. Resolution Authorizing Remote Meetings - Adopt Resolution No. 2022-13; Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e)
 2. Resolution Authorizing Hybrid Meetings – Adopt Resolution No. 2022-13; 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)

Attorney Jean Savaree summarized the Staff Report and explained the two Resolutions.

Board discussion occurred. President Burke asked if members of the public, staff, and Board members could attend in person at the Fire Station and others on zoom for the hybrid meetings. Vice President Cockrell asked if those attending in person would be wearing masks. He indicated the hybrid meeting gives the Board the most flexibility.

Attorney Jean Savaree confirmed that those who feel comfortable attending in person could do so and those who did not could attend by Zoom. Ms. Savaree indicated masks are strongly encouraged by CalOSHA but they are not required.

Sid Young indicated she is in favor of going back to in person meetings. She would ask that the meetings be held at the new station in El Granada.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-13; 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 Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

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

1. Public Hearing
2. Resolution No. 2022-14; A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 36, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District.
3. Resolution No. 2022-15; A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 36.

Attorney Jean Savaree summarized the Staff Report and introduced the two Resolutions.

The Public Hearing opened and closed at 6:25 p.m.

There was no Board discussion.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-14; A Resolution of Formation of the Coastside Fire Protection District Community Facilities District No. 36, Authorizing the Levy of a Special Tax Within the District, Preliminarily Establishing an Appropriations Limit for the District and Submitting Levy of the Special

Tax and the Establishment of the Appropriations Limit to the Qualified Electors of the District and Resolution No. 2022-15; A Resolution Calling a Special Election for the Levy of a Special Tax and the Establishment of an Appropriations Limit for Coastside Fire Protection District Community Facilities District No. 36:

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

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

- C. Review and Approve Recommendation to Award Contract for one (1) Type-1 Fire Engine to Golden State Fire Apparatus, Inc. in an Amount not to Exceed \$938,524.38.

Chief Nate Armstrong summarized the Staff Report and recommended awarding the contract to purchase one (1) Type-1 Fire Engine from Golden State Fire Apparatus, Inc.

Board discussion occurred. President Burke indicated there is an approved vehicle replacement schedule in the packet that outlines the District's plan and awarding this purchase now will save the District money.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Award Contract for one (1) Type-1 Fire Engine to Golden State Fire Apparatus, Inc. in an Amount not to Exceed \$938,524.38:

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

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

- D. Review and Approve Recommendation to Award Contract for one (1) Type-3 BME Fire Engine to Golden State Fire Apparatus, Inc. in an Amount not to Exceed \$474,069.23.

Chief Nate Armstrong summarized the Staff Report and recommended awarding the contract to purchase one (1) Type-3 BME Fire Engine from Golden State Fire Apparatus, Inc.

Board discussion occurred. President Burke noted the same comments as the previous item on the agenda. Vice President Cockrell indicated the purchase of these vehicles speaks to the management of the District and this is allowing a savings of taxpayer funds.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Award Contract for one (1) Type-3 BME Fire Engine to Golden State Fire Apparatus, Inc. in an Amount not to Exceed \$474,069.23:

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

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

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated the Committee did not meet but the packet contains the monthly expenses and revenue. There is a detailed report of the PARS investments as well.

B. Volunteer Committee Report

Vice President Cockrell indicated Director Sherrill attended and gave a great presentation on Coastside Gives.

C. Land and Structures Committee Report

Director MacKimmie indicated they received the information from the architect. President Burke asked for an update on Station 44. Director MacKimmie indicated they received preliminary statements but no site plan.

D. Vegetation Management Committee Report

Director Sherrill indicated the County of San Mateo sent out an informative brochure talking about fire safety and prevention.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report as the group only meets twice a year.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

Director Sherrill indicated the Emergency Managers Association meeting focused on the approval of the ability for a single swearing in for the DSW oath to count for the CERT programs throughout San Mateo County.

Battalion Chief David Cosgrave indicated they had to get the approval of the Disaster Council at the beginning of Coastside CERT's program where Battalion Chiefs and above could have a single swearing in so they can work under a mutual aid agreement.

I. CERT Report

Director Sherrill indicated Station 40 hosted a group of CERTs for a presentation on psychological first aid. This was part of the advanced CERT training series.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Chief Nate Armstrong indicated the March statistics on PARS accounts are in the packet.

He discussed the incident response times for the past month.

The Fire Marshal's office continues to be busy based on the plan reviews and contacts they are having.

Battalion Chief David Cosgrave indicated the new Battalion Chiefs have started in their roles which has taken some of the workload off of the other staff members.

Chief Nate Armstrong indicated it has been a huge benefit to them to promote with someone from within the program rather than someone who hasn't worked with the County before.

Vice President Cockrell asked for clarification on the date for purchasing the two engines previously approved in the meeting. Chief Nate Armstrong indicated they are on tight timeframes and will be following up tomorrow.

President Burke summarized an article in the Wall Street Journal about where special districts originated from and how they are being reviewed based on what is occurring with Disney World.


Sid Young indicated that two years ago she met Deputy Chief Jonathan Cox at a meeting because she was concerned about the evacuation situation on the Coastsides, especially emergency disaster evacuation. She indicated the Planning Commission was asking if there is any update on this plan for emergency disaster evacuations. She asked for more outreach to the citizens about signing up for Zonehaven/SMC Alert. She also asked if more clearing would occur south of Devil's Slide.

Battalion Chief David Cosgrave indicated the Department of Emergency Services is having weekly meetings. It is an ongoing process that they are evaluating what has been put into Zonehaven. He indicated they are looking at the work with the partners they have for clearing.

9. ADJOURNMENT

President Burke adjourned the meeting at 6:55 p.m.

Respectfully submitted,


Jonathan Cox (May 26, 2022 10:12 PDT)

May 26, 2022

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 Director Sherrill, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-1-1, with Director Stockman absent and Director MacKimmie having recused himself.

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042722 Regular meeting minutes

Final Audit Report

2022-05-26

Created:	2022-05-26
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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Transaction ID:	CBJCHBCAABAAQzuprIBsrnFrK-5JvMJ75Bp7RO8NLtn

"042722 Regular meeting minutes" History

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-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
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