

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

**January 25, 2023**

**LOCATION:**

Pursuant to Resolution No. 2022-68,  
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** (All participants were present via Zoom or teleconference call.)

Directors Present: President Gary Burke, Vice President J. B. Cockrell,  
Director Bruce MacKimmie, Director Patrick Hanna, and  
Director Cynthia Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Fire Chief Nate Armstrong, Fire Captain/Fire Marshal Pat  
Griffin, and Fire Captain Tyler Sturm.  
Attorney: Jean Savaree.

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

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

Sid Young spoke about the permit waiver from the County which was extended until July 2023. She asked if there is a reason why the Monterey Cypress or Monterey Pines were not included. Regarding the inspection of businesses, it was a shock to residents about the living conditions on farms. Does the District inspect farms and agriculture type of facilities for safety?

Fire Captain/Fire Marshal Pat Griffin stated they would follow up on the types of trees. A code enforcement program has been created but there are some areas that fall within San Mateo County.

**5. CONSENT CALENDAR**

- A. Approval of Vendor Checks #52361-52430 in the amount of \$313,650.26 dated December 1, 2022 to December 31, 2022.
- B. Approval of Payroll Checks #21224-21227 & DD in the amount of \$1,082.80 dated December 1 to December 31, 2022 (pay period 11/2022.)
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$179.42, dated December 1 to December 31, 2022 (pay period 11/2022.)

Director MacKimmie recused himself from the Consent Calendar Items A-C.

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-C 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.

- D. Review, Discuss and Approve an Agreement with Bay Area Tree Specialists for Vegetation Abatement Services

Deputy Chief Jonathan Cox summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

Board discussion occurred. No bids were received.

- 1. Motion to Adopt Resolution No. 2023-04; Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement with Bay Area Tree Specialists for Vegetation Abatement Services

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-04; Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement with Bay Area Tree Specialists for Vegetation Abatement Services:

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

Motion passed 5-0.

## 6. CONTINUING BUSINESS

### A. Review and Discuss Mid-Year Operating Plan Deliverables

Deputy Chief Jonathan Cox presented the mid-year review. Most of the projects are ongoing.

Board discussion occurred. President Burke noted to apply for District of Distinction. Deputy Chief Jonathan Cox stated this would occur in October or November. Vice President Cockrell asked about scheduling additional open houses. Deputy Chief Jonathan Cox stated open houses would be scheduled. He spoke about the purchase of the satellite based internet and how it worked in the storms. Satellite will be installed at all three stations.

### B. Second Reading Fire Code Ordinance No. 2023-01

Deputy Chief Jonathan Cox summarized the Staff Report. President Burke stated it should be Ordinance No. 2022-03.

Board discussion occurred.

1. Motion to Adopt Ordinance No. 2022-03; An Ordinance Adopting the California Fire Code 2022 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers therefore.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Adopt Ordinance No. 2022-03; An Ordinance Adopting the California Fire Code 2022 Edition and Prescribing Regulations Governing Conditions Hazardous to Life, Property and Environment from Fire, Panic, Explosion, Hazardous Materials and Hazardous Uses and Establishing a Bureau of Fire Protection and Providing Officers therefore:

Director Hanna	Aye
Director Sherrill	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

C. Consider for Approval Update on Paramedic Training Program for Volunteer Firefighters

Fire Chief Nate Armstrong summarized the Staff Report.

Board discussion occurred. Director Hanna spoke about the costs and reimbursements. He had hoped the Volunteer Committee could discuss in their next meeting and provide a recommendation to the Board at its next meeting. Attorney Jean Savaree will research stipends and compensation. She also stated the Board could request someone payback the District if they don't stay for a particular period of time but you cannot require someone remain an employee for any particular period of time.

**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).

President Burke indicated this is to be done each month.

Attorney Jean Savaree stated this will be done at the February meeting and then the State of Emergency will expire. The Board agreed at its prior meeting to continue holding hybrid meetings and Board Members can attend remotely with certain exceptions.

1. Motion to Adopt Resolution No. 2023-01; 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. 2023-01; 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 Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

B. Review and Discuss CAL FIRE Contract.

President Burke stated this is an informational item for the Board Members who were not present when the contract was entered into. Deputy Chief Jonathan Cox summarized the Staff Report.

Board discussion occurred.

C. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance.

Deputy Chief Jonathan Cox summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

1. Adopt Resolution No. 2023-02; A Resolution of the Board of Directors of the Coastsides Fire Protection District Declaring Seasonal Weeds a Public Nuisance

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-02; A Resolution of the Board of Directors of the Coastsides Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

D. Consider for Approval a Resolution Authorizing Receipt of 2022 Mandatory Fire Inspections.

Deputy Chief Jonathan Cox summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

Board discussion occurred.

1. Adopt Resolution No. 2023-03; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

ON MOTION by Director MacKimmie, seconded by Director Hanna, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-03; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code:

Director Hanna	Aye
Director Sherrill	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 indicated the Finance Committee did not have a meeting but spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Director Hanna spoke about the January meeting, the paramedic program, the volunteer handbook, and the volunteer response and assistance in the recent storms. President Burke asked that the Volunteer Handbook be added to an upcoming agenda.

C. Land and Structures Committee Report

Director Sherrill spoke of the interviews of the three firms that would be occurring. President Burke asked what the timeline is for moving forward. Deputy Chief Jonathan Cox indicated they would ask during the interviews.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna would be attending a conference to learn about special districts and what the Association provides.

F. ALS/JPA Liaison Report

President Burke stated a meeting was held but he was unable to attend.

G. Emergency Preparedness Liaison Report

Dave Cosgrave provided a report on the recent storms and activation of the County EOC. He urged everyone to sign up for SMC Alert again due to the upgraded options in the system. They assisted with the people displaced by the shooting. They are working with FEMA, Cal OES and Small Business Administration for damages from the storms. He is working with the District on the tsunami integration maps. The County is working on cell services and availability in an emergency.

Sid Young spoke about the evacuation seminar. She wondered if there was a Coastside plan being discussed. Dave Cosgrave said the Countywide plan is what they are working on.

H. CERT Report

Director Sherrill indicated CERT's were busy assisting with the recent storms and the shooting. Coastside CERT donated emergency equipment to residents who were flooded out.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief//Fire Marshal Pat Griffin provided statistics for the month and hiring for positions in their office.

K. Fire Chief's Report

Deputy Chief Jonathan Cox continues to meet with the City Manager. He attended a fire chief's planning retreat to discuss strategic priorities in general.

Regarding personnel, they are hiring some additional apparatus engineers.

Regarding operations, they have been responding to storm events and flooding. They upstaffed six engines and had a representative in the DOC, the City EOC, and the County EOC. They responded to the vehicle over Devil's Slide, a few ocean rescues, and the mass shooting. They will be holding after action lessons learned discussions.

Regarding training, they had a paramedic training and started the volunteer academy.


Regarding facilities, they are painting the top of the generator on Engine 1.

Regarding apparatus, the two new engines are in Sacramento. The dealer is mounting all of the equipment rather than the vendors. Engine 40's engine has been replaced, tests are being run, and then it will be back in service. The self-contained breathing apparatuses have been received and they will roll out with the new engines.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 5:43 p.m.

Respectfully submitted,

  
Jonathan Cox (Mar 23, 2023 12:15 PDT)

Mar 23, 2023

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

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, the Board voted unanimously to adopt Resolution No. 2023-04; Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement with Bay Area Tree Specialists for Vegetation Abatement Services. Motion passed 5-0.

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ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to adopt Resolution No. 2023-02; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Hanna, the Board voted unanimously to adopt Resolution No. 2023-03; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code. Motion passed 5-0.

# 01252023.regular meeting

Final Audit Report

2023-03-23

Created:	2023-03-23
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAatfZ_BtOGhldfUSTVImvNea5I5HdhrTQ

## "01252023.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)  
2023-03-23 - 7:06:55 PM GMT- IP address: 50.240.206.29
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2023-03-23 - 7:07:30 PM GMT
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2023-03-23 - 7:12:04 PM GMT- IP address: 172.226.36.26
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
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