

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

July 22, 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 6:00 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.

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 the June 24, 2020 Regular Board Meeting.
- B. Approval of new Vendor Checks #50141-50213 in the amount of \$677,693.81 dated June 1 to June 30, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$101,200.08 dated June 1 to June 30, 2020.
- D. Approval of Payroll Checks #21109-21113 in the amount of \$923.52, dated June 1 to June 30, 2020.

- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$152.99, dated June 1 to June 30, 2020.

ON MOTION by Director Stockton, 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
Director MacKimmie	Abstain
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director MacKimmie having recused himself.

6. CONTINUING BUSINESS

A. Second Reading of Ordinance Setting Fees for Services

Deputy Chief Cox turned this item over to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report and recommended adoption of the Ordinance.

a. Public Hearing to Receive Public Input

President Burke opened the Public Hearing. Hearing no one wishing to speak on this item, he closed the Public Hearing.

b. Motion to Approve Second Reading and Adoption of Ordinance No. 2020-04

ON MOTION by Director Stockman, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the second reading and adopt Ordinance No. 2020-04, An Ordinance of the Coastside Fire Protection District Amending Ordinance No. 2006-01, Rate and Fee Schedule to Increase, Modify and Establish Certain Fees:

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

Motion passed 5-0.

B. Weed Abatement

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

a. Public Hearing for Weed Abatement

President Burke opened the Public Hearing. Hearing no one wishing to speak, he closed the Public Hearing.

b. Motion to Approve Weed Abatement Billings

Director Stockman asked if the administration is happy with the work of the new contractor this past year, and Deputy Chief Cox indicated they are satisfied with the new contractor.

c. Adopt Resolution No. 2020-48, A Resolution of the Board of Directors of Coastside Fire Protection District to Recover Costs of Weed Abatement in the Amount of \$29,178.48 for 58 Parcels

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2020-48, A Resolution of the Board of Directors of Coastside Fire Protection District to Recover Costs of Weed Abatement in the Amount of \$29,178.48 for 58 Parcels:

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

Motion passed 5-0.

7) **NEW BUSINESS**

None.

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 spreadsheet and discussed a few highlights. He also discussed the two PARS statements in the packet. Discussion occurred regarding ERAF funds.

B. Volunteer Liaison Report

Vice President Cockrell said there was no meeting and no report.

C. Land and Structures Committee Report

Director Stockman said no meeting, no report.

D. Special Districts Association (SMCO Chapter)

Director MacKimmie said no meeting, no report.

E. ALS/JPA

Director MacKimmie said no meeting, no report.

F. Emergency Preparedness

Director Stockman indicated there have been no community meetings. He told the Board that he keeps up with Chief Cosgrave's reports on CERT, and he also reported on CERT activities.

G. Attorney's Report

No report.

H. Fire Chief's Report

Deputy Chief Cox reported on Covid-19 related activities, including additional signage at the stations that the station is closed to the public. He indicated the workforce has remained healthy, and they are now also wearing masks within the station. They are still getting calls for flu-like symptoms, and they are working with AMR to get their PPE stock as needed.

He indicated that all San Mateo County fire agencies have been awarded just under a million dollars for Covid-19 specifically.

He said there will be impacts on fire inspections due to Covid-19.

He reported that he has been working with Attorney Jean Savaree on an RFP for appraisal services that they will be bringing to the Board.

He said they have advertised for removing the carpeting on the crew side of Station 40 and replacing it with something more sanitary.

He indicated he will do his governance course in August to complete the requirements of the application for the District of Distinction Award.

He indicated Staff has been provided with the PARS draft actuarial, and they are working on a final report which they will bring to the Board.

He thanked everyone for the support for the Captain Lutz memorial. Staff is working on getting the memorial for Captain Lutz inside the front entryway at the new Station 40.

He discussed staffing. They had interviews today and yesterday for the Staff Service Analyst position, and they will be making an offer based on the interviews. Also, the Operations Division Chief position advertisement closed last Friday, so he anticipates they will have a viable list of candidates. They will be bringing in an additional Fire Captain behind Captain Lutz.

He indicated that call volumes are normal. He discussed a structure fire in Princeton, which included Pacifica and San Mateo consolidated as well as a strong showing of Volunteer Firefighters.

He reported that EMS training is still being conducted online.

Deputy Chief Cox indicated they had a punch list walk through at Station 41 last week with the architect Jeff Katz, Director MacKimmie, Chief Larkin, Chief Cosgrave and himself. Numerous issues were identified that need to be resolved, and Deputy Chief Cox discussed some of the items that need to be worked on.

He said that they have finished the review of the bids for trees removal at Station 44. The County has agreed to waive the permits because they are diseased and are in danger of falling onto the station.

They received an additional Sea Train container at Station 40 for storage of all the CERT materials.

He reported they are still anticipating delivery of additional apparatus this fall. Engine 41 is getting some repairs made.

He said they have placed the order for the volunteer patches and T-shirts, and those should be here within the next couple of months.

Regarding the Zone Haven Evacuation Management Platform, Deputy Chief Cox reported they are working on all the evacuation pre-plans in the District should a disaster strike. They are bringing forward at the Fire Chief and Police level a joint countywide policy regarding how evacuations work.

President Burke asked Deputy Chief Cox to further discuss the FEMA grant that he mentioned earlier in his report. Deputy Chief Cox said that FEMA released approximately \$100 million for first-responder PPE equipment, and all 12 fire agencies in the county got together as a collective group and put together our needs for FF PPE for Covid. The grant was submitted as one grant for the entire county, and we received word that the grant was accepted and we will all be getting the requested items. This will be administered through San Mateo Consolidated.

Director Stockman initiated a discussion regarding perhaps sending a communication to the City of Pacifica due to the seven structure fires on July 4th. President Burke asked Attorney Savaree to provide a Staff Report on the issue.

9) CORRESPONDENCE

Letter to Mrs. David Lutz from the Board of Directors of the Coastside Fire Protection District

No discussion.

President Burke adjourned the Board into Closed Session at 6:33 p.m.

10) CLOSED SESSION

Conference with Real Property Negotiators (Government Code Section 54956.8)
Property: Lot at California x Etheldore, Parcel Number 037141120
Agency negotiator: Deputy Chief Jonathan Cox
Negotiating parties: Joseph Guntren Trust
Under negotiation: Terms and price for potential purchase of property

The Board came back into Open Session at 6:45p.m.

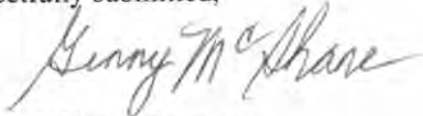
11) REPORT ON ACTION TAKEN IN CLOSED SESSION

Attorney Savaree reported that no action was taken in Closed Session.

12) ADJOURNMENT

President Burke adjourned the meeting at 6:46 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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 Stockton, 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.

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