

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

**February 28, 2024**

**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 4:10 p.m.

**2. ROLL CALL**

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

Also present, either in person or via Zoom, were Sid Young, Sean Rose, Austin Duncklee, Battalion Chief Ken Lord, Fire Captain Stephen Chubb, Fire Captain Joe Santos, Fire Captain John Riddell, Volunteer Fire Captain Chad Fairbrother, Volunteer Fire Captain Gregg Hosfeldt, Volunteer Fire Captain Neil Solloway, Volunteer Fire Chief Roger Pimentel, and unidentified members of the public.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No Public Comment.

**5. CONSENT CALENDAR**

- A. Approval of Vendor Checks #56178-56243 in the amount of \$167,279.46 dated January 1 to January 31, 2024
- B. Approval of Payroll Checks #21263-21265 in the amount of \$716.28 dated January 1 to January 31, 2024 (pay period 12/2023.)
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$118.64 dated January 1 to January 31, 2024 (pay period 12/2023.)

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-C as submitted:

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

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

## 6. CONTINUING BUSINESS

- A. Review, Discuss and Award Public Works Project for Station 40 Bathroom Repairs.

Deputy Chief Jonathan Cox asked to continue this item to Continuing Business at the next Board meeting.

## 7. NEW BUSINESS

- A. Update to District Fee Ordinance.

Attorney Jean Savaree summarized the Staff Report and recommended the Board introduce the ordinance for first reading and set for second reading at the March 27, 2024 Board meeting.

1. Public Hearing to Consider Amendment of District Fee Ordinance Setting Fees for Service.

President Burke opened and closed the Public Hearing.

2. Introduction and First Reading for Ordinance and Setting Time for Second Reading and Adoption on March 27, 2024.

Board discussion occurred. Deputy Chief Jonathan Cox spoke about the fees and working with the consultant.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Introduce an Amendment of District Fee Ordinance Setting Fees for Service and Set Time for Second Reading and Adoption on March 27, 2024:

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

Motion passed 5-0.

- B. Review, Discuss and Approve moving \$2,000,000.00 from the General Fund to LAIF in accordance with the Budget Plan.

Deputy Chief Jonathan Cox summarized the Staff Report.

Board discussion occurred. President Burke spoke about the Board being able to move money from the General Fund to LAIF.

ON MOTION by Director Hanna, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve moving \$2,000,000.00 from the General Fund to LAIF in accordance with the Budget Plan:

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

Motion passed 5-0.

- C. Review and Discuss 90% Construction Plan for Fire Station 41 South Lot.

Deputy Chief Jonathan Cox summarized the Staff Report and asked for Board direction on proceeding with plan submittal and initiating a contract for a project manager to oversee the project moving forward.

Sean Rose introduced himself and answered any questions the Board had regarding design or moving the process forward.

Board questions included how a meandering path was designed, the County's participation on the cost of the sidewalk, and signage on the lot.

Board discussion occurred regarding the cost of the sidewalk. The Board asked that a letter be sent from the District to the Planning Department that they would like to have the sidewalk installed and if the County would assist with the costs. Deputy Chief Jonathan Cox and Mr. Rose stated the costs were obtained in November 2022 and there may be additional costs above those estimates.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve the 90% Construction Plan for Fire Station 41 South Lot:

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

Motion passed 5-0.

Deputy Chief Jonathan Cox indicated Mr. Rose would be leading the process for the pre-qualification of contractors for Station 44.

D. Weed Abatement.

1. Authorization to advertise for Weed Abatement Contractors bids.

Deputy Chief Jonathan Cox asked for Board authorization to advertise for Weed Abatement Contractors bids.

There was no Board discussion on this item.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to authorize advertising for Weed Abatement Contractors bids:

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

Motion passed 5-0.

President Burke asked to move to Agenda Item 8(A)-(C) before Agenda Item E.

E. Recognize Coastside Fire Volunteer Firefighters for Years of Service.

Deputy Chief Jonathan Cox acknowledged and celebrated the following Coastside Fire Volunteer Firefighters for their years of service to the District: Fire Chief Roger Pimentel, Fire Captain Neal Solloway, Fire Captain Gregg Hosfeldt, and Fire Captain Chad Fairbrother.

Board Members thanked these volunteers for their service.

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

### **A. Finance Committee Report**

President Burke indicated no meeting was held but spoke about the financial information provided in the packet.

### **B. Volunteer Committee Report**

No report.

### **C. Land and Structures Committee Report**

Austin Dunklee provided an update on the Station 44 project. The project as submitted to the Planning Department in September and there are comments needed from various agencies to provide to the Planning Department.

Board questions included an update on the delay on the project. Mr. Dunklee indicated the project is possibly two months behind the previous schedule. President Burke asked if a full EIR would be required. Mr. Dunklee stated no EIR is required and the District is exempt from CEQA.

Sid Young stated the architect presented to the Midcoast Community Council and everyone was pleased except the main issue is the hope of dark skies initiative lighting being installed.

Division Chief Gary Silva spoke about the status of the temporary facility.

### **D. Vegetation Management Committee Report**

Director Hanna said a committee meeting was held and information would be presented at the next Board meeting.

### **E. Special Districts Association (SMCO Chapter) Liaison Report**

No report.

### **F. ALS/JPA Liaison Report**

No report.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill spoke about the spring CERT program and there are 37 people signed up for training.

I. Attorney's Report

Attorney Jean Savaree asked for clarification on the letter to the Planning Department regarding the sidewalk at Station 41. She stated that the letter should go to Mike Callagy, Chief Administrative Officer for the County.

J. Fire Marshal's Report

Division Chief Gary Silva spoke about the mandatory inspections that were conducted.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox met with the Sheriff's Office and the State Parks Director to talk about coast rescues and water rescues along the coast.

Deputy Fire Chief Jonathan Cox mentioned the two professional services agreement with Mr. Rose.

Staff is working on updating the Board policies on the website and that is a work in progress.

Staff is continuing to work with Montara Water District on a hydrant maintenance agreement and hope to bring it to the Board at an upcoming meeting. The old ERV trailer will be moved to Kelly State Beach.

The CERT updated policy manual will be brought to the Board for review and approval.

They are still waiting on confirmation of the District of Distinction that was submitted earlier this year.

Attorney Jean Savaree and Deputy Fire Chief Jonathan Cox have been meeting with CalPERS regarding the final termination of the miscellaneous account and they hope to bring it to the Board at its next meeting.

Regarding staffing, interviews were held for the staff service analyst position.

The 2023 Annual Report will be sent out to the District soon.

Regarding training, a driver operator class will be held for the volunteer firefighters.

Regarding apparatus, Battalion 10 Charlie vehicle has been received and will be going into service. The Type 1 and Type 3 engines are still being built.

Division Chief Gary Silva spoke regarding Samtrans access and the keycard access.


Fire Chief Nate Armstrong spoke about the passing of Norm Giacotto.

President Burke spoke about the California Special District Association's annual conference and Half Moon Bay Chamber of Commerce's Farm Day event. He asked that a discussion item be added to the next Board meeting regarding pending legislation and the Board taking positions on various pieces of legislation.

## 9. ADJOURNMENT

President Burke adjourned the meeting at 5:15 p.m.

Respectfully submitted,

  
Jonathan Cox (Apr 25, 2024 13:54 PDT)

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

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Introduce an Amendment of District Fee Ordinance Setting Fees for Service and Set Time for Second Reading and Adoption on March 27, 2024. Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director MacKimmie, the Board voted to approve moving \$2,000,000.00 from the General Fund to LAIF in accordance with the Budget Plan. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to approve the 90% Construction Plan for Fire Station 41 South Lot. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to authorize advertising for Weed Abatement Contractors bids. Motion passed 5-0.






# February Meeting Minutes

Final Audit Report

2024-04-25

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## "February Meeting Minutes" History

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