

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

**May 22, 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 4:00 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: Deputy Chief Jonathan Cox; Chief Nate Armstrong; Fire Captain Jordan Motta; Division Chief Gary Silva; Battalion Chief/Fire Marshal Patrick Griffin; Battalion Chief-Training Ken Lord, Analyst Meghan Henry.  
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Harry Ysselstein, and Dave Cosgrave.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

Director MacKimmie spoke about the passing of Rolf Loeffler and the lowering of the flags to half staff. He asked for a moment of silence in his memory.

Harry Ysselstein, President of the Half Moon Bay Amateur Radio Club, spoke about their upcoming event in June and asked the District to waive the \$250 permit fee charged in the past by the District. President Burke asked Deputy Fire Chief Jonathan Cox to follow up with Mr. Ysselstein.

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**5. CONSENT CALENDAR**

- A. Approval of Vendor Checks #56407-56473 in the amount of \$4,461,446.30 dated April 1 to April 30, 2024
- B. Approval of Payroll Checks #21272-21274 and DDs in the amount of \$1,074.39 dated April 1 to April 30, 2024 (pay period 3/2024.)
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.99 dated April 1 to April 30, 2024 (pay period 3/2024.)

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 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. Weed Abatement.

Deputy Fire Chief Jonathan Cox summarized the Staff Report.

- 1. Public Hearing for Property Owners having any objections to the proposed removal of such weeds.

President Burke opened and closed the Public Hearing.

There was no Board discussion.

- 2. Motion to Adopt Resolution No. 2024-14; 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 Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-14; 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 Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye

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President Burke                      Aye

Motion passed 5-0.

B. Consider and Approve Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with (Winning Bid Company) for Weed Abatement Services.

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

1. Adopt Resolution No. 2024-15; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with (Winning Bid Company) for Weed Abatement Services.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-15; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with (Winning Bid Company) for Weed Abatement Services:

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

Motion passed 5-0.

C. Adopt Resolution No. 2024-17; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance.

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

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-17; A Resolution of the Board of Directors of the Coastside 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.

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President Burke asked that the efficiency of this program be reviewed at a future Board meeting.

D. Discuss District of Distinction Recognition.

Fire Chief Nate Armstrong summarized the Staff Report. A news release will be issued.

7. **NEW BUSINESS**

A. Adopt Resolution No. 2024-16; Resolution of the Coastside Fire Protection District Board of Directors Approving the Purchase of Thirty-Six (36) Bendix King BK9000 Portable Radios.

Fire Chief Nate Armstrong summarized the Staff Report and recommended approval of the Resolution.

Board discussion occurred. Vice President Cockrell asked about the current radios in service and if they would be repurposed. Deputy Fire Chief Jonathan Cox stated the overall goal is that every firefighting individual in the District has a radio issued to them.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-16; Resolution of the Coastside Fire Protection District Board of Directors Approving the Purchase of Thirty-Six (36) Bendix King BK9000 Portable Radios:

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

Motion passed 5-0.

B. Review and Discuss Sponsoring Two Coastside Volunteer Firefighter to Attended Paramedic School.

Fire Chief Nate Armstrong summarized the Staff Report.

Board discussion occurred and the Board supports moving forward with sponsoring two Coastside Volunteer Firefighters to attend paramedic school.

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- C. Resolution of the Coastside Fire Protection District Board of Directors Amending the Professional Services Agreement for Design and Project Administration Services for Station #41 North Lot Site Development with RHAA Landscape Architecture and Planning.

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

Board discussion occurred. Director Hanna asked about any possible grant money. Deputy Fire Chief Jonathan Cox indicated the amount for the additional scope would be included in any grant application.

- 1. Adopt Resolution No. 2024-18; Resolution of the Coastside Fire Protection District Board of Directors Amending the Professional Services Agreement for Design and Project Administration Services for Station #41 North Lot Site Development with RHAA Landscape Architecture and Planning.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-18; Resolution of the Coastside Fire Protection District Board of Directors Amending the Professional Services Agreement for Design and Project Administration Services for Station #41 North Lot Site Development with RHAA Landscape Architecture and Planning:

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

- B. Volunteer Committee Report

No report.

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C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Hanna asked about Quarry Park and the burns that are occurring at the park.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Dave Cosgrave spoke about the DEM doubling the size of its employees. DEM will be offering classes to public agencies. DEM participated in the first functional exercise of using the hi-lo siren evacuation in San Mateo County. Disaster Preparedness Day will be on August 3<sup>rd</sup>.

H. CERT Report

Director Sherrill spoke about the Volunteer Thank You Event. Coastsides Gives was a huge success. Chief Lord hosted a civics course that the City of Half Moon Bay provides to adults and youth. Radiopalooza will be on June 8<sup>th</sup>.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Patrick Griffin spoke about the mandatory inspections that were conducted. June 1<sup>st</sup> is the Wine and Jazz Festival downtown.

K. Fire Chief's Report

Fire Chief Nate Armstrong spoke about the evacuation drill with the County.

Website updates are occurring to provide information about the Station 44 project and District policies.

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Staff is continuing to work with Montara Water District on a hydrant maintenance agreement and with CalPERS on the Miscellaneous Employee Contract.

The Sheriff's Office reached out to collaborate on a fireworks buyback at Station 40 in mid-June.

Midcoast Council invited the District to its meeting to review questions and concerns and Sean Rose will attend on behalf of the District.

Regarding staffing, they are working on filling vacant positions due to promotions.

There were curtain burns at Quarry Park.

Regarding training, formal classes are continuing.

Regarding facilities, the Station 40 fencing project is almost complete. The insulation project is in the process of being started. The bathroom project is ongoing.


Regarding the dispatch contract with ALS JPA, with the District having paramedics on engines, the District receives a reimbursement from the ALS JPA. The County is underwater for the dispatch services from Public Safety Communications and was asking the fire agencies to contribute more money for the program. Negotiations occurred but it is at a stalemate and the District is out of contract with Public Safety Communications for its dispatch. The cost the County is asking of the District is \$300,000 a year. The Board asked that this be placed on a future agenda for discussion.

Regarding apparatuses, engine 340 is still being built and engine 44 will be done in a year and a half.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 5:03 p.m.

Respectfully submitted,

DocuSigned by:  
  
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7/25/2024

Deputy Fire 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 Director MacKimmie, seconded by Director Sherrill, the Board voted to Adopt Resolution No. 2024-14; A Resolution of the Board of Directors of the Coastsides Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisance. Motion passed 5-0.

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