

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

February 26, 2025

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
Coastside 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:	Unit Chief Jed Wilson, Deputy Fire Marshal John Riddell, Analyst Meghan Henry
Attorney:	Jean Savaree

Also present, either in person or via Zoom, were Fire Captain-Fire Marshal Clinton Dyer,
Sid Young, Michelle Dragony, Sean Rose, Austin Dunklee, Dave Cosgrave.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comment was made.

5. CONSENT CALENDAR

- A. Approval of minutes from December 18, 2024 Board Special meeting
- B. Approval of Vendor Checks #57016-57106 in the amount of \$2,281,625.61 dated
December 1 to December 31, 2024.

- C. Approval of Payroll Checks #21296-21298 and DDs in the amount of \$1,074.41 dated December 1 to December 31, 2024 (pay period 11/2024.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.97 dated December 1 to December 31, 2024 (pay period 11/2024.)
- E. Approval of Vendor Checks #57107-57204 in the amount of \$300,782.02 dated January 1 to January 31, 2025.
- F. Approval of Payroll Checks #21299-21301 and DDs in the amount of \$1,074.42 dated January 1 to January 31, 2025 (pay period 12/2024.)
- G. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.96 dated January 1 to January 31, 2025 (pay period 12/2024.)

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-G 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. Receive an Update and Review and Discuss Station 41 South Lot Project

Sean Rose presented on updated for the Station 41 South Lot Project, most notably the bid results where Scapes bid below engineers estimates on all bids and alternates and will likely be awarded the project. There was also discussion on the Safe Routes to School and ADA grants, as well as County cost-share agreement progressing but under review. There was continued discussion on the budget, payment, schedule, and comments on disapproval that CFPD paying for County sidewalks.

B. Receive an Update and Review and Discuss New Station 44 and Temporary Station 44 Projects

Sean Rose presented on the New and Temporary Station 44 project timeline. The permanent station is at 90% design and starting the permit process, with goals of a construction contract at the beginning of summer and construction at the end of the year or early 2026, under the contingency that the temporary station is ready for move in. The temporary station is already in the permitting process and bid process will begin soon. The modular buildings have been ordered and will be ready to install late this year. Sean also reviewed the budget and breakdown. Director Hanna had a question about the land use cost as well to be included. Director Hanna also had a question about any possible changes to the budget regarding tariffs on materials. Austin Dunklee replied that some values had cushion and some could see increase, specifically the retaining wall.

C. Review and Discuss Mid-Year Operating Plan Deliverables

Deputy Chief Jonathan Cox summarized 7-Year Operating Plan is included, and President Burke mentioned that every looks good and things are going well.

7. **NEW BUSINESS**

A. Review, Discuss and Approve Resolution No. 2025-01: Request to Waive Permit Fees for Half Moon Bay Amateur Radio Club Field Day

Deputy Chief Jonathan Cox summarized the Staff Report and Resolution.

President Burke had a request that the radio club titling be changed from “Half Moon Bay” to “Coastside”. Director Sherrill responded that the name is based on geographic location and a name change would involve a charter revision, and it not likely to happen. President Burke withdrew his comment.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve Resolution 2025-01; Resolution of the Board of Directors of the Coastside Fire Protection District Waiving Permit/Special Event Fees for Half Moon Bay Radio Club’s Field Day for 2025, 2026, and 2027:

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

Motion passed 5-0.

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

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution, including an overview of the program key dates, and the new inclusion on an environmental report.

Director Sherrill commented it was a large list, and ask how it compared to years past. Fire Captain-Fire Marshal Dyer responded it is about the same as years’ past. Deputy Fire Marshal John Riddell summarized the logistics of the project and impact of work on the Fire Marshal’s Office. President Burke commented that there was a long-standing discussion on revision or removal of the program, but with the recent events in the Los Angeles area and wildfire being of heightened concern, that the program would continue. Sid Young commented that she agreed with President Burke’s comments, and also bringing attention to the concern of CALTRANS’s bypass property and general wildfire

concern. President Burke mentioned there should be an item agenda on the next board meeting to discuss wildfire preparedness.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2025-02; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Weeds a Public Nuisance:

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

Motion passed 5-0.

C. Review, Discuss and Consider for Approval a Resolution Authorizing Receipt of 2024 Mandatory Fire Inspections.

Deputy Chief Jonathan Cox summarized that this is a yearly occurrence regarding occupancy inspections. President Burke commended the Fire Marshal’s and CalFire for completion of all inspections.

ON MOTION by Director Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve Resolution 2025-03; 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.

D. Consider for Approval a Resolution Authorizing the Purchase of Equipment for New Fire Apparatus Utilizing NPPGOV Leveraged Procurement Contract #PS20015 in the Amount Not-to-Exceed \$73,866.42.

Deputy Chief Jonathan Cox summarized this essential equipment is for new Quantum engine, currently in Sacramento for inspection and will be replacing Engine 40.

ON MOTION by Director MacKimmie, seconded by President Burke, by the following Roll Call Vote, the Board voted to approve Resolution No. 2025-04; A Resolution of the Coastside Fire

Protection District Board of Directors Approving the Purchase of New Tools and Equipment for New Quantum Engine 40:

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

Motion passed 5-0.

E. Review, Discuss and Provide Guidance on Annual Community Report.

There was a discussion on the wording for the description of the wildland engine.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke summarized the financial information provided in the packet. Director Sherrill asked a question on the budgeted item of Hydrant Maintenance. Chief Cox responded that Coastside County Water District maintains the hydrants for Half Moon Bay and El Granada and the Montara Water agreement is still in progress. Deputy Fire Marshal John Riddell commented that the engine companies and Fire Marshal's Office do some work to maintain the Montara area hydrants.

President Burke also provided information on the PARS, ERAF reports, and the ALS JPA agreement. Sid Young made a comment on clarification on "ALS JPA" definition, and if there was a time cycle for hydrant maintenance, John Riddell answered 5 years.

B. Volunteer Committee Report

Director Cockrell summarized the volunteer meeting, notable points being a possible late-summer academy and that during a storm event E140 was staffed by volunteers.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report, but Director Hanna requested presentation or information on wildfire preparedness next month, specifically on lands maintained by other entities. Discussion by the Board and public followed.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Dave Cosgrave reported that they had conducted listening sessions throughout the county. The OES/DEM will get a new logo and be referred to San Mateo County Emergency Management and will be under the executive office. They are working on evacuation plans using AI modeling software. They are hosting disaster preparedness days. There is a lot of discussion around the new fire maps that were released.

H. CERT Report

Director Sherrill reported that they hosted a fire extinguishing class. There is lot of general concern on major disasters, so they are hosting talks to provide information specific and catered to each neighborhood, including presenting in Spanish. Spring CERT training is coming up in late March.

I. Attorney's Report

No report.

J. Fire Marshal's Report

The Fire Marshal's Office reviewed and commented on the Cypress Point development building plans, and discussion of the Board and public followed.

K. Fire Chief's Report

Deputy Chief Cox reported that the Office of the State Fire Marshal released new fire hazard maps, which leaves the local jurisdiction 30 days to review and adopt.

A new agreement was signed with PGE for temporary Station 44.

The District hosted some public outreach events including a school visit, and major incidents included ocean rescue, vegetation fire, and storm coverage.

Both furnaces at Station 40 had to be replaced.

The new wildland and quantum engines are still in progress.

Chief Wilson confirmed engines were not required to pass a smog check in Sacramento during the LA events. He also mentioned that the Fire Maps release is a high profile topic and to forward inquiries to Headquarters.

Final comments from President Burke included an invitation to attend the Farm Day lunch, and that the District's review by LAFCO was released and was very positive.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:39 p.m.

Respectfully submitted,

DocuSigned by:

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3/27/2025

Deputy Chief Jonathan Cox, Secretary Jed wilson
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-G as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Adopt Resolution 2025-01; Resolution Waiving Permit/Special Event Fees for Half Moon Bay Radio Club's Field Day for 2025, 2026, and 2027. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to Adopt Resolution 2025-02; Resolution Declaring Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by Director Cockrell, seconded by Director MacKimmie, the Board voted to Adopt Resolution 2025-03; Resolution 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.

ON MOTION by Director MacKimmie, seconded by President Burke, the Board voted to Adopt Resolution No. 2025-04; Resolution Approving the Purchase of New Tools and Equipment for New Quantum Engine 40. Motion passed 5-0.