

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

**February 24, 2021**

**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 6:03 p.m.

**2. ROLL CALL (All participants were present via Zoom or teleconference call.)**

Directors Present: President Gary Burke, Vice President J. B. Cockrell, and  
Director Steve Stockman.  
Cal Fire: Chief Ian Larkin.  
Deputy Chief: Jonathan Cox.  
Attorney: Jean Savaree.  
Admin. Secretary: Jean Headley.

Michelle Dragony of Coastside Buzz was on the call.

Secretary Ginny McShane was absent due to illness, and Director Bruce MacKimmie arrived on the call at 6:10 p.m.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A, Approval of minutes from January 27, 2021 Regular Board Meeting.
- B. Approval of new Vendor Checks #50643-50734 in the amount of \$188,046.45 dated January 1 to January 31, 2021.

- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated January 1 to January 31, 2021.
- D. Approval of Payroll Checks #21138-21142 in the amount of \$1,237.47, dated January 1 to January 31, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.06, dated January 1 to January 31, 2021.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

## 6. CONTINUING BUSINESS

### A. Update on Vegetation Management Committee Actions

Director Stockman summarized the Staff report and discussed the committee's short-term, medium-term, and long-term recommendations.

Deputy Chief Cox provided comments.

Director Bruce MacKimmie joined the meeting.

President Burke asked Deputy Chief Cox what the Coastside Fire Protection District's role is. Deputy Chief Cox responded that we are to ensure that structures throughout the District have 100 feet of defensible space around them. We also are responsible for wildland fire protection in the few local areas that are not included in the SRA (State Responsibility Area).

President Burke initiated a discussion with Deputy Chief Cox regarding establishing better communication between other groups and the Coastside Fire Protection District about what they may be doing. Deputy Chief Cox suggested that a member of the Vegetation Management Committee attend the monthly Fire Safe Council Meetings, where all the various agencies get together.

President Burke suggested we find a way to give recognition to homeowners who maintain the required defensible space, in order to motivate others to do the same.

President Burke requested that the Vegetation Management Committee be placed on the agenda every month.

Chief Ian Larkin said that we should support the larger projects within the District boundaries, even if they are in the SRA.

## 7. NEW BUSINESS

- A. Review, Discuss and Approve Fixing Employer Health Contributions for Retired 001 Represented Safety Members, Retired 002 Non Represented Safety Members, and 003 Non Represented Miscellaneous Members and Authorizing Issuance of Retroactive Payments for Health Care Premiums Paid by Retirees

Attorney Jean Savaree said Director MacKimmie should recuse himself on this item. Director MacKimmie left the call during this item.

Attorney Savaree summarized the Staff Report and recommended that the Board adopt the Resolutions.

Board discussion occurred.

1. Adopt Resolution 2021-02, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2021-02, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-1, with Director MacKimmie having recused himself.

2. Adopt Resolution 2021-03, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2021-03, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-1, with Director MacKimmie having recused himself.

3. Adopt Resolution 2021-04, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2021-04, Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-1, with Director MacKimmie having recused himself.

4. Adopt Resolution 2021-05, Authorizing Issuance of Retroactive Payments for Health Care Premiums Paid by Retirees

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2021-05, Authorizing Issuance of Retroactive Payments for Health Care Premiums Paid by Retirees:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-1, with Director MacKimmie having recused himself.

B. Review and Approve 2020 Annual Report

Deputy Chief Cox presented and discussed a slide of the 2020 Annual Budget.

President Burke said he would like to see a brief report to the Board on the Annual Report.

President Burke asked how the Annual Report would get to the citizens. Deputy Chief Cox said this can be put on line, email blast, or mass mailing to the entire District.

Director Stockman said he feels it should go on the District's website, and he said Michelle Dragony indicated she can put it on Coastside Buzz.

There was additional Board discussion about the best way to get the report out to the public.

Director Stockman asked Deputy Chief Cox to send him a copy of the Annual Report so he can take it to the next CEAP meeting.

C. Review, Discuss, Update Strategic Plan

President Burke indicated this was approved at last month's Board meeting. He would like Deputy Chief Cox to put an updated copy of the Strategic Plan in next month's Board packet.

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

A. Finance Committee Report

President Burke said there was no meeting. He referred to the spreadsheets of expenses and revenues in the packet and discussed some of the highlights.

He also referred to the PARS reports, and Vice President Cockrell and Director MacKimmie provided comments about the PARS report.

B. Volunteer Liaison Report

Vice President Cockrell said there was no meeting, no report. He said the next meeting is scheduled for March 4.

C. Land and Structures Committee Report

Director MacKimmie said there was no meeting, no report.

D. Vegetation Management Committee

Director Stockman said the meeting was productive, and they will go into more detail at the next Board meeting.

E. Special Districts Association (SMCO Chapter)

No meeting, no report.

F. ALS/JPA

No meeting, no report.

G. FDAC Liaison Report

President Burke reported that we have joined the FDAC (Fire Districts Association of California).

H. Emergency Preparedness

Director Stockman reported that Deputy Chief Cox was present at the last meeting and made a presentation on Zonehaven with Charlie Crocker, the CEO of Zonehaven. Mud flow issues were discussed. The amateur group discussed how they do their radio communications.

There was discussion about the 2<sup>nd</sup> Coastside Shakeout to be held on October 9<sup>th</sup>. He asked Deputy Chief Cox to bring back Cynthia Cheryl to our next Board meeting to get an update on CERT.

They discussed grant funding for equipment and materials to get into the neighborhoods.

Director Stockman commented on what happened in Contra Costa County with the school board during a Zoom meeting. He said this tells us all to always remember to be disciplined and professional during these meetings.

President Burke asked to see an update on the CERT financing.

I. Attorney's Report

No report.

J. Fire Chief's Report

Deputy Chief Jonathan Cox reported that there are currently no Covid cases within our ranks within the District, and our first responders are now assisting the County with mass vaccination sites.

Interviews have been completed for the open position of SSA, a candidate was found, and an offer is being compiled.

He discussed the barn fire on Kelly and said that we were on scene within four minutes. He thanked the other agencies who assisted during that incident.

A training class is now going on for Company Officer II C class. Our training chief is this week attending a three-day Statewide Drone UAV working group training in Chico.

They are getting a lot of the business self-certification forms from businesses because we have been unable to do in-person inspections because of Covid restrictions.

There was another walk-through with Jeff Katz at new Station 41. The sewer pump and showers are the two remaining issues, and they are being dealt with.

The appraisals for former Station 41 have not yet been received, and Deputy Chief Cox is working with Jean Savaree on this as to what to do next because these appraisals weren't received in a timely manner.

Staff is working on the bid for exterior painting at Station 40.

They are close to finalizing the specifications on the new engine and are hoping to have this by April or May. They are also continuing to work on outfitting of our current vehicles.

He reported that the County CAD dispatch system, AVL (Automated Vehicle Location) based system, for all the apparatus went live on January 27, 2021; all things have gone well and no calls or dispatches were missed.

Vice President Cockrell asked if we have in-person meetings because we are now in the Red Tier, and Attorney Savaree said no public meetings are permitted yet.

Chief Ian Larkin said that Chief Ferreira stopped by the office recently and he said hello to the Board members.

Director Stockman discussed legal fireworks in Pacifica and the impact that has on neighboring fire departments, and he sees that Pacifica is putting it on their own ballot whether or not to continue the sale of legal fireworks.

President Burke discussed the CSDA newsletter which said the annual conference for returning Board members will be at Lake Tahoe in September. He has found them to be informative and helpful, and he suggested the Board members look into it if time permits.

**9. CORRESPONDENCE**

A. Letter from Kerry Burke

No discussion.

**10. ADJOURNMENT TO CLOSED SESSION**

President Burke adjourned the meeting to Closed Session at 6:53 p.m.

**11. CLOSED SESSION**

Conference with Legal Counsel  
Anticipated Litigation [Government Code §54956.9(2)]: One Case

**12. REPORT ON ACTION TAKEN IN CLOSED SESSION**

The Board came back into Open Session at 7:20 p.m., and Attorney Savaree reported that no action was taken in Closed Session.

**13. ADJOURNMENT**

President Burke adjourned the meeting at 7:20 p.m.



Respectfully submitted,



Gary Burke, President  
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, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0.

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