

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

May 24, 2023

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 Bruce MacKimmie, Director Patrick Hanna, and Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Nate Armstrong; Battalion Chief/Fire Marshal Pat Griffin; Battalion Chief Gary Silva; Battalion Chief Ken Lord.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Graesson Berbano, Dave Cosgrave, Battalion Chief Ryan West, Fire Captain John Minkstein, Fire Captain Rob Anderson, Fire Apparatus Engineer Nick Bair, Fire Appartus Engineer Peter Bernal, Fire Captain Jordan Motta, and Travis Kusman.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Grayson Gerbano spoke about the lots near his property that haven't complied with the weed abatement notices and asked that the Board confirm these lots will be included in the weed abatement program.

Battalion Chief/Fire Marshal Pat Griffin responded to Mr. Gerbano and will work with him to review these lots.

5. CONSENT CALENDAR

- A. Approval of Vendor Checks #52696-52763 in the amount of \$210,811.25 dated April 1, 2023 to April 30, 2023.
- B. Approval of Payroll Checks #21237-21239 & DDs in the amount of \$1,237.50 dated April 1 to April 30, 2023 (pay period 3/2023.)
- C. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.01, dated April 1 to April 30, 2023 (pay period 3/2023.)

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, 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
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

President Burke asked that Agenda items 7.A. and 7.B. be heard first by the Board.

6. CONTINUING BUSINESS

- A. Weed Abatement

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

There was no Board discussion.

- 1. Motion to Adopt Resolution No. 2023-10; 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 Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-10; 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

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 Division Bravo LLC for Weed Abatement Services.

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

There was no Board discussion.

1. Adopt Resolution No. 2023-11; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Division Bravo LLC for Weed Abatement Services.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-11; A Resolution of the District Board of Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Division Bravo LLC 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. Consider and Approve Resolution No. 2023-12 Awarding a Contract in an Amount not to Exceed \$265,450 to VNH Builders for work on the Station 40 New Fencing Project.

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

Board discussion occurred. Vice President Cockrell asked for clarification on the contract amount. Attorney Jean Savaree indicated this is a public works project and the Board is governed by the Public Works Contract and has to take the lowest responsive and responsible bidder.

1. Motion to Adopt Resolution No. 2023-12; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an

Amount not to Exceed \$265,450 to VNH Builders for Work on the Station 40 New Fencing Project.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-12; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an Amount not to Exceed \$265,450 to VNH Builders for Work on the Station 40 New Fencing Project:

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

Motion passed 5-0.

D. Review and Discuss CalPERS 2022 Valuation Plan for Former CFPD Employees.

1. Miscellaneous Plan of the CFPD

2. Safety Plan of the CFPD

Director MacKimmie recused himself from this agenda item and left the room.

President Burke presented the agenda item. Board discussion occurred regarding payments to the plans to pay off the unfunded actuarial liability, increase the payments and be fully funded by 5-10 years, or terminate the plan depending on the termination fee. President Burke asked for additional information to be obtained from CalPERS on steps that can be taken.

Director MacKimmie returned to the Board meeting.

E. New Fire Station 44 Update.

Battalion Chief Gary Silva provided an update on the new Fire Station 44. The project looks to be ahead of schedule based on the draft drawings and building design. Director Sherrill asked about the interim facility for Station 44. Battalion Chief Gary Silva is still working on a meeting date with the property owner.

7. NEW BUSINESS

A. Informational Presentation regarding San Mateo County 911 EMS Transportation System.

Deputy Chief Jonathan Cox introduced representatives from County EMS and AMR to give their presentation. Travis _____ from the County Emergency Medical Services spoke about the EMS system to educate the Board.

Board discussion occurred. Director Sherrill thanked them for their service and the presentation. She asked questions about ambulance locations and transportation to hospitals.

B. Apparatus Committee Recognition.

Deputy Chief Jonathan Cox summarized the Staff Report and thanked the Apparatus Committee (Battalion Chief Ryan West, Fire Captain John Minkstein, Fire Captain Rob Anderson, Fire Apparatus Engineer Nick Bair, and Fire Apparatus Engineer Peter Bernal) for their hard work and dedication to the District in placing two new fire engines in service. Chief Armstrong presented them with the recognition plaque.

C. Introduction of an Amendment to Ordinance No. 2015-01 Setting Compensation for Board Members at \$193.90 per Meeting, not to Exceed Two Meetings per Month for a Maximum Monthly Compensation of \$387.80.

Attorney Jean Savaree summarized the Staff Report and recommended introduction of an Amendment to Ordinance No. 2015-01.

1. Open Public Hearing.

President Burke opened the Public Hearing and there were no comments.

2. Close Public Hearing.

President Burke closed the Public Hearing.

There was no Board discussion.

3. Motion to Introduce Ordinance Waive Further and Schedule Ordinance for Second Reading and Adoption at the June 2023 Regular Board Meeting

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Introduce Ordinance Waive Further and Schedule Ordinance for Second Reading and Adoption at the June 2023 Regular Board Meeting:

Director Hanna	No
Director Sherrill	No
Director MacKimmie	Aye

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-2.

D. Review, Discuss and Approve the Surplus of Equipment.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended the surplus of equipment.

There was no Board discussion.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to approve the surplus of equipment:

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 spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Vice President Cockrell and Director Hanna attended the Crab Feed.

C. Land and Structures Committee Report

Director MacKimmie indicated the soils test was taken at Station 44.

D. Vegetation Management Committee Report

No report.

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 FEMA briefing for the wind events after the January storms. Training is continuing for the RAVE platform and working with the community on SMC Alert. CalTrans will be starting work on Highway 92 next week for the next two weeks to start on the slide area. Traffic will not be stopped. He spoke about the Half Moon Bay Disaster Day and the County's Disaster Preparedness day.

H. CERT Report

Director Sherrill spoke about Coastside Gives and \$20,000 was raised. She spoke about an upcoming radio training in June and Coastside Preparedness Day which will occur on June 10, 2023. The national CERT conference is being held in Burlingame.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Pat Griffin spoke about inspections. The fee study project will be moving forward. The Town Hall for vegetation management was an informative meeting and they will follow up with a second meeting in June.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about the wildfire evacuation repopulation training at three locations throughout the County.

Regarding the North Peak access road to Montara Mountain, the work should be starting soon now that the weather has stopped.

The RFP for the fee study was awarded. They are still working on the County ALS JPA on the coast design build out for control for Command 41.

Regarding staffing, they are trying to get expired credentials and training up to date.

Regarding outreach, the Wildfire Safety Town Hall took place. The station 40 and Station 44 open houses were conducted.


Regarding facilities, the five year inspection for the training tower has been completed. Chief Silva has proceeded with purchasing the Starlink backup internet for all three facilities. An RFP will be brought to the Board for replacing the insulation in the apparatus bay at Station 40.

Regarding apparatus, the ERV is still being outfitted with custom seating. Engines 44 and 340 are in line to be built. They are working on getting invoices processed for the AO17's.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:17 p.m.

Respectfully submitted,


Jonathan Cox (Aug 24, 2023 15:27 PDT)

Aug 24, 2023

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 Vice President Cockrell, seconded by Director MacKimmie, the Board voted to approve the Consent Calendar Items A-C as submitted. Motion passed 5-0.

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ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted unanimously to approve the surplus of equipment. Motion passed 5-0.

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Final Audit Report

2023-08-24

Created:	2023-08-24
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
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