

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

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**PUBLIC MEETING NOTICE & AGENDA**

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**March 26, 2025  
4:00 p.m.**

**LOCATION:** Fire Station 40, 1191 Main Street, Half Moon Bay, CA 94019

**TELECONFERENCE LINK:** <https://zoom.us/j/92333627095>

**PHONE LINK:** Dial +1 (669) 900-6833 Meeting ID: 923 3362 7095

**PUBLIC COMMENT:** Members of the public that wish to attend and/or participate in the meeting may do so in person, by joining the virtual link or by using the phone link.

- For members of the public using Zoom, if you would like to make public comment use the “Raise Hand” feature.
- For members of the public using the phone link, if you would like to make public comment press \*9 to raise your hand.

You may also submit any public comments by email to [cfpdadmin@fire.ca.gov](mailto:cfpdadmin@fire.ca.gov) up to one hour before the start of the meeting.

**REASONABLE ACCOMODATION:** Any request for reasonable accommodation should be addressed to Michele Ortiz at [mortiz@coastsidefire.org](mailto:mortiz@coastsidefire.org)

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**AGENDA (Tab# 1)**

1. **OPEN SESSION** – 4:00 pm
2. **ROLL CALL**  
President Burke, Vice President Cockrell, Director MacKimmie, Director Sherrill, Director Hanna
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**  
This portion of the meeting has been allocated for public comments. If a member of the public wishes to defer comment until the item comes up on the agenda, the Board should be so advised during this time. In such event, the Board may permit public comment to be taken following the staff presentation of the item. The amount of time allotted for public comment shall be subject to reasonable limitations established by the Board.
5. (Tab# 1) **CONSENT CALENDAR**
  - A. [Approval of minutes from February 26, 2025 Board Regular meeting](#)
  - B. [Approval of Vendor Checks #57205-57266 in the amount of \\$2,475,194.09 dated February 1, 2025 to February 28, 2025.](#)
6. **CONTINUING BUSINESS**
  - A. (Tab# 2) Station 41 South Lot Improvements Project – Chief Wilson
    1. Adopt Resolution No. 2025-05; A Resolution of the Coastside Fire Protection District Board of Directors Awarding the Construction Contract to Scapes, Inc. in the Amount of \$463,509, and

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Authorizing an additional 10% Construction Contingency in the Amount of \$46,351, a Cost Sharing Agreement with the County of San Mateo for Sidewalk Improvements, a Construction Management and Inspection Contract with Zoon Engineering, Inc. in the Amount of \$39,576, and an Amendment to the Design Contract with RHAA for Construction Engineering Support in the Amount of \$9,720, for the Station 41 South Lot Improvements Project

- B. Brae Hunter of the County of San Mateo attending meeting via Zoom to answer any questions on the County ADA funding for the sidewalk work.

**7. NEW BUSINESS**

- A. Appointment of Board Secretary – Chief Wilson  
B. ([Tab# 3](#)) Review and Discuss Wildfire Preparedness and Response with the District – Chief Wilson  
C. ([Tab# 4](#)) Review, Discuss and take possible Action on the Draft Municipal Service Review and Sphere of Influence Review for Coastside Fire Protection District and provide any comments back to LAFCo by April 30, 2025– Chief Wilson  
D. ([Tab# 5](#)) Hearing on Cypress Cove Townhomes Association’s Appeal of False Alarm Fees – Attorney Savaree

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

- A. ([Tab# 6](#)) Finance Committee Report – Dir. Burke, Dir. Cockrell
- [FY24/25 February Revenue](#)
  - [FY24/25 February Expenses](#)
  - [FY24/25 February Reserves/Assets](#)
  - [PARS Monthly Statement for 2/1/2025 to 2/28/2025](#)
- B. Volunteer Committee Report – Dir. Cockrell, Dir. Hanna  
C. Land and Structures Committee Report - Dir. MacKimmie, Dir. Sherrill  
D. Vegetation Management Committee Report – Dir. Cockrell, Dir. Hanna  
E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Hanna  
F. ALS JPA Liaison Report– Dir. Burke  
G. Emergency Preparedness Liaison Report – Department of Emergency Management  
H. CERT Report – Dir. Sherrill  
I. Attorney’s Report – Attorney Jean Savaree  
J. Fire Marshals Report – Chief Griffin  
K. ([Tab# 7](#)) Fire Chief’s Report - Chief Wilson
- [February 2025 Statistics](#)
  - New Agreements

**9. CORRESPONDENCE**

- A. ([Tab# 8](#)) Letter from Kevin Palmer

**10. ADJOURNMENT**

Note: Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection at the Administration Office front counter located at 1191 Main Street, Half Moon Bay, California, during normal business hours.

Access for the Disabled

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Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Fire Chief at least 1 working day before the meeting at phone number (650) 726-5213. Notification in advance of the meeting will enable the District make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

**Jed Wilson, Fire Chief**  
Posted: March 21, 2025