

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

**April 22, 2020  
6:00 p.m.**

**LOCATION**

Pursuant to Governor Newsom's Executive Order N-29-20, the meeting will be held by teleconference or video conference only. On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on March 31, 2020; the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the Board meeting room is no longer open to the public for meetings of the Coastside Fire Protection District Board of Directors. Members may participate in the meeting via the Zoom application, or by phone.

Topic: Coastside Fire Board of Directors Meeting - April  
Time: Apr 22, 2020 06:00 PM Pacific Time (US and Canada)

To join the Zoom meeting using a computer, tablet or smart phone, click: <https://zoom.us/j/123821399>  
Meeting ID: 123 821 399

To join the meeting by mobile phone, call:  
+16699006833,,123821399#

To join the meeting by landline, call:  
+1 669 900 6833

Meeting ID: 123 821 399

Any request for reasonable accommodation should be addressed to Michele Ortiz at [mortiz@coastsidefire.org](mailto:mortiz@coastsidefire.org) or (650)726-5213 ext. 100

**AGENDA (Tab #1)**

**1. OPEN SESSION** – 6:00 pm

**2. ROLL CALL**

President Burke, Vice President Cockrell, Secretary McShane, Director MacKimmie, Director Stockman

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

**5. CONSENT CALENDAR**

A. [Approval of minutes from February 26, 2020 Regular Board meeting.](#)

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- B. [Approval of Vendor Checks #20464 - 20540 in the amount of \\$2,131,008.92 dated February 1 to February 29, 2020.](#)
- C. [Approval of electronic payment to CalPERS in the amount of \\$101,200.08 dated February 1 to February 29, 2020.](#)
- D. [Approval of Payroll Checks #21088 - 21093 in the amount of \\$1,038.94, dated February 1 to February 29, 2020.](#)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$172.13, dated February 1 to February 29, 2020.
- F. [Approval of Vendor Checks #20541 - 20601 in the amount of \\$4,116,621.00 dated March 1 to March 31, 2020.](#)
- G. [Approval of electronic payment to CalPERS in the amount of \\$101,200.08 dated March 1 to March 31, 2020.](#)

**6. CONTINUING BUSINESS**

- A. Review, Discuss and Approve Weed Abatement Contract – Chief Cox **(Tab #2)**
  - a. Public Hearing for Weed Abatement - for property owners having any objections to the proposed removal of such weeds
  - b. Review Weed Abatement Contract Bids
  - c. [Motion to Adopt Resolution 2020-15; Resolution Authorizing the Deputy Chief to Execute a Contract with the Lowest Responsive and Responsible Bidder, Paul McGregor Construction, for Weed Abatement Services.](#)
- B. [Review, Discuss and Approve Mobile Equipment Replacement Plan](#) – Chief Cox **(Tab #3)**

**7. NEW BUSINESS**

- A. Community Facilities District No. 22 (Carnoustie Phase 4, Half Moon Bay) - Chief Cox **(Tab #4)**
  - a. [Motion to Adopt Resolution No. 2020-11; A Resolution of Annexation of Territory to Community Facilities District No. 22, Authorize the Levy of a Special Tax and Submitting Levy of Special Tax to Qualified Electors](#)
  - b. [Motion to Adopt Resolution No. 2020-12; A Resolution Calling for a Special Election for the Annexation of Territory to Community Facilities District No. 22 and for the Levy of a Special Tax](#)
- B. [Review and Approve Financial Statements and Independent Auditors Report for the year ending June 2019](#) – Chief Cox **(Tab #5)**
  - a. [Adopt Resolution No. 2020-13; Resolution Accepting June 30, 2019 Audited Financial Statements from Harshwal & Company LLP](#)
- C. [Review and Discuss Updated PTM 18/19 Benefit Assessment Tax Revenue](#) – Chief Cox **(Tab #6)**
- D. [Review, Discuss and Approve Purchase of Replacement of Five \(5\) Staff Vehicles](#) **(Tab #7)**
- E. [Review, Discuss and Approve an Agreement for Professional Services for Auditor Services](#) – Chief Cox **(Tab #8)**
  - a. [Adopt Resolution No. 2020-14; Approving an Agreement for Professional Services with Harshwal & Company LLP for Auditor Services](#)
- F. [Review and Discuss Proposed Seven Year Operating Plan](#) – Chief Cox **(Tab #9)**
- G. Review, Discuss and Approve an Agreement for Professional Services to Record and Public Board Meetings. **(Tab #10)**

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- a. [Adopt Resolution No. 2020-16; Approving an Agreement for Professional Services with Pacifica Community Television Inc.](#)

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

- A. Finance Committee Report – Dir. Burke, Dir. McShane **(Tab #11)**
  - \* [FY1920 February Revenue](#)
  - \* [FY1920 February Expenses](#)
  - \* [FY1920 February Reserve/Assets](#)
  - \* [FY1920 March Revenue](#)
  - \* [FY1920 March Expenses](#)
  - \* [FY1920 March Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell
- C. Land and Structures Committee Report - Dir. Cockrell, Dir. Stockman
- D. Special Districts Association (SMCO Chapter) - Dir. MacKimmie
- E. ALS/JPA – Dir. MacKimmie
- F. Emergency Preparedness – Dir. Stockman
- G. Attorney's Report – Attorney Jean Savaree
- H. Fire Chief's Report - Chief Cox **(Tab #12)**
  - \* [February Statistics](#)
  - \* PARS Monthly Statement [2/1/20 to 2/29/20](#) and [3/1/20 to 3/31/20](#)
  - \* [PARS Statement Totals 2009/10-2019/20](#)

**9. CORRESPONDENCE**

- A. [Letter from Dream Machines](#)

**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.

**Oral Communications Procedures:** This portion of the meeting has been allocated for public comments concerning items on the agenda for this meeting. 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 Oral Communications. 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.

**Access for the Disabled**

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

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will enable the District make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

**Jonathan Cox, Deputy Chief**

Posted: April 17, 2020