

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

August 25, 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 6:00 p.m.

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

Directors Present: President Burke, Vice President Cockrell, Director Bruce MacKimmie, Director Steve Stockman, and Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Chief Ian Larkin.
Attorney: Kai Ruess.
Admin. Secretary: Jean Headley.

Also on the Zoom call were Paul Mitchell of Redistricting Partners, Deputy Fire Marshal Captain Austin Seely, Fire Marshal Chief Gary Silva, Susan Casey, and Michelle Dragony.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

Susan Casey addressed the Board regarding vegetation cleanup of undeveloped vacant lots.

5. CONSENT CALENDAR

- A. Approval of minutes from June 23, 2021 Regular Board meeting.
- B. Approval of new Vendor Checks #51040-51113 in the amount of \$1,864,915.61 dated June 1 to June 30, 2021.

- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated June 1 to June 30, 2021.
- D. Approval of Payroll Checks #21160-21163 and DD in the amount of \$1,392.17, dated June 1 to June 30, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$230.68, dated June 1 to June 30, 2021.
- F. Approval of minutes from July 21, 2021 Special Board meeting.
- G. Approval of Vendor Checks #51114-51173 in the amount of \$175,150.98 dated July 1 to July 31, 2021.
- H. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated July 1 to July 31, 2021.
- I. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$179.98, dated July 1 to July 31, 2021.

Director MacKimmie recused himself from the Consent Calendar.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as amended:

Director Sherrill	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director MacKimmie having recused himself.

President Burke revised the agenda to move up Item 7A to be heard next.

7. NEW BUSINESS (this item was moved up on the agenda and taken out of order)

A. Presentation on the District Elections from Paul Mitchell of Redistricting Partners

Paul Mitchell of Redistricting Partners made a lengthy PowerPoint presentation which included the California Voting Rights Act, discussing each slide. He described Redistricting and Gerrymandering. He presented a schedule of the upcoming meetings on this subject.

At the conclusion of Mr. Mitchell's presentation, he responded to questions from the Board.

6. CONTINUING BUSINESS

A. Update on Vegetation Management Action Plan

Director Stockman updated the Board on the Vegetation Management Committee meeting which took place last week with himself and Director Sherrill and Deputy Chief Cox. They discussed the abatement process, among other things.

Director Sherrill offered her perspective on the scope and urgency of the problem, the interagency nature of the problem, and the cost of abatement. She thanked Susan Casey for her letter that helped the Committee focus on the problem.

Deputy Chief Jonathan Cox provided comments and indicated that Deputy Fire Marshal Captain Austin Seely and Fire Marshal Chief Gary Silva are on the call in the event anyone has questions for them. He discussed the current Vegetation Management Program and undeveloped properties that abut residential or improved properties that don't fall under the Weed Abatement Program.

Deputy Chief Cox discussed the three options to gain compliance from the undeveloped property owners.

Director Stockman discussed the upcoming scheduled meetings of the Vegetation Management Committee.

B. Discuss Section 115 Retirement Prefunding Investment Option

Director MacKimmie recused himself from this item.

President Burke provided comments on the two proposals in the Board packet. He asked the Board members to review this information so they can be prepared to discuss it at a future Board meeting.

7. NEW BUSINESS (continued)

B. On-Call Architecture and Engineering Services – Approve and Direct Fire Chief to Develop and Solicit Request for Proposal (RFP) for New District Architecture and Engineering Service

Deputy Chief Cox discussed some pending RFPs. Staff is requesting approval to send out an RFP for on-call architecture and engineering services.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to direct the Fire Chief to develop and solicit a Request for Proposal for On-Call Architecture and Engineering Services:

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

Motion passed 4-0.

C. Review, Discuss and Approve the Surplus of Equipment and Vehicle

Deputy Chief Cox summarized the Staff Report and recommended that the Board approve the surplus of the listed equipment and vehicle.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call vote, the Board voted unanimously to approve the surplus of the 1998 Ford F-150 pickup truck and camper shell:

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

Motion passed 4-0.

It should be noted that Director Stockman left the call during the previous discussion and was not longer available for votes or discussion until later in the meeting when he re-established his connection.

D. Review and Approve Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Roll-forward Valuation Dated July 2, 2021 for Valuation Date June 30, 2019 and Measurement Date June 30, 2020 for Fiscal Year-End June 30, 2021

Director MacKimmie recused himself from this item.

Deputy Chief Cox summarized the Staff Report, introduced the Resolution, and recommended that the Board adopt the Resolution.

1. Adopt Resolution No. 2021-42, Resolution Accepting July 2, 2021 Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Prepared by Total Compensation Systems, Inc.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-42, Resolution Accepting July 2, 2021 Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Prepared by Total Compensation Systems, Inc.:

Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

- E. Review and Approve Fixing Employer Health Contribution for Retired 001 Represented Safety Members, Retired 002 Non Represented Safety Members, and 003 Non Represented Miscellaneous Members

Director MacKimmie recused himself from this item.

President Burke introduced the three Resolutions.

Deputy Chief Cox summarized the Staff Report and recommended adoption of the three Resolutions.

1. Adopt Resolution No. 2021-43, Resolution 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 No. 2021-43, Resolution 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 Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

2. Adopt Resolution No. 2021-44, Resolution 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 No. 2021-44, Resolution 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 Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

3. Adopt Resolution No. 2021-45, Resolution 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 No. 2021-45, Resolution 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 Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke said the Finance Committee did not meet. He pointed out the unaudited expense sheets which are in the packet. He also referred to total revenues and expenses, as well as the PARS report.

B. Volunteer Committee Report

Vice President Cockrell said he did not attend the meeting due to a medical issue.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No additional report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

Director Stockman was back on the call. He updated the Board on the August 6 CEAP meeting and the Zonehaven meeting. He also discussed DART and long-term planning which may include using the HMB airport to do evacuations when the Coastsides is completely cut off.

I. CERT Report

Director Sherrill added to Director Stockman's report regarding senior Coastsiders. She said the senior campus at the Seacrest School area has over 600 seniors living in those 300+ units, and 50% of them are mobility impaired. Such densely vulnerable populated areas should be taken into account when considering redistricting.

Director Sherrill updated the Board on the number of CERT members, and she reported on the status of the equipment grant. She discussed CERT neighborhood meetings, and she discussed CERT's financial position. She said they have purchased a \$1 million general liability insurance policy.

Director Sherrill announced some upcoming CERT events. On August 29, Deputy Chief Cox will be presenting at the Church of Jesus Christ of Latter-Day Saints in Moss Beach, which will be on Zoom. On September 11 in preparation for the October 9th Great Coastsides Shakeout, Frenchman's Creek will have an earthquake drill practice session for the entire Coastsides. This will also be on Zoom. On November 6, there the final Basic CERT Training event that will include management and staff of the City of Half Moon Bay.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Fire Chief Cox referred to the Statistics Report, and he discussed the Fire Marshal's busy workload.

He indicated they are implementing the latest State guidelines regarding COVID.

He said they have successfully transferred all of the District's critical records to a long-term, climate-controlled storage environment.

He has been participating in two countywide initiatives: the Fuel Reduction Task Force and a joint program looking a potential grant application for a fire vegetation management corridor.

He said the CalFire benefit rate has been lower than originally anticipated.

He said the call volume has been average. We have had one engine assigned to the Dixie fire for over a month, which is now back and in the shop for mechanical service. Parts are back ordered.

He discussed the light switch at the new Station 41 has been installed.

He reported that the new Division Chief's vehicle has finally arrived and is being outfitted.

They have received notification that we will be receiving the \$8,000 Rural Fire Capacity Grant for new hand-held radios for the volunteers.

Chief Ian Larkin discussed the overall reduction of the CalFire contract due to CalFire requiring employees to pay OPEB funding of their post-retirement benefits.

Chief Larkin said that today was significant for him as he has announced his retirement from CalFire is effective November 15. He will assist in finding his replacement. The Board members congratulated him on his service and wished him well.

President Burke asked Deputy Chief Cox to put something on the October agenda to more formally thank Chief Larkin for his work.

President Burke referred to and discussed the 2 PARS reports in tonight's packet.

9. CORRESPONDENCE

A. Brina and Adora Cloherty

No discussion.

B. Susan Casey

No discussion.

10. ADJOURNMENT

Attorney Patrick Miyaki adjourned the Board into Closed Session at 7:37 p.m.

11. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation [Government Code §54956.9(d)(2): Two Cases

B. Conference with Real Property Negotiators (Government Code Section 54956.8):

Property: Lot at California x Etheldore, Parcel No. 037141120
Agency negotiator: Deputy Chief Jonathan Cox
Negotiating parties: Joseph Guntren Trust
Under negotiation: Terms and price for potential purchase of
Property

12. OPEN SESSION

The Board came back into Open Session at 8:29 p.m. President Burke reported that no action was taken in Closed Session.

13. ADJOURNMENT

President Burke adjourned the meeting at 8:29 p.m.

Respectfully submitted,

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 President Burke, seconded by Director Stockman, by Roll Call Vote, the Board voted to approve the Consent Calendar as amended. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Director Sherrill, by Roll Call Vote, the Board voted unanimously to direct the Fire Chief to develop and solicit a Request for Proposal for On-Call Architecture and Engineering Services. Motion passed 4-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call vote, the Board voted unanimously to approve the surplus of the 1998 Ford F-150 pickup truck and camper shell. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-42, Resolution Accepting July 2, 2021 Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Prepared by Total Compensation Systems, Inc. Motion passed 3-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-43, Resolution 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. Motion passed 3-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-44, Resolution 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. Motion passed 3-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-45, Resolution 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. Motion passed 3-0-1, with Director MacKimmie having recused himself.

President Burke asked Deputy Chief Cox to put something on the October agenda to more formally thank Chief Larkin for his work.