

STAFF REPORT

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**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION AUTHORIZING FOR MONTHLY BOARD OF DIRECTORS' REGULAR MONTHLY MEETINGS TO BEGIN AT 4:00 P.M. ON THE FOURTH WEDNESDAY OF EACH MONTH**

Board of Directors of Coastside Fire Protection District:

**Recommendation:**

Staff recommends that the Board consider and approve the resolution attached to this report (Attachment 1). If approved, the Board's regular monthly meetings would begin at 4:00 p.m.

**Background and Discussion:**

The regular monthly Board of Directors meetings are currently held on the fourth Wednesday of each month commencing at 6:00 p.m. The Board has expressed an interest in changing the time of these meetings so that the regular monthly meetings would begin at 4:00 p.m. rather than 6:00 p.m.

The District's Bylaws (Article III), Meetings of the Board, Section 3.1, Regular Meetings, (a), Time and Place, requires changes to the date or time for regular meetings be authorized by resolution.

The Board Policy Manual also states this requirement at Article 8, Methods of Operation of Fire District Board Meetings, Section 8.3, Regular Meetings.

**Fiscal Impact**

None.

**Conclusion**

In order to authorize regular meetings to begin at 4:00 p.m., staff recommends that the Board approve the resolution shown in Attachment 1.

**Attachments:**

1. Resolution Authorizing for Monthly Board Of Directors' Regular Monthly Meetings to Begin at 4:00 P.M. on the Fourth Wednesday of Each Month

**ATTACHMENT 1**  
**RESOLUTION**

**RESOLUTION NO. 2022-53**

**A RESOLUTION OF THE DISTRICT BOARD OF COASTSIDE FIRE PROTECTION DISTRICT AUTHORIZING FOR MONTHLY BOARD OF DIRECTORS' REGULAR MONTHLY MEETINGS TO BEGIN AT 4:00 P.M. ON THE FOURTH WEDNESDAY OF EACH MONTH.**

WHEREAS, the regularly scheduled Board of Directors meetings are held on the fourth Wednesday of each month beginning at 6:00 p.m.; and

WHEREAS, the Board wishes to change the time for these meetings so that regular meetings would commence at 4:00 p.m.; and

WHEREAS, the Board has publicly noticed this proposed change and provided an opportunity for public input at its regular July 27, 2022 Board meeting; and

WHEREAS, having reviewed a staff report advising that this proposed change can only be implemented by adoption of a resolution establishing a new start time for the regular Board meetings and wishing to implement this change, the Board resolves as follows.

NOW, THEREFORE, BE IT RESOLVED, by the Fire Board of the Coastsides Fire Protection District that commencing in August 2022, the regular monthly meetings of the Coastsides Fire Protection District Board of Directors shall be held on the fourth Wednesday of each month commencing at 4:00 p.m. at the District's Administrative Offices located at 1191 Main Street, Half Moon Bay, California.

PASSED AND ADOPTED as a Resolution of the Coastsides Fire Protection District at the regular meeting held on the 27th day of July 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Gary Burke, Board President

ATTEST:

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Deputy Chief Jonathan Cox, District Secretary