

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

PUBLIC MEETING NOTICE & AGENDA

**December 17, 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 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

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 October 22, 2025 Board Regular meeting](#)
 - B. [Approval of Vendor Checks #57774-57853 in the amount of \\$357,106.86 dated October 1, 2025 to October 31, 2025.](#)
 - C. [Approval of Payroll Checks #21318-21319 and DDs in the amount of \\$1,432.52 dated October 1, 2025 to October 31, 2025 \(pay period 9/2025\).](#)
 - D. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$237.32 dated October 1, 2025 to October 31, 2025 \(pay period 9/2025\).](#)

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

- E. [Approval of Vendor Checks #57854-57904 in the amount of \\$187,882.34 dated November 1, 2025 to November 30, 2025.](#)
- F. [Approval of Payroll Checks #21320-21321 and DDs in the amount of \\$1,074.40 dated November 1, 2025 to November 30, 2025 \(pay period 10/2025\)](#)
- G. [Direct Deposit of Federal, State, & Hospital Taxes in the amount of \\$177.98 dated November 1, 2025 to November 30, 2025 \(pay period 10/2025\).](#)

6. CONTINUING BUSINESS

- A. (Tab# 2) Community Facilities District No. 39 (Big Wave) – Chief Wilson
 - 1. Open Special Ballot
 - 2. Motion to Adopt [Resolution No. 2025-56](#); A Resolution Declaring Results of Special Election and Directing Recording of Notice of Special Tax Lien
 - 3. Motion to Adopt [Ordinance No. 2025-04](#); An Ordinance Levying Special Taxes within Community Facilities District No. 39

7. NEW BUSINESS

- A. (Tab# 3) Review Staff Report of Mobile Equipment Replacement Plan Update – Chief West
- B. (Tab# 4) Review, Discuss, Direct Staff on Consideration of Purchasing (1) Water Tender for Coastside Fire Protection District – Chief West
- C. (Tab# 5) Review Request from Kevin Palmer, Chairman of the Pacific Coast Dream Machines Steering Committee regarding Continued Fire Protection and Support for the 2026, 2027 and 2028 Dream Machines event – Chief West
- D. Review and Discuss CFPD Responsibilities, Authority and Actions Concerning Wildfire Prevention on the Coastside – Chief Wilson
- E. Election of Board of Directors and Committee Membership – Dir. Burke

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. (Tab# 6) Finance Committee Report – Dir. Burke, Dir. Cockrell
 - [FY25/26 October Revenue](#)
 - [FY25/26 October Expenses](#)
 - [FY25/26 October Reserve/Assets](#)
- 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
 - [October 2025 Statistics](#)
 - [PARS Monthly Statement for 10/1/2025 to 10/31/2025](#)
 - [November 2025 Statistics](#)

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

- New Agreements

9. (Tab# 8) CORRESPONDENCE

- A. [Letter from Councilwoman Traci Parks](#)
- B. [Letter from Jim Sayre](#)

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

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: December 12, 2025