

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

April 26, 2023

LOCATION:

Pursuant to Resolution No. 2023-01,
the meeting was held as a hybrid meeting with attendance both in person at Fire Station
40, 1191 Main Street, Half Moon Bay, CA 94019, and via Zoom.
Members of the public were able to participate in person or via Zoom.
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 4:07 p.m.

2. ROLL CALL

Directors Present: President Gary Burke, Vice President J. B. Cockrell,
Director Bruce MacKimmie, Director Patrick Hanna, and
Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Nate Armstrong; Battalion Chief/Fire Marshal
Pat Griffin; Battalion Chief Gary Silva.
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Antonio Lopez and Sid Young.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Antonio Lopez spoke about the weed abatement notice he received.

Sid Young asked questions about the weed abatement program.

5. CONSENT CALENDAR

- A. Approval of minutes from March 22, 2023 Board meeting
- B. Approval of minutes from February 22, 2023 Board meeting

- C. Approval of Vendor Checks #52598-52695 in the amount of \$2,199,960.77 dated March 1, 2023 to March 31, 2023.
- D. Approval of Payroll Checks #21234-21236 & DDs in the amount of \$1,237.52 dated March 1 to March 31, 2023 (pay period 2/2023.)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.01, dated March 1 to March 31, 2023 (pay period 2/2023.)

Director MacKimmie recused himself from the Consent Calendar Items A-E.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-E as submitted:

Director Hanna	Aye
Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

6. CONTINUING BUSINESS

- A. Weed Abatement
 - 1. Public Hearing for Property Owners having any objections to the proposed removal of such weeds.

No additional members of the public spoke about the weed abatement hearing other than those comments under Public Comment noted above.

- B. Review, Discuss and take Action to update action items under pending initiatives of the CFPD Strategic Plan.

President Burke presented the agenda item. He asked that additional items be added to the completed initiative list. He asked that the following items be added as action items: Station 44 groundbreaking for the third quarter of 2024, completion of a new District of Distinction by the fourth quarter of 2023, and initiation of a peer study and analysis of the District's CalPERS miscellaneous retirement plan.

Director Hanna suggested the Board look at the Strategic Plan moving forward and hold a study session to discuss what items should be added for the next five years. Director Sherrill reminded the Board that they created a table of action items and they have been moving forward with reviewing those items.

Board discussion occurred regarding the CalPERS miscellaneous retirement plan.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to add Station 44 groundbreaking for the third quarter of 2024, completion of a new District of Distinction by the fourth quarter of 2023, and initiation of a peer study and analysis of the District's CalPERS miscellaneous retirement plan as action items to the CFPD Strategic Plan:

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

Motion passed 5-0.

7. NEW BUSINESS

A. Review and Discussion Regarding Potential Amendments to Ordinance No. 2020-03 Setting Compensation for Board Members.

Attorney Jean Savaree presented the agenda item and asked for Board direction on four items outlined in the staff report.

Board discussion occurred. President Burke asked if there was a total limit per month that Directors could be paid. Attorney Jean Savaree indicated the Board could choose one of the three rates outlined in the staff report. Director Hanna asked the Board to consider changing the ordinance to allow Directors to be compensated for four meetings per month. Vice President Cockrell asked if any boards have zero compensation. Attorney Jean Savaree indicated there are city councils who have zero compensation. She reviewed other fire districts and they all compensate and limit it to four meetings per month.

Sid Young spoke about her position in another district and she was pleasantly surprised she receives compensation for attending those meetings but she didn't get appointed just for the compensation.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to raise the compensation rate by 5% per year from 2020 to 2023 for a total of \$193.90 with a maximum of two meetings per month:

Director Hanna	No
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Director Sherrill	No
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-2.

B. Review and Approve Resolution No. 2023-09 Transfer \$400,000 in Funds from General Fund and Deposit into LAIF or California CLASS Account.

Deputy Chief Jonathan Cox summarized the Staff Report, introduced the Resolution, and recommended approval of the Resolution.

Board discussion occurred.

1. Motion to Approve Resolution No. 2023-09; Resolution of the Coastside Fire Protection District Board of Directors Authorizing the Deputy Chief to Transfer \$400,000 from the General Fund into and Internal Service Fund with LAIF or CLASS Account

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-09; Resolution of the Coastside Fire Protection District Board of Directors Authorizing the Deputy Chief to Transfer \$400,000 from the General Fund into and Internal Service Fund with LAIF or CLASS Account:

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

Motion passed 5-0.

C. Review, Discuss and Approve the Replacement of one (1) Utility Vehicle in the amount of \$67,247.03.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the replacement of one (1) Utility Vehicle.

Board discussion occurred.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Approve the Replacement of one (1) Utility Vehicle in the amount of \$67,247.03:

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

Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke indicated the Finance Committee did not have a meeting and spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Director Hanna spoke about a training session in Santa Clara County being cancelled because they didn't have enough instructors to include attendees from San Mateo County.

C. Land and Structures Committee Report

Director MacKimmie indicated the site survey was occurring for Station 44.

D. Vegetation Management Committee Report

Wildland Town Hall safety meeting to be held on May 11, 2023.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Deputy Chief Jonathan Cox reported on notes from Dave Cosgrave. Two new coordinators have been hired for the Department of Emergency Management. Half Moon Bay Community Preparedness Day will be on June 10, 2023 and the San Mateo County Disaster Preparedness Day will be on August 5, 2023.

H. CERT Report

Director Sherrill indicated Shake and Bank Advanced CERT training was well attended. The instruction team is being expanded.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Fire Captain/Fire Marshal Pat Griffin spoke about the inspections and the number was low due to the weather. The Town Hall for vegetation management is on May 11, 2023.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about the report from PBJ regarding the status of meetings with the architecture firm and a letter received from a neighbor.

Regarding training, they will be conducting three joint wildfire evacuation trainings for line officers and supervisors.

Regarding the ALS JPA, the future dispatch cost might increase.

The Deputy Fire Marshal attended the Wildland-Urban Interface (WUI) conference in Reno.

They are working with the Department of Emergency Management to get some roads open. It will be a two-week project to get the roads repaired.

Chief Griffin is working on a fee study and the RFP was issued. They anticipate it will be brought to the Board for the next meeting to approve the fee study.

Regarding outreach, Station 40 open house is on Saturday.

One significant issue is the Higgins Canyon slide. There is a plan in place if there is a medical emergency in that area.

Regarding facilities, RFP for security fencing was released. Seven contractors attended the mandatory bid walk.


Regarding apparatus, both new Type 1 engines are in service. A recommendation to surplus the old engines will come before the Board. The replacement ERV is still waiting for a specialized seat and it is finally back in stock.

Fire Chief Nate Armstrong spoke about Administrative Professional's Day and the fantastic administrative staff of the District.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:30 p.m.

Respectfully submitted,


Jonathan Cox (Aug 24, 2023 15:27 PDT)

Aug 24, 2023

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 Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-E as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

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Final Audit Report

2023-08-24

Created:	2023-08-24
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
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2023-08-24 - 10:23:32 PM GMT- IP address: 50.240.206.29
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-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)
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-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
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