

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

January 24, 2024

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 special meeting of the Board of Directors of the Coastside Fire Protection District at 4:00 p.m.

2. ROLL CALL

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

Also present, either in person or via Zoom, Virginia Chang Kiraly, Sid Young, and Steve Stockman.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

Virginia Chang Kiraly spoke to the Board to introduce herself as the LAFCO representative for special districts.

Sid Young asked questions about the new fire station lighting and the water pressure in the fire hydrants and if they would be inspected in Moss Beach or Montara.

Battalion Chief/Fire Marshal Patrick Griffin indicated that the District is working on a hydrant maintenance agreement with the Montara Water and Sewer District.

5. CONSENT CALENDAR

- A. Approval of minutes from September 27, 2023 Board Regular meeting
- B. Approval of minutes from October 25, 2023 Board Regular meeting
- C. Approval of minutes from November 15, 2023 Board Special meeting
- D. Approval of Vendor Checks #55408-55500 in the amount of \$209,632.61 dated November 1, 2023 to November 30, 2023
- E. Approval of Payroll Checks #21257-21259 & DDs in the amount of \$1,074.40 dated November 1 to November 30, 2023 (pay period 10/2023.)
- F. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.98, dated November 1 to November 30, 2023 (pay period 10/2023.)
- G. Approval of Vendor Checks #56106-56177 in the amount of \$2,233,917.64 dated December 1 to December 31, 2023 (Checks #56100-56105 for testing)
- H. Approval of Payroll Checks #21260-21262 & DDs in the amount of \$1,253.47 dated December 1 to December 31, 2023 (pay period 11/2023.)
- I. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$207.64 dated December 1 to December 31, 2023 (pay period 11/2023.)

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-I 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. Review and Discuss Mid-Year Operating Plan Deliverables.

Deputy Chief Jonathan Cox presented the Staff Report and summarized the Mid-Year Operating Plan Deliverables for Board review.

Board discussion occurred. President Burke indicated the plan is helpful for the Board to keep track of the deliverables. Director Sherrill spoke about completed tasks and holding open houses at fire stations during the CERT graduation ceremony.

7. NEW BUSINESS

A. Election of Board Officers.

Vice President Cockrell nominated Gary Burke for President

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to elect Gary Burke as President of the Board of Directors:

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

Motion passed 5-0.

Steve Stockman asked the Board that as they move forward, the Board think about rotating the positions in the future.

President Burke nominated J. B. Cockrell for Vice President.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to elect J. B. Cockrell as Vice President of the Board of Directors:

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

Motion passed 5-0.

B. Selection of Board Committee Members.

President Burke recommended that any Board member who wished to change to a different committee indicate that or bring that forward in the future.

The Board agreed.

C. Selection of California Special District Association Liaison.

President Burke recommended that any Board member who wished to change to a different committee indicate that or bring that forward in the future.

The Board agreed.

D. Selection of ALS JPA Liaison.

President Burke recommended that any Board member who wished to change to a different committee indicate that or bring that forward in the future.

The Board agreed.

E. Selection of Emergency Preparedness Liaison.

President Burke recommended that any Board member who wished to change to a different committee indicate that or bring that forward in the future.

The Board agreed.

F. Selection of CERT Liaison.

President Burke recommended that any Board member who wished to change to a different committee indicate that or bring that forward in the future.

The Board agreed.

G. Award Contract to P.J. Spray Foam Insulation for Fire Station 40 Apparatus Bay Insulation Replacement Services in amount not to exceed \$178,500.

Deputy Chief Jonathan Cox presented the Staff Report and recommended awarding the contract.

Board discussion occurred. Director Hanna asked if there was a warranty period for the insulation. Division Chief Gary Silva stated the contractor indicated there is a manufacturer warranty.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Award Contract to P.J. Spray Foam Insulation for Fire Station 40 Apparatus Bay Insulation Replacement Services in amount not to exceed \$178,500:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

H. Consider for Approval a Resolution of Intention to Amendment Contract with CalPERS.

Attorney Jean Savaree summarized the Staff Report and recommended approval of the Resolution.

Board discussion occurred. President Burke asked if this would save the District taxpayers money. Director Hanna asked for clarification on if this was paying off the liability now to remove it from a liability for the future. President Burke indicated the retired employees would continue to receive their full benefit but they would no longer be on the annual payments to CalPERS.

Steve Stockman asked if this would affect the District in the future if at some point CalFire is not the contractor to the District.

President Burke opened and closed the Public Hearing.

1. Adopt Resolution of Intention No. 2024-01; Resolution of Intention to Approve an Amendment to Contract Between Coastside Fire Protection District and the Board of Administration California Public Employees' Retirement System.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to adopt Resolution of Intention No. 2024-01; Resolution of Intention to Approve an Amendment to Contract Between Coastside Fire Protection District and the Board of Administration California Public Employees' Retirement System:

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

Motion passed 5-0.

I. Consider for Approval a Resolution Authorizing Receipt of 2023 Mandatory Fire Inspections.

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

1. Adopt Resolution No. 2024-02; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

Board discussion occurred. President Burke complimented the Chief and staff for having all of these inspections completed.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2024-02; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code:

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

Motion passed 5-0.

- J. Review, Discuss and Approve GASB 75 Roll-Forward Valuation Prepared by: Total Compensation Systems, Inc., Date: December 13, 2023.

Deputy Chief Jonathan Cox summarized the actuarial study and recommended approval.

Board discussion occurred. President Burke spoke about key points of the study.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve GASB 75 Roll-Forward Valuation Prepared by: Total Compensation Systems, Inc., Date: December 13, 2023:

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

Motion passed 5-0.

K. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance.

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

1. Adopt Resolution No. 2024-03; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance.

Board discussion occurred. Director Sherrill asked if this was more notices than usual and if this would decrease the vegetative maintenance. Battalion Chief/Fire Marshal Patrick Griffin spoke about the decreased development annually and that this wouldn't significantly reduce the vegetative maintenance.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to adopt Resolution No. 2024-03; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

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

Motion passed 5-0.

L. Review and Discuss 2023 Annual Community Report.

Deputy Chief Jonathan Cox summarized the 2023 Annual Community Report.

Board discussion occurred. Director Sherrill confirmed this would be mailed to the residents of the District. President Burke asked if there were any questions to present those to Deputy Chief Jonathan Cox.

M. Review, Discuss and Approve updates to Board Policy Manual.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended approval of the Resolution. Attorney Jean Savaree spoke about pending State bills regarding virtual attendance at meetings.

1. Adopt Resolution 2024-04; A Resolution of the District Board of Coastside Fire Protection District Amending the Board Policy Manual.

Board discussion occurred. Director Hanna asked for clarification on Board member attendance. President Burke asked if the Board Policies could be placed on the website.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to open a California CLASS Investment Account:

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 no meeting was held but spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Director Hanna spoke about the annual party. The volunteers are working with their new engine which is a big upgrade for them.

C. Land and Structures Committee Report

Division Chief Gary Silva spoke about the plans for Station 44 and that they have been submitted to the building department for review. They anticipate 4-6 months for review. A meeting was held with the Midcoast Council and they had concerns about the lighting. The temporary facility is still moving forward.

Sid Young spoke about the planning department referrals and the color of the facade. She also stated that she hoped Director Burke isn't leaving and the Board is doing a good job.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

President Burke spoke about the last meeting and discussion about financing of the share of the financing from the ambulance services between the District and the County.

G. Emergency Preparedness Liaison Report

Deputy Chief Jonathan Cox spoke about David Cosgrave attending a meeting for an update on Highway 92, sandbags from the storms, flooding from the storms, and the 20th Annual San Mateo County Disaster Preparedness Day will be on August 3rd. The office of DEM is in the process of hiring four new employees. The state has a new tsunami preparedness campaign coming out that will involve the County and the coast.

H. CERT Report

Director Sherrill spoke about the neighborhood leadership forum that was held with 32 neighborhood leads. Shake and Bake, an earthquake and fire drill, would be held soon. Spring CERT will be held beginning in March. They would be working with the high school to sign individuals up for their team to be trained.

Virginia Chang Kiraly congratulated the CERT team and especially Director Sherrill. She is using this CERT program as a model for Menlo Park Fire Protection District.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Battalion Chief/Fire Marshal Patrick Griffin spoke about the mandatory inspections that were conducted.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox spoke about recent advertisements for open positions.

Deputy Fire Chief Jonathan Cox and Division Chief Gary Silva met with the Harbor District to talk about emergency operations on the coast and working together. Both are in agreement to have a signed MOU between the District and the Harbor District to have responsibilities and operations in place.

They will continue to work with Montara Water on the hydrant maintenance.

Chief Nate Armstrong and Deputy Fire Chief Jonathan Cox attended the celebration of life for Supervisor Horsley last month.

The recertification application for the District of Distinction has been completed and will be brought to the Board for approval.

Chief Nate Armstrong and Deputy Fire Chief Jonathan Cox attended the San Mateo County Fire Chiefs annual planning meeting last week to talk about the annual plan and goals for the year.

The CERT updated policy manual will be brought to the Board for review and approval. They are still working with the ALS JPA and Raven tech on the coastside radio design buildout. There are two priorities ahead of that project – moving the radio infrastructure at Station 44 to one of the water towers and getting Command 41 up to the Skyline Cemetery repeater.

The County had to transition to a new accounting system and now each agency has their own individual bank account that they manage. Safeguards have been put in place.

Deputy Fire Chief Jonathan Cox will be meeting with the county airports about the change in operation of the Half Moon Bay airport and the airport rescue firefighting.

Regarding operations, there was one significant incident which was the plane crash. They are working with the Supervisor's office to collaborate on drowning issues.

CalFire is finalizing the ability for the drones to release the PFD devices out into the ocean.

The new ERV is in use.

Regarding training, a lot of classes are being held because it is training season.

Regarding facilities, the fencing project is nearing completion. The south lot at Station 41 plans should be available to come back to the Board in February. The

RFP for the crew bathrooms at Station 40 was issued and the bids will be brought to the next Board meeting for approval.

Regarding apparatus, Battalion 10 Charlie vehicle is nearing completion. The Type 1 and Type 3 engines are still being built.

The District received a grant through the County for equipment for rescue 40s and specialized equipment.

9. CORRESPONDENCE

A. CFPD Response to Midcoast Community Council

President Burke mentioned the letter earlier in the meeting.

10. ADJOURNMENT

President Burke adjourned the meeting at 4:43 p.m.

11. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code 54956.9

Property: 531 Obispo Road, El Granada, CA


Agency Negotiator: Jonathan Cox, Deputy Chief

Negotiating Parties: Coastside Fire Protection District and County of San Mateo

Under Negotiation: Terms and Price for Potential Lease of Property

B. CONFERENCE WITH LEGAL COUNSEL-Anticipated Litigation One Case Government Code Section 54956.

Respectfully submitted,


Jonathan Cox (Apr 17, 2024 09:44 PDT)

17/04/24

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 Sherrill, the Board voted to approve the Consent Calendar Items A-I as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted unanimously to elect Gary Burke as President of the Board of Directors. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted unanimously to elect J. B. Cockrell as Vice President of the Board of Directors. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, the Board voted to Award Contract to P.J. Spray Foam Insulation for Fire Station 40 Apparatus Bay Insulation Replacement Services in amount not to exceed \$178,500. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to adopt Resolution of Intention No. 2024-01; Resolution of Intention to Approve an Amendment to Contract Between Coastside Fire Protection District and the Board of Administration California Public Employees' Retirement System. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to adopt Resolution No. 2024-02; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief's Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, the Board voted to approve GASB 75 Roll-Forward Valuation Prepared by: Total Compensation Systems, Inc., Date: December 13, 2023. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, the Board voted to adopt Resolution No. 2024-03; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to open a California CLASS Investment Account. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, the Board voted to open a California CLASS Investment Account. Motion passed 5-0.

01242024.regular meeting

Final Audit Report

2024-04-17

Created:	2024-04-17
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAECofZNg81yTMG2qMsqZC24DZjWldbHZq

"01242024.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
2024-04-17 - 4:02:18 PM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature
2024-04-17 - 4:02:21 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)
2024-04-17 - 4:40:47 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
Signature Date: 2024-04-17 - 4:44:09 PM GMT - Time Source: server- IP address: 99.155.36.144
-  Agreement completed.
2024-04-17 - 4:44:09 PM GMT