

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

May 27, 2026

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 4:00 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: Unit Chief Jed Wilson
CAL FIRE: Deputy Chief Ryan West, Battalion Chief-Fire Marshal
Patrick Griffin, Battalion Chief Dave Hibdon
Attorney: Kai Ruess

Also present, either in person or via Zoom, were Michelle Dragony, Sean Rose, and Cid
Young.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comment was made.

5. CONSENT CALENDAR

- A. Approval of minutes from April 22, 2026 Board Regular meeting
- B. Approval of Vendor Checks #58194-58279 in the amount of \$432,481.83 dated April 1 to
April 30, 2026.
- C. Approval of Payroll Checks #21330-21331 and DDs in the amount of \$1,074.39 dated
April 1 to April 30 2026 (pay period 3/2026.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.99 dated April 1
to April 30, 2026 (pay period 3/2026.)

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-D 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. Update on Wildfire Prevention, Zone 0

Chief Wilson provided updates on emerging regulations and projects, including one with Manzanita Work in El Granada.

B. Update on Temporary and New Station 44 Projects

Sean Rose gave updates on the two projects. The team is packing June 3rd and moving in June 4th.

7. NEW BUSINESS

A. Resolution No. 2026-04; Calling for the 2026 Board Elections

Kai Ruess introduced the resolution and election process.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve Resolution 2026-04; Resolution of the Board of Directors of the Coastside Fire Protection District Calling and Giving Notice of an Election to be Held on Tuesday, November 3, 2026 for the Election of Three Members of the Board of Directors Representing District C, D, and E:

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

Motion passed 5-0.

B. Resolution No. 2026-05; Updating the District’s Procurement Manual.

Kai Ruess introduced the resolution and procurement manual changes. There was some discussion.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2026-05; A Resolution of the Board of Directors of the Coastside Fire Protection District Adopting an Updated Coastside Fire Protection District Procurement Manual:

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

Motion passed 5-0.

C. Resolution Amending the Agreements with PBK Architects, Inc for Architectural Design Services for the Fire Station 44 Replacement Project.

Kai Ruess introduced the resolution.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to approve Resolution 2026-06; Resolution of the Coastside Fire Protection District Board of Directors Amending the Not-To-Exceed Compensation to be Paid to PBK Architects, Inc. Under the Architectural Design Services Agreement for the Fire Station 44 Replacement Project:

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

Motion passed 5-0.

D. LAFCo Special District Election.

President Burke introduced the election, adding that he supported Kathryn Slater-Carter.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Direct the Board President to Complete Ballot for Selected Candidate (Kathryn Slater-Carter):

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

Motion passed 5-0.

E. Weed Abatement.

Chief Wilson introduced the resolutions.

ON MOTION by Director Sherrill, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2026-07; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisance:

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

Motion passed 5-0.

ON MOTION by Director Hanna, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2026-08; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Deputy Chief to Execute an Agreement with Bay Area Tree Specialists for Weed Abatement Services:

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

Motion passed 5-0.

F. Resolution Authorizing the Amendment of the Contract for Temporary Fire Station #44 Site Improvement Work with Andreini Brothers, Inc. and Increasing the Amount of the Award by \$20,350.

Sean Rose introduced the resolution.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2026-09; A Resolution Authorizing the Amendment of the Contract for Temporary Fire Station #44 Site Improvement Work with Andreini Brothers, Inc. and Increasing the Amount of the Award by \$20,350:

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 summarized the financial information provided in the packet. There was some discussion on various expenditures.

B. Volunteer Committee Report

Director Hanna reported the academy is occurring.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

No report.

H. CERT Report

Director Sherrill reported on CERT happenings.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Chief Griffin reported on office workings.

K. Fire Chief's Report

Chief Wilson gave a short update on District happenings.

Final comments included Director MacKimmie with a request for plaque updates and information about fish release, Director Sherrill with a date of September 19th for the Coastside Safety Fair, and President Burke requesting website changes and updates on Board of Distinction requirements.

9. CORRESPONDENCE

The District received a letter from the County of San Mateo celebrating and thanking Emergency Medical Services agencies for EMS week.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:53 p.m.

Respectfully submitted,

DocuSigned by:

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6/26/2026

Deputy Chief Jed Wilson, 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, the Board voted to approve the Consent Calendar Items A-D as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

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