

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

**June 24, 2020**

**LOCATION:**

Pursuant to Governor Newsom's Executive Order N-29-20,  
the meeting was held by teleconference and Zoom video conference.  
Members of the public were able to participate via Zoom or by phone.  
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 6:05 p.m.

**2. ROLL CALL (All participants were present via Zoom or teleconference call.)**

Directors Present: President Burke, Vice President Cockrell, Secretary Ginny McShane, Director Bruce MacKimmie, and Director Steve Stockman.  
Legal Counsel: Jean Savaree.  
Cal Fire: Chief Ian Larkin.  
Deputy Chief: Jonathan Cox.  
Admin. Secretary: Jean Headley.

**3. PLEDGE OF ALLEGIANCE**

Did not occur.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from the May 27, 2020 Regular Board Meeting.
- B. Approval of new Vendor Checks #50085-50140 in the amount of \$1,783,414.44 dated May 1 to May 31, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$101,200.08 dated May 1 to May 31, 2020.

- D. Approval of Payroll Checks #21104-21108 in the amount of \$577.17, dated May 1 to May 31, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$95.63, dated May 1 to May 31, 2020.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted to approve the Consent Calendar as submitted:

|                         |         |
|-------------------------|---------|
| Secretary McShane       | Aye     |
| Director Stockman       | Aye     |
| Director MacKimmie      | Abstain |
| Vice President Cockrell | Aye     |
| President Burke         | Aye     |

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

## 6. CONTINUING BUSINESS

### A. Adjustment of Board Compensation

Deputy Chief Cox turned this item over to Attorney Jean Savaree.

Attorney Savaree indicated this is the second reading of an ordinance amendment which would increase the Board members' compensation from \$125.00 per meeting to \$167.50, for a maximum of two meetings per month. She introduced the Resolution and summarized the Staff Report.

- a. Public Hearing to Consider Amendment of District Ordinance Setting Compensation for Board Members to Increase Per Meeting Compensation to \$167.50, Not to Exceed Two Meetings a Month for a Maximum Monthly Compensation of \$335.00

President Burke opened the Public Hearing. Hearing no one wishing to speak on this item, he closed the Public Hearing.

- b. Ordinance No. 2020-03 Second Reading and Adoption on June 24, 2020

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to conduct the second reading and adopt Ordinance No. 2020-03, Amendment to Ordinance No. 2015-01, an Ordinance of the Coastside Fire Protection District Setting Compensation for Members of the Coastside Fire Protection District Governing Board, by Increasing the Compensation for the Board from \$125.00 to \$167.50 Per Meeting, Not to Exceed Two Meetings per Month:

|                         |     |
|-------------------------|-----|
| Secretary McShane       | Aye |
| Director Stockman       | Aye |
| Director MacKimmie      | Aye |
| Vice President Cockrell | Aye |
| President Burke         | Aye |

Motion passed 5-0.

- B. Adopt Resolution No. 2020-44, Determining Special Tax Liability for Fiscal Year 2020/21 for Community Facilities District No. 34 (574, 576, 568, 580 Kelly Ave HMB)

Deputy Chief Cox introduced the Resolution.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2020-44, Determining Special Tax Liability for Fiscal Year 2020/21 for Community Facilities District No. 34 (574, 576, 568, 580 Kelly Ave HMB):

|                         |     |
|-------------------------|-----|
| Secretary McShane       | Aye |
| Director Stockman       | Aye |
| Director MacKimmie      | Aye |
| Vice President Cockrell | Aye |
| President Burke         | Aye |

Motion passed 5-0.

- C. Adjustment of Updates to Fees

Deputy Chief Cox turned this item over to Attorney Savaree. She summarized the Staff Report and recommended that the Board introduce the Ordinance and schedule it for a second reading at the July 29, 2020 Board Meeting.

- a. Public Hearing to Consider Amendment of District Ordinance Setting Fees for Service

President Burke opened the Public Hearing. Hearing no one wishing to speak on this item, he closed the Public Hearing.

- b. Introduction and First Reading for Ordinance and Setting Time for Second Reading and Adoption on July 29, 2020

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to introduce Ordinance No.

2020-04, Amending Ordinance No. 2006-01, Amending Rate and Fee Schedule to Increase, Modify and Establish Certain Fees, and schedule it for a second reading at the July 29, 2020 Board meeting:

|                         |     |
|-------------------------|-----|
| Secretary McShane       | Aye |
| Director Stockman       | Aye |
| Director MacKimmie      | Aye |
| Vice President Cockrell | Aye |
| President Burke         | Aye |

Motion passed 5-0.

**7) NEW BUSINESS**

- A. Review and Approve a Resolution to County of San Mateo Declaring Two Seats Open for Election on the District Board of Directors for the 2020-2024 Term

Deputy Chief Cox turned this item over to Attorney Savaree. She summarized the Staff Report.

Discussion occurred between the Board and Staff.

The two Directors whose seats are open are Vice President Cockrell and Director MacKimmie.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2020-47, a Resolution of the Board of Directors of the Coastside Fire Protection District to the County of San Mateo Declaring Two Seats Open for Election on the District Board of Directors for the 2020-2024 Term:

|                         |     |
|-------------------------|-----|
| Secretary McShane       | Aye |
| Director Stockman       | Aye |
| Director MacKimmie      | Aye |
| Vice President Cockrell | Aye |
| President Burke         | Aye |

Motion passed 5-0.

- B. Review and Approve Coastside Fire Protection District Preliminary Budget for Fiscal Year 2020-21

Deputy Chief Cox introduced and discussed the Preliminary Budget and summarized the Staff Report.

a. Public Hearing

President Burke opened the Public Hearing. Hearing no one wishing to speak on this item, he closed the Public Hearing.

President Burke indicated that the Finance Committee met today and approved the Preliminary Budget.

Board discussion occurred.

b. Motion to adopt Preliminary Budget for Fiscal Year 2020-21

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the Preliminary Budget for Fiscal Year 2020-21:

|                         |     |
|-------------------------|-----|
| Secretary McShane       | Aye |
| Director Stockman       | 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 reported the Finance Committee met earlier this evening and reviewed and approved the Preliminary Budget for FY 2020/21. They also went over the spreadsheet that is in the packet, and he pointed out some highlights of that document.

B. Volunteer Liaison Report

Vice President Cockrell reported on the well-attended Zoom meeting. He reported that two volunteers have begun working as Firefighter I for CalFire. They performed election of officers, and they basically kept the same officers. He gave a financial report of the volunteers' bank account.

C. Land and Structures Committee Report

Director Stockman reported they did a walk-through with Deputy Chief Cox, and they identified some potential issues about the possibility of replacing Station 44 on the existing site: 1) the response time of getting

through the neighborhood onto the highway and the danger of entering the highway going northbound, 2) how the existing communications equipment would be affected if we used a different site, and 3) the complications of where to house the personnel and apparatus would go during construction if we used the existing site.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman stated there was a CEAP Zoom meeting in May. The City Manager said they would no longer have the contract for a Coastsides Emergency Coordinator. County OES will still provide service to the Coastsides, but that representation of a specific person to meet the Coastsides' needs will no longer be in next year's budget.

G. Attorney's Report

No report.

H. Fire Chief's Report

Deputy Chief Cox discussed the late Fire Captain Lutz and the effects of losing him.

Deputy Chief Cox said they are still dealing with Covid-19 requirements and have seen an increase of calls due to a lot more visitors to the Coast.

He discussed a head-on collision on Highway One which required the use of fairly extensive extrication and the new heavy rescue vehicle.

He indicated the Prevention Office is still working with the contractor on weed abatement.

He reported that they transferred a Fire Captain who has been in the Fire Prevention Bureau for several years from the San Mateo County side to the Coast and they filled that position with Fire Captain Griffin, and Fire Captain Higdon has been promoted to Battalion Chief.

He reported there is a punch-list walk scheduled with Jeff Katz at the new Station 41.

He indicated they will be getting the permits for the tree work to be done at the old Station 44.

He said that Staff is working on outfitting one of the new staff vehicles and it should be in service soon.

They are scheduling interviews for the SSA position in the administrative office. They are in the process with the Operations Chief position.

He indicated there has been no impact to the Coastside budget with any movement of personnel.

**9) CORRESPONDENCE**

No discussion.

President Burke adjourned the Board into Closed Session at 6:40 p.m. with a moment of prayer and silence in memory of CalFire Captain David Lutz.

**10) CLOSED SESSION**

Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: Lot at California x Etheldore, Parcel Number 037141120  
Agency negotiator: Deputy Chief Jonathan Cox  
Negotiating parties: Joseph Guntren Trust

The Board came back into Open Session at 7:00 p.m.

**11) REPORT ON ACTION TAKEN IN CLOSED SESSION**

Attorney Savaree reported that no action was taken in Closed Session.

**12) ADJOURNMENT**

President Burke adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Ginny McShane, 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 Secretary McShane, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

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