

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

April 22, 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 special meeting of the Board of Directors of the Coastside Fire Protection District at 6:00 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: Kai Reuss, first part of meeting; Jean Savaree last part.
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 February 26, 2020 Regular Board Meeting.
- B. Approval of Vendor Checks #20464-20540 in the amount of \$2,131,008.92 dated February 1 to February 29, 2020.
- C. Approval of electronic payment to CalPERS in the amount of \$101,200.08 dated February 1 to February 29, 2020.

- D. Approval of Payroll Checks #21088-21093 in the amount of \$1,038.94, dated February 1 to February 29, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$172.13, dated February 1 to February 29, 2020.
- F. Approval of Vendor Checks #20541-20601 in the amount of \$4,116,621.00 dated March 1 to March 31, 2020.
- G. Approval of electronic payment to CalPERS in the amount of \$101,200.08 dated March 1 to March 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. Review, Discuss and Approve Weed Abatement Contract

Deputy Chief Cox introduced and explained this item.

a. Public Hearing for Weed Abatement – for property owners having any objections to the proposed removal of such weeds

President Burke opened the Public Hearing.

Secretary McShane said that she received a comment slip from a neighbor who said they are unable to cut their lawn and were afraid the Fire Department would fine them. President Burke indicated that will not happen and Deputy Jonathan Cox concurred.

Hearing no one else wishing to speak on this item, President Burke closed the public hearing.

b. Review Weed Abatement Contract Bids

Two bids were received, and Staff recommends that the Board approve the lowest responsible bidder, Paul McGregor Construction.

- c. Motion to Adopt Resolution 2020-15, Resolution Authorizing the Deputy Chief to Execute a Contract with the Lowest Responsive and Responsible Bidder, Paul McGregor Construction, for Weed Abatement Services

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-15, Resolution Authorizing the Deputy Chief to Execute a Contract with the Lowest Responsive and Responsible Bidder, Paul McGregor Construction, for Weed Abatement Services:

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

Motion passed 5-0.

- B. Review, Discuss and Approve Mobile Equipment Replacement Plan

President Burke asked Deputy Chief Cox to include with this item the discussion of Item D under New Business as they are closely related.

Deputy Chief Cox discussed the 10-year Mobile Equipment Apparatus Replacement Plan and the Staff Report regarding Item 7D, Review, Discuss and Approve Purchase of Replacement of Five (5) Staff Vehicles.

President Burke provided comments on the 10-year Mobile Equipment Apparatus Replacement Plan, and Director Stockman provided comments on the replacement of various support and Staff vehicles.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the replacement of one support utility vehicle, two chief officer vehicles, and two staff vehicles in the amount of \$223,775:

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

Motion passed 5-0.

7) **NEW BUSINESS**

A. Community Facilities District No. 22 (Carnoustie Phase 4, Half Moon Bay)

President Burke provided background on this item.

Deputy Chief Cox introduced and explained this item.

a. Motion to Adopt Resolution No. 2020-11, A Resolution of Annexation of Territory to Community Facilities District No. 22, Authorize the Levy of a Special Tax and Submitting Levy of Special Tax to Qualified Electors

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-11, A Resolution of Annexation of Territory to Community Facilities District No. 22, Authorize the Levy of a Special Tax and Submitting Levy of Special Tax to Qualified Electors:

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

Motion passed 5-0.

b. Motion to Adopt Resolution No. 2020-12, A Resolution Calling for a Special Election for the Annexation of Territory to Community Facilities District No. 22 and the Levy of a Special Tax

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-12, A Resolution Calling for a Special Election for the Annexation of Territory to Community Facilities District No. 22 and the Levy of a Special Tax:

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

Motion passed 5-0.

B. Review and Approve Financial Statements and Independent Auditors Report for the Year Ending June 2019

Deputy Chief Cox introduced this item, summarized the Staff Report, and recommended adoption of the Resolution accepting the Audited Financial Statements dated June 30, 2019 from Harshwal & Company, LLP.

President Burke provided comments.

Some Board discussion occurred.

a. Adopt Resolution No. 2020-13, A Resolution Accepting the June 13, 2019 Audited Financial Statements from Harshwal & Company LLP

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously to Adopt Resolution No. 2020-13, A Resolution Accepting the June 13, 2019 Audited Financial Statements from Harshwal & Company LLP:

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

Motion passed 5-0.

C. Review and Discuss Updated PTM 18/19 Benefit Assessment Tax Revenue

Deputy Chief Cox discussed the Point Montara Benefit Assessment issue.

President Burke provided comments.

Director Stockman asked if Staff in the future could help the Board and the public better understand the District's funding as it relates to secured and unsecured property taxes and how it is divided into different sections.

D. Review, Discuss and Approve Purchase of Replacement of Five (5) Staff Vehicles

This item was discussed previously in tonight's meeting with Item 6B.

E. Review, Discuss and Approve an Agreement for Professional Services for Auditor Services

Deputy Chief Cox summarized the Staff Report, introduced the Resolution, recommended continuing to use Harshwal & Company LLP for the next two years and that the Board adopt the Resolution.

President Burke provided comments.

a. Adopt Resolution No. 2020-14, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Professional Services with Harshwal & Company LLP for Auditor Services

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-14, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Professional Services with Harshwal & Company LLP for Auditor Services:

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

Motion passed 5-0.

F. Review and Discuss Proposed Seven Year Operating Plan

Deputy Chief Cox discussed all the work that was done to come up with the 7-Year Operating Plan, and he thanked Directors MacKimmie and Stockman for all their help. He discussed several aspects of the plan.

President Burke provided comments and thanked Deputy Chief Cox and Directors MacKimmie and Stockman for the excellent report. He asked Deputy Chief Cox to check the vision, mission, and core values because he does not think they are the current ones.

Directors MacKimmie and Stockman both thanked Deputy Chief Cox for his work on the 7-year plan.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board voted unanimously to approve the 7-Year Operating Plan:

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

Motion passed 5-0.

G. Review, Discuss and Approve an Agreement for Professional Services to Record Public Board Meetings

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

Discussion occurred between the Board and Deputy Chief Cox.

a. Adopt Resolution No. 2020-16, Approving an Agreement for Professional Services with Pacifica Community Television, Inc.

ON MOTION by Vice President Cockrell, seconded by Secretary McShane, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-16, A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Professional Services with Pacifica Community Television, Inc., and Authorizing the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District:

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 there was no Finance Committee meeting. He discussed some items on the spreadsheet.

B. Volunteer Liaison Report

Vice President Cockrell reported there was no meeting, therefore no report.

C. Land and Structures Committee Report

Director Stockman said there is no report at this time.

Director MacKimmie said he has been driving by and things are moving forward.

Director Stockman initiated a discussion about ways to use the undeveloped triangular spot where the construction trailer used to be. Chief Larkin indicated there may be a problem with the County if we make changes to the plans. He indicated that we should discuss this with Jeff Katz.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman thanked Chief Cosgrave for posting updates of the District's actions and encouraging new CERT members about their participation during the isolation.

G. Attorney's Report

Attorney Jean Savaree is now present, having arrived late due to another meeting. She thanked the Station 41 contractor for his work and cooperation despite a potential issue with the County about whether the Station 41 building is essential services.

I. Fire Chief's Report

Deputy Chief Cox updated the Board on measures taking place by our firefighters to reduce the risk of infection.

Deputy Chief Cox said they have experienced a 22% reduction in call volume, which is consistent across the county. However, the calls that we are responding to are significant.

Deputy Chief Cox reported that Battalion Chief Ken Lord as well as other Battalion Chiefs and Fire Captains have been in the County EOC for the

past six weeks or so, supporting the Health Department and the EMS system in coordinating with the Fire Service.

Deputy Chief Cox discussed the issue of landscaping versus vegetation management during the Covid-19 crisis.

Deputy Chief Cox indicated that during the Covid-19 crisis, our firefighters are training in the unit which would otherwise have been done at the state site.

Deputy Chief Cox reported that we have gotten notice that we will be receiving our District of Transparency Award very shortly, and we will next apply for the District of Distinction Award.

As to hiring, Deputy Chief Cox indicated they will be interviewing 19 candidates for Battalion Chief positions. They will be reaching out through the hiring process for the Operations Division Chief, and also have submitted the paperwork for Staff Services Analyst position.

As to the new Station 41, Deputy Chief Cox reported that AT&T was there, and Staff is working to get Comcast there. He also discussed the furniture, fixtures and equipment and the difficulty in obtaining these items during the shut-down across the country. They are working on the Fire Station Alerting System which are being installed.

Deputy Chief Cox reported that as a result of receiving the volunteer firefighter grant earlier this year, the equipment has been purchased and delivered and will be distributed to the volunteer firefighters.

So as not to get feedback from turning on both microphones, Deputy Chief Cox said that Chief Larkin asked him to report that the Level II staffing for CalFire, which is the state staffing that occurs, has occurred. That means that we now have three Type 3 state wildland engines in the county, Pescadero, Sky Londa and Belmont. The final stage will be adding a fourth engine closer to the summer months in anticipation of the upcoming fire season.

In response to an inquiry from President Burke, Deputy Chief Cox indicated that the CalFire contract will be available next month. It is now with Legal, and the Operating Plan that was discussed earlier tonight will be added.

Vice President Cockrell asked if we have any known Covid-19 cases within the District. Deputy Chief Cox responded that firefighters are

going on calls that present potentially as Covid-19, but due to HIPAA restrictions, he is unable to provide any details.

Director Stockman asked if the Covid-19 crisis has had any effect on staffing in terms of overtime or people not being able to come to work. Deputy Chief Cox responded that since they have had to cancel all non-essential training, and since no one is able to fly or go on cruise ships for vacation, overtime has been reduced because of the reduced need to hire replacement for firefighter undergoing training, and people have returned their requests for vacation.

Director MacKimmie signed off at 6:55 p.m. because he has to call in for another Board meeting.

President Burke discussed the February and March PARS statements.

9) CORRESPONDENCE

A. Letter from Dream Machines

President Burke referred to the letter from Chad Hooker, Chair of the Pacific Coast Dream Machines.

10) ADJOURNMENT

President Burke adjourned the meeting at 6:58 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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