

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

**December 15, 2021**

**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 5:01 p.m.

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

Directors Present: President Gary Burke, Vice President J. B. Cockrell,  
Director Steve Stockman, and Director Cynthia Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Fire Chief Nate Armstrong.  
Battalion Chief/Fire Marshal Gary Silva.  
Attorney: Kai Ruess.  
Admin. Secretary: Melissa Cardinale.

Also on the Zoom call was Michelle Dragony.

Director Bruce MacKimmie arrived on the call at 5:05 p.m.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of minutes from October 27, 2021 Regular Board meeting.
- B. Approval of Vendor Checks #51312-51380 in the amount of \$135,338.06 dated October 1 to October 31, 2021.

- C. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated October 1 to October 31, 2021.
- D. Approval of Payroll Checks #21172-21175 and DD in the amount of \$1,373.51, dated October 1 to October 31, 2021 (pay period 9/2021.)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$249.33, dated October 1 to October 31, 2021.
- F. Approval of Vendor Checks #51381-51435 in the amount of \$146,404.42 dated November 1 to November 30, 2021
- G. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated November 1 to November 30, 2021.
- H. Approval of Payroll Checks #21176-21178 and DD in the amount of \$610.70, dated November 1 to November 30, 2021 (pay period 10/2021.)
- I. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$110.58, dated November 1 to November 30, 2021.
- J. Approval of Payroll Checks #21179-21181 and DD in the amount of \$1,172.50, dated November 1 to November 30, 2021 (pay period 11/2021.).
- K. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$89.71, dated November 1 to November 30, 2021.

Director MacKimmie was not on the call for this item.

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

Director Sherrill	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director MacKimmie absent at the time of roll call.

President Burke asked to move on to Item 7(A) first before moving on to other agenda items. There was no objection by the Board to this request.

## 7. NEW BUSINESS

- A. Election of Board Officers
- B. Selection of Board Committee Members – Board President
- C. Selection of Volunteer Liaison – Board President
- D. Selection of California Special District Association Liaison – Board President
- E. Selection of ALS JPA Liaison – Board President
- F. Selection of FDAC Liaison – Board President
- G. Selection of Emergency Preparedness Liaison – Board President

Director Burke indicated that for Items 7 (B)-(G), he would like to make a motion to keep the same Board members assigned to the committees they are on now and the same Board liaisons as they are currently appointed, and, if at any point in the future, a Board member can request to change or form a new committee.

Board discussion occurred. Director Stockman indicated for the overall health of the Board, and future Boards, this may be a bad practice but he was okay with keeping the appointments as they are now given the items to be discussed in the upcoming year. President Burke asked the Board to request that this item be placed on a future agenda for further discussion if they would like to revisit these appointments at any time.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to keep the Board Committee Members and Committee Liaisons as currently appointed:

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

Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board elected Gary Burke to be Board President for 2022:

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

Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board elected J. B. Cockrell to be Board Vice President for 2022:

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

Motion passed 5-0.

Lacking a motion for nomination of a new Secretary, Deputy Chief Jonathan Cox will remain as Board Secretary for 2022.

**6. CONTINUING BUSINESS**

A. Vegetation Management

1. Notice to Destroy Vegetation

Deputy Chief Jonathan Cox indicated there were additional parcels added for removal of weeds and other vegetation in the El Granada area, that the removal must be completed by December or the District would take action to remove the vegetation, and funds would be recovered through the tax roll.

2. Public Hearing for property owners having any objections to the proposed removal of such vegetation

President Burke opened and closed the public hearing at 5:15 p.m.

Vice President Cockrell indicated that the notice stated the meeting would be starting at 6:00 p.m. and the meeting time was changed to 5:00 p.m.

Attorney Kai Ruess suggested the Board take action on this item, with the understanding that at 6:00 p.m., if anyone from the public joins the meeting, the item would be reopened, and public comment would be accepted.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously, after hearing no objections by members of the public, that if the vegetation is not removed by the property owners by December 31, 2021, the District will remove the hazard at the property owners' expense:

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

Motion passed 5-0.

B. Awarding of Vegetation Abatement Contractor

Deputy Chief Jonathan Cox summarized the Staff Report, indicated that the Board gave direction to publish a public notice inviting bids for the abatement process of lots, and that no bids were received. Deputy Chief Jonathan Cox recommended that the Board enter into a contract with Bay Area Tree Specialists who have been working on projects along the coast and have the capacity and expertise to perform vegetation abatement.

Board discussion occurred. Director Stockman asked Deputy Chief Jonathan Cox if Bay Area Tree Specialists are willing to enter into a contract with the District. Deputy Chief Jonathan Cox indicated that he spoke with the owner and they are willing and able to enter into a contract to perform this work.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to award the vegetation abatement contractor to Bay Area Tree Specialists:

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

Motion passed 5-0.

C. Review and Discuss Proposal for updated CAL FIRE Fiscal Sheets to increase Fire Marshal's Office Staffing Levels within the Coastside Fire Protection District's Cooperative Fire Protection Contract

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

Board discussion occurred. President Burke thanked staff for the detailed report and indicated the need for hiring a fulltime Deputy Fire Marshal and considering hiring a fulltime Fire Marshal at a later date. Questions for staff by several members of the Board included if the cost of the Deputy Fire Marshal could be recoverable through fees and if staff is asking for this position to be added.

In response to the Board's questions, Battalion Chief/Fire Marshal Gary Silva indicated staff has indicated the need for additional staffing. They are using a lot of the County fire positions to help keep up with the workload. He suggests maybe using engines to help with business

inspections which occur annually. Some can be conducted bi-annually, and this would help eliminate some of the workload. The contract would need to be amended to include this modification.

Deputy Chief Jonathan Cox indicated that the fees partially offset the cost of the employee, but not the full salary. There are a lot of hours and projects that are not billable.

President Burke suggested the Board vote on adding a Deputy Fire Marshal, asking staff to do additional research on if an additional Deputy is needed in the future or a fulltime Fire Marshal, and answering the question of how much of the cost of the Deputy is recoverable through fees.

Director Sherrill asked for clarification on the four positions originally discussed. One was approved in November, one position at this meeting, and she asked when the remaining two positions would be discussed.

President Burke indicated the Board would review one position in January, and possibly both.

1. Adopt Resolution No. 2021-59; Accepting updated CAL FIRE Fiscal Sheets to increase Fire Marshal's Office Staffing Levels within the Coastside Fire Protection District's Cooperative Fire Protection Contract

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-59; Accepting updated CAL FIRE Fiscal Sheets to increase Fire Marshal's Office Staffing Levels within the Coastside Fire Protection District's Cooperative Fire Protection Contract:

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

Motion passed 5-0.

7. **NEW BUSINESS**

- H. Review, Discuss and Adopt a Resolution finding that meetings of the Board of Directors via Teleconferencing Protect against the ongoing and Imminent Health and Safety Risks Posed by Covid-19

Attorney Kai Ruess summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

Board discussion occurred. Vice President Cockrell indicated he was in favor of keeping the meetings virtual until we get a handle on the variants of COVID-19. President Burke agreed and indicated trying to do something different at this point is maybe futile.

1. Adopt Resolution No. 2021-56; Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e).

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-56; Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e):

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

Motion passed 5-0.

- I. Review, Discuss and Adopt a Resolution Approving a Settlement Agreement with D.L. Falk Construction, Inc.

Attorney Kai Ruess summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution.

1. Adopt Resolution No. 2021-57; Resolution Approving a Settlement Agreement with D.L. Falk Construction, Inc. to Settle All Claims Related to the Station 41 Project, Authorizing a Budget Amendment, and Authorizing Final Payment in the Amount of \$440,000.00.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-57; Resolution Approving a Settlement Agreement with D.L. Falk Construction, Inc. to Settle All Claims Related to the Station 41 Project, Authorizing a Budget Amendment, and Authorizing Final Payment in the Amount of \$440,000.00:

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

Motion passed 5-0.

- J. Review, Discuss and Adopt a Resolution Approving the Settlement Agreement and Release with Prospective Plaintiffs

Attorney Kai Ruess summarized the Staff Report, introduced the Resolution, and recommended adoption of the Resolution. He indicated that the prospective plaintiffs could be entitled to over \$30,000, and staff was able to work with their counsels to keep the reimbursement payment at \$7,000.

Board discussion occurred. Vice President Cockrell asked if the prospective plaintiffs initially billed the District for \$30,000. Attorney Kai Ruess indicated they did not, and the parties came up with the itemization that is attached to the agreement in the staff report.

1. Adopt Resolution No. 2021-58; Resolution Approving the Settlement Agreement and Release with Prospective Plaintiffs Represented by Melo and Sarsfield, LLP.

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-58; Resolution Approving the Settlement Agreement and Release with Prospective Plaintiffs Represented by Melo and Sarsfield, LLP:



Director Sherrill	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 referred to the spreadsheets in the packet, analysis of the PARS fund for the third quarter, and the PARS report for the month of October. He further discussed the two reports from CalPERS which were included in the packet and whether the Board could consider buying out or paying off the agreements. One is for the CalPERS Miscellaneous Plan for the administrative individuals who used to work for the District. The second one is for the CalPERS Safety Plan for the safety employees. The District has a lot of reserves. The priority is what the District can/can't do with Station 44. The Board should discuss hiring someone to go through these various items again and try to give the Board some data as to what the alternatives are.

Deputy Chief Jonathan Cox indicated he has talked to a consultant who has some really good ideas. He highly recommends that the Board consider getting an assessment from the consultant, especially before discussions for a new fire station occur. This will be added to a future agenda for discussion.

### **B. Volunteer Committee Report**

Vice President Cockrell indicated he has attended two volunteer meetings since the last Board meeting and discussed the changes and items the Board has acted on recently. They discussed the training issues going on and the fact that they have been working with the County Events Center to help with the vaccination clinic. They talked about the vegetation fire by Smith Field and the volunteers who responded to that incident. He pointed out that the offices of the District have been reopened, so long as people are masked. He discussed the vegetation management program and how it will be a more robust program. He indicated that one of our Coastside volunteers got hired at Menlo Park. The last academy will come off of probation in June.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Stockman updated the Board on the El Granada Wildfire Resiliency Program. He indicated he and Director Sherrill will keep updating the Board each month. The contract was awarded to Panorama Environmental with subcontractors and consultants, Vibrant Planet and Prometheus Consulting. As a local company, they are the most positioned one to do this type of report. They invited San Mateo Resource Conservation District (RCD) to the Vegetation Management Committee's last meeting to explain the intention of this program. Director Stockman spoke briefly about the question on acting with civility as this process moves forward and the options for creating a policy that helps guide the Committee and the District, and helps define our culture for the Board that would apply to outside Board meetings.

Director Sherrill also voiced her concerns about a civility policy.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

Director Stockman indicated there was no meeting last month.

Director Sherrill indicated that the biggest recent exercise was during the storms and the homeless who refused to accept services. They helped change their mind about staying under the bridge and people survived the storm.

I. CERT Report

Director Sherrill indicated that 29 new CERTs just graduated and we have more than 318 CERTs for Coastside. The 2022 calendar is on the website and it includes spring and fall basic training classes. They are now shifting from hybrid classes and will be offering a parallel track to take in person or online classes.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox referred to the Statistics Report. There are no current COVID cases within the District personnel. There are no operational impacts at this point. We will be starting to test employees weekly in the near future and that program is being developed as a state employment system out of Sacramento.

There will be another meeting for the Countywide Fuel Reduction Task Force with Supervisors Horsley and Canepa coming up.

The process for implementing new cloud-based pre-plan software is continuing.

A meeting was held with AMR who is the EMS transport provider for San Mateo County. Like most public service and private agencies, they are experiencing a shortage of paramedics which has had some impacts on their operations. Due to the pandemic, programs were put on hold for two years and we are seeing repercussions on that now.

Operations: A car went over the side of the road south of Devil's Slide. Two major storms have come through and both have required additional resources. The volunteers were a huge asset for those events.

Training: Low Angle Rope Rescue and AutoX were completed. The Command 2D Fire Prevention Command Class is being taught at Station 40.

Prevention: There has been an increased workload and we are working on the citation process with the DA's office about how we take issues forward, should they get to the citation level.

Facilities: Station 40's conference room window was replaced because it was not keeping a seal. The fire alarm panel and smoke detectors were replaced as well. The system is now on Bay Alarm.

Apparatus: The Equipment Committee will be going to Wisconsin in February for two new engines. The new Battalion Chief vehicles should be in service in the next few months. Getting the parts has been a challenge.

Two vehicle accidents occurred this month. Engine 40's bumper scraped a post going into an incident. One of the Battalion Chief's was rear ended while going to a training class in his old vehicle. It will need to be repaired but it is still operational and there were no injuries.

Volunteers: This is the first year with the new handbook that included the stipend for when volunteers respond on a certain number of calls and attend training. They can receive up to \$600 per year to compensate for the fuel. Checks were issued this month and the collective amount was less than \$1,400 in reimbursement for those incidental costs.

Grants: An order has been put in for procuring radios. The window for receiving them is another 6 months and the deadline should be met.

The District has received the final boundaries from the consultant to audit the District boundaries. They were auditing what parcels were in the District. There are very minor changes, basically adding a half a parcel and removing a half a parcel. The final map has been approved and printed and will be in the District's lobby in the near future. In speaking with Redistricting Partners and Attorney Kai Ruess, the plan is for the Board to have five public meetings between now and April 13, 2022. This will require one additional special meeting in January and the April meeting will be moved from the fourth Wednesday to the second Wednesday.

Fire Chief Nate Armstrong indicated that he has been meeting everyone and is trying to get up to speed on things.

Attorney Kai Ruess indicated the tentative dates for the special meetings for districting are January 12, 2022 and April 13, 2022. He also noted that the time of the meeting was 6:30 p.m., no other members of the public joined the meeting, and no additional action was needed on Item 6A.

## **9. CORRESPONDENCE**

None.

**10. ADJOURNMENT**

President Burke adjourned the Board into Closed Session at 6:30 p.m.

**11. CLOSED SESSION**

- A. Conference to Real Property Negotiators Property: 501 Stetson, Moss Beach; APN 037-063-380; Agency negotiator: Jonathan Cox and Jean B. Savaree; Under negotiation: Price and terms of sale.


**12. ACTION TAKEN IN CLOSED SESSION**

The Board came back into Open Session at 6:53 p.m. and no action was taken in Closed Session.

**13. ADJOURNMENT**

President Burke adjourned the meeting at 6:53 p.m.

Respectfully submitted,

  
Jonathan Cox (Feb 9, 2022 15:05 PST)

Feb 9, 2022

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 Stockman, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie absent at the time of roll call.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to keep the Board Committee Members and Committee Liaisons as currently appointed. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by Roll Call Vote, the Board elected Gary Burke to be Board President for 2022. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by Roll Call Vote, the Board elected J. B. Cockrell to be Board Vice President for 2022. Motion passed 5-0.

Lacking a motion for nomination of a new Secretary, Deputy Chief Jonathan Cox will remain as Board Secretary for 2022.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously, after hearing no objections by members of the public, that if the vegetation is not removed by the property owners by December 31, 2021, the District will remove the hazard at the property owners' expense. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Sherrill, by Roll Call Vote, the Board voted unanimously to award the vegetation abatement contractor to Bay Area Tree Specialists. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-59; Accepting updated CAL FIRE Fiscal Sheets to increase Fire Marshal's Office Staffing Levels within the Coastside Fire Protection District's Cooperative Fire Protection Contract. Motion passed 5-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-56; Resolution of the Coastside Fire Protection District Board of Directors Finding that Meetings of the Board of Directors via Teleconference Protects Against the Ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all such Meetings will Continue to be by Teleconference Pursuant to California Government Code Section 54953(e). Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-57; Resolution Approving a Settlement Agreement with D.L. Falk Construction, Inc. to Settle All Claims

Related to the Station 41 Project, Authorizing a Budget Amendment, and Authorizing Final Payment in the Amount of \$440,000.00. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director Sherrill, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-58; Resolution Approving the Settlement Agreement and Release with Prospective Plaintiffs Represented by Melo and Sarsfield, LLP. Motion passed 5-0.

# 12152021.regular meeting minutes

Final Audit Report

2022-02-09

Created:	2022-02-09
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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## "12152021.regular meeting minutes" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)  
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-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature  
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-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
Signature Date: 2022-02-09 - 11:05:17 PM GMT - Time Source: server- IP address: 24.5.189.172
-  Agreement completed.  
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