

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

October 27, 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 regular meeting of the Board of Directors of the Coastside Fire Protection District at 6:02 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 Bruce MacKimmie, and Director Cynthia Sherrill.
Directors Absent: Director Steve Stockman.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Ian Larkin.
Battalion Chief/Fire Marshal Gary Silva.
Attorney: Kai Ruess.
Admin. Secretary: Jean Headley.

Also on the Zoom call were Sheena Sidhu, Nate Armstrong (replacement to Ian Larkin effective November 5, 2021), Susan Casey, Graesson Berbano, Michelle Dragony, and Melissa Cardinale.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

Sheena Sidhu with San Mateo Resource Conservation District introduced herself as the Program Manager for the District. They provide several programs of wildlife enhancement, water, climate, and agriculture. She is hoping that the Conservation District can do more engagement with the community.

5. CONSENT CALENDAR

- A. Approval of minutes from September 22, 2021 Regular Board meeting.
- B. Approval of Vendor Checks #51246-51311 in the amount of \$308,709.59 dated September 1 to September 30, 2021.
- C. Approval of electronic payment to CalPERS in the amount of \$116,043.91, dated September 1 to September 30, 2021.
- D. Approval of Payroll Checks #21168-21171 and DD in the amount of \$1,082.80, dated September 1 to September 30, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$179.42, dated September 1 to September 30, 2021.

Director MacKimmie recused himself from the Consent Calendar.

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

Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0-1, with Director MacKimmie having recused himself.

6. CONTINUING BUSINESS

A. Update to Fee Ordinance

Attorney Ruess discussed that this is the second reading to add the service charge associated with credit card actions in order for the District to recover costs.

1. 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.

2. Second Reading

3. Adopt Ordinance No. 2021-01; An Ordinance of the Board of Directors for the Coastside Fire Protection District Amending Rate and Fee Schedule to Recover Transaction Fees Associated with Electronic Payments Received by the District

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Ordinance No. 2021-01; An Ordinance of the Board of Directors for the Coastside Fire Protection District Amending Rate and Fee Schedule to Recover Transaction Fees Associated with Electronic Payments Received by the District:

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

Motion passed 4-0.

- B. Consider and Approve a Resolution Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances Following a Public Hearing on Objections and Protests

Deputy Chief Jonathan Cox indicated this is a follow-up to last month's Vegetation Committee's request to add 15 parcels for removal of hazardous vegetation.

1. Public Hearing shall be conducted by the Board of Directors to hear and consider all objections or protests, if any, to the proposed abatement of the public nuisance.

President Burke opened the Public Hearing.

Graesson Berbano asked if this was a one-time removal, if it would always be the same 15 parcels, or if other lots would be included in successive years.

Deputy Chief Jonathan Cox indicated that this will be added to next year's tax roll and then in 2023, there is a high likelihood that these lots will be included on the annual vegetation for mowing. The vegetation management plan will be expanded over two years.

Hearing no additional members of the public wishing to speak on this item, President Burke closed the Public Hearing.

2. Adopt Resolution No. 2021-51; 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 Nuisances

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-51; 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 Nuisances:

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

Motion passed 4-0.

C. Weed Abatement

1. Authorization to Advertise for Weed Abatement Contractor Bids

Deputy Chief Jonathan Cox advised that this action would allow the Fire Chief to find a contractor to perform the weed abatement work consisting of chipping and clearing brush. Deputy Chief Jonathan Cox asked for Board authorization to advertise for bids.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to authorize Deputy Chief Jonathan Cox to advertise for weed abatement contractor bids:

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

Motion passed 4-0.

D. Review, Discuss and Approve an Agreement for On-Call Architectural and Engineering Services

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

1. Adopt Resolution No. 2021-53; Awarding an On-Call Architectural and Engineering Services Contract to SVA Architects, Inc. and Authorizing the Execution of an Agreement for Professional Services

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-53; Awarding an On-Call Architectural and Engineering Services Contract to SVA Architects, Inc. and Authorizing the Execution of an Agreement for Professional Services:

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

Motion passed 4-0.

7. NEW BUSINESS

- A. Review and Discuss Proposal for Updated CAL FIRE Fiscal Sheets to Increase Staffing Levels within the Coastside Fire Protection District's Cooperative Fire Protection Contract

Deputy Chief Jonathan Cox summarized the Staff Report and recommended increasing the staffing levels from 35.7 FTE to 38.7 FTE.

President Burke provided extensive comments and made some changes to the proposed Resolution.

Vice President Cockrell, Director Sherrill, and Deputy Chief Jonathan Cox also provided comments.

1. Adopt Resolution No. 2021-55; Accepting Updated CAL FIRE Fiscal Sheets to Increase 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 Amend Resolution 2021-55, to approve a fulltime Apparatus Engineer, and to amend the other three changes that are recommended separately in the near future with the Fire Marshal's office getting priority:

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

Motion passed 4-0.

B. Contract with Melissa Cardinale to Act as Board Clerk Responsible to Prepare Board Meeting

Deputy Chief Jonathan Cox summarized the Staff Report, introduced, and discussed directing staff to take a professional services contract to Melissa Cardinale, to act as Board Clerk responsible to prepare Board meeting minutes, beginning with the next Board meeting.

1. Adopt Resolution No. 2021-50; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing an Agreement for Professional Services with Melissa Cardinale and Authorizing the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-50; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing an Agreement for Professional Services with Melissa Cardinale and Authorizing the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District:

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

Motion passed 4-0.

C. Proclamation Chief Larkin

President Burke read the Proclamation to Chief Larkin thanking him for his service during his tenure as Fire Chief.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call vote, the Board voted unanimously to pass the Proclamation for Chief Larkin by acclamation and roll call vote:

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

Motion passed 4-0.

Fire Chief Ian Larkin thanked the board for their support and said it has been a true honor to serve for the Coastside Fire Protection District.

D. Review, Discuss and Approve Documents Recommended for Destruction in Accordance with Districts Records Retention Policy Staff Report

Deputy Chief Jonathan Cox summarized the Staff Report and recommended that the Board approve the destruction of the listed documents.

1. Adopt Resolution No. 2021-54; A Resolution Authorizing the Destruction of Certain Fire District Records.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call vote, the Board voted unanimously to adopt Resolution No. 2021-54; A Resolution Authorizing the Destruction of Certain Fire District Records:

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

Motion passed 4-0.

E. Review, Discuss and Approve updated Memorandum of Agreement between the Space Launch Delta 30 and Coastside Fire Protection District for Fire Protection Support at Pillar Point Air Force Station

Chief Cox summarized the Memorandum of Agreement between Space Launch Delta 30 and Coastside Fire Protection District for Fire Protection Support at the Pillar Point Air Force Station.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call vote, the Board voted unanimously to approve updated Memorandum of

Agreement between the Space Launch Delta 30 and Coastside Fire Protection District for Fire Protection Support at Pillar Point Air Force Station:

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

Motion passed 4-0.

- F. 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 Ruess summarized the Staff Report and introduced the Resolution.

Board discussion occurred with Attorney Ruess. President Burke asked Legal to come back to the next meeting with choices of the type of meeting to have.

1. Adopt Resolution No. 2021-52; 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. 2021-52; 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 MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke referred to the spreadsheet in the packet, analysis of the PARS fund for the third quarter, and the PARS report for the month of September.

B. Volunteer Committee Report

No report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Sherrill thanked staff for moving the Committee's requests forward.

E. Special Districts Association (SMCO Chapter) Liaison Report

President Burke and Director Sherrill attended the conference in Lake Tahoe two weeks ago. They thought it was a good refresher course.

Director Sherrill said it was a good conference for a new Director to attend.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness Liaison Report

No report.

I. CERT Report

Director Sherrill talked about the Great Coastside Shakeout where 424 people participated, and it was a great success. November 6th will be the last CERT Basic training for the year.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox referred to the Statistics Report.

The District has had several COVID cases, but they didn't affect operations. The ALS JPA Supervisor and some field staff have been assisting with the mass vaccination site at the San Mateo County Fairgrounds.

The evacuation/emergency mailer that arrived in mailboxes was a result of one the actions on the Vegetation Management Action Plan. Fire danger rating sign has been ordered for El Granada and should be installed as soon as it arrives to be able to share information with the public when there is high fire danger.

Participation in the Countywide Fuel Reduction Task Force with Supervisors Horsley and Canepa is still continuing. Measure J funds are going towards vegetation management along Highway 35.

The process for implementing new cloud-based pre-plan software has started.

Interviews for the Relief Battalion Chief's position have been conducted and an offer should be made any day now.

Chief Cosgrave has been working with the Department of Emergency Management on evacuation planning on the Coastside.

Operations: Had a fire out on the bluffs which didn't burn much but was a concern. During the storm, volunteer firefighters came in and relieved paid crews to take care of less emergency issues.

Prevention: high number of plans continues and the Fire Marshal is still working with County Counsel, Kai Ruess and Jean Savaree on what the citation process looks like in the Fire Code for violations in the District.

Facilities: New pump and tank have been installed at Station 44. Working through a defect on one of the parts. Plan to replace some of the carpeting in the front entryway of Station 44 where there is high traffic.

Apparatus: two new Battalion Chief vehicles will be operational soon. Parts are backordered.

Working on procurement process for volunteer radio grants awarded by the State.

Deputy Chief Jonathan Cox reminded the Board of the 9:00 event tomorrow morning for Chief Larkin.

Chief Larkin said we will continue to maintain staffing levels as appropriate for the fire season, with a caveat that we do have some employees that will need to be laid off due to timing of the season. We are not comfortable reducing until we get more rain.

Vice President Cockrell thanked everyone for their hard work.

9. CORRESPONDENCE

None.

10. ADJOURNMENT

President Burke adjourned the Board into Closed Session at 7:22 p.m.

11. CLOSED SESSION

- A. Conference with Legal Counsel - Anticipated Litigation [Government Code §54956.9(d)(2)]: One Case.


12. ACTION TAKEN IN CLOSED SESSION

The Board came back into Open Session at 7:37 p.m. and no action was taken in Closed Session.

13. ADJOURNMENT

President Burke adjourned the meeting at 7:37 p.m.

Respectfully submitted,



[Jonathan Cox \(Dec 16, 2021 13:36 PST\)](#)
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

Director MacKimmie had questions regarding some checks in the Consent Calendar. President Burke asked Director MacKimmie to communicate with Deputy Chief Jonathan Cox about his questions by email.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0-1, with Director MacKimmie recusing himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to adopt Ordinance No. 2021-01; An Ordinance of the Board of Directors for the Coastside Fire Protection District Amending Rate and Fee Schedule to Recover Transaction Fees Associated with Electronic Payments Received by the District. Motion passed 4-0.

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Final Audit Report

2021-12-16

Created:	2021-12-16
By:	Michele Ortiz (mortiz@coastsidefire.org)
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-  Document created by Michele Ortiz (mortiz@coastsidefire.org)
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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)
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