

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

**October 27, 2021
6:00 p.m.**

LOCATION

Pursuant to Governor Newsom's Executive Order N-29-20, the meeting will be held by teleconference or video conference only. On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on March 31, 2020; the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the Board meeting room is no longer open to the public for meetings of the Coastside Fire Protection District Board of Directors. Members may participate in the meeting via the Zoom application, or by phone.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/82936695041>

Join Zoom Meeting By Phone at:

+1(669) 900-6833

Meeting ID: 829 3669 5041

Any request for reasonable accommodation should be addressed to Michele Ortiz at mortiz@coastsidefire.org

AGENDA ([Tab #1](#))

1. **OPEN SESSION** – 6:00 pm
2. **ROLL CALL**
President Burke, Vice President Cockrell, Director MacKimmie, Director Stockman, Director Sherrill
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
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.](#)

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6. CONTINUING BUSINESS

- A. Update to Fee Ordinance – Chief Cox ([Tab #2](#))
 - 1. Public Hearing to Consider Amendment of District Ordinance Setting Fees for Service.
 - 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
- 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 - Chief Cox ([Tab #3](#))
 - 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.
 - 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
- C. Weed Abatement
 - 1. Authorization to Advertise for Weed Abatement Contractor Bids – Chief Cox ([Tab #4](#))
- D. Review, Discuss and Approve an Agreement for On-Call Architectural and Engineering Services.– Chief Cox ([Tab #5](#))
 - 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

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 – Chief Cox ([Tab #6](#))
 - 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
- B. Contract with Melissa Cardinale to Act as Board Clerk Responsible to Prepare Board Meeting - Chief Cox ([Tab #7](#))
 - 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
- C. Proclamation Chief Larkin – Chief Cox ([Tab #8](#))
- D. Review, Discuss and Approve Documents Recommended for Destruction in Accordance with Districts Records Retention Policy Staff Report – Chief Cox ([Tab #9](#))
 - 1. Adopt Resolution No. 2021-54; A Resolution Authorizing the Destruction of Certain Fire District Records.
- 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 ([Tab #10](#))

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- 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 – Chief Cox (**Tab #11**)
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)

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report – Dir. Burke (**Tab #12**)
- [FY21-22 September Revenue](#)
 - [FY21-22 September Expenses](#)
 - [FY21-22 September Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell
- C. Land and Structures Committee Report - Dir. Cockrell, Dir. MacKimmie
- D. Vegetation Management Committee Report – Dir. Stockman
- E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Burke
- F. ALS JPA Liaison Report– Dir. Burke
- G. FDAC Liaison Report – Dir. Burke
- H. Emergency Preparedness Liaison Report – Dir. Stockman
- I. CERT Report – Dir. Sherrill
- J. Attorney's Report – Attorney Jean Savaree
- K. Fire Chief's Report - Chief Cox (**Tab #13**)
- [September Statistics](#)
 - [PARS Monthly Statement to 9/1/21 to 9/30/21](#)

9. CORRESPONDENCE – Chief Cox (**Tab #14**)

10. ADJOURNMENT

11. CLOSED SESSION

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

Note: Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection at the Administration Office front counter located at 1191 Main Street, Half Moon Bay, California, during normal business hours.

Oral Communications Procedures: This portion of the meeting has been allocated for public comments concerning items on the agenda for this meeting. If a member of the public wishes to defer comment until the item comes up on the agenda, the Board should be so advised during Oral Communications. In such event, the Board may permit public comment to be taken following the staff presentation of the item. The amount of time allotted for public comment shall be subject to reasonable limitations established by the Board.

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Access for the Disabled

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Fire Chief at least 1 working day before the meeting at phone number (650) 726-5213. Notification in advance of the meeting will enable the District make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Jonathan Cox, Deputy Chief

Posted: October 22, 2021