

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

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**PUBLIC MEETING NOTICE & AGENDA**

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**January 24, 2024  
4:00 p.m.**

**LOCATION:** Fire Station 40, 1191 Main Street, Half Moon Bay, CA 94019

**TELECONFERENCE LINK:** <https://us02web.zoom.us/j/87418487303>

**PHONE LINK:** Dial +1 (669) 900-6833 Meeting ID: 874 1848 7303

**PUBLIC COMMENT:** Members of the public that wish to attend and/or participate in the meeting may do so in person, by joining the virtual link or by using the phone link.

- For members of the public using Zoom, if you would like to make public comment use the “Raise Hand” feature.
- For members of the public using the phone link, if you would like to make public comment press \*9 to raise your hand.

You may also submit any public comments by email to [cfpdadmin@fire.ca.gov](mailto:cfpdadmin@fire.ca.gov) up to one hour before the start of the meeting.

**REASONABLE ACCOMODATION:** Any request for reasonable accommodation should be addressed to Michele Ortiz at [mortiz@coastsidefire.org](mailto:mortiz@coastsidefire.org)

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**AGENDA ([Tab #1](#))**

1. **OPEN SESSION** – 4:00 pm
2. **ROLL CALL**  
President Burke, Vice President Cockrell, Director MacKimmie, Director Sherrill, Director Hanna
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**  
This portion of the meeting has been allocated for public comments. 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 this time. 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.
5. **CONSENT CALENDAR (Tab #)**
  - A. [Approval of minutes from September 27, 2023 Board Regular meeting](#)
  - B. [Approval of minutes from October 25, 2023 Board Regular meeting](#)
  - C. [Approval of minutes from November 15, 2023 Board Special meeting](#)
  - D. [Approval of Vendor Checks #55408-55500 in the amount of \\$209,632.61 dated November 1, 2023 to November 30, 2023](#)
  - E. [Approval of Payroll Checks #21257-21259 & DDs in the amount of \\$1,074.40 dated November 1 to November 30, 2023 \(pay period 10/2023.\)](#)

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- F. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$177.98, dated November 1 to November 30, 2023 \(pay period 10/2023.\)](#)
- G. [Approval of Vendor Checks #56106-56177 in the amount of \\$2,233,917.64 dated December 1 to December 31, 2023 \(Checks #56100-56105 for testing\)](#)
- H. [Approval of Payroll Checks #21260-21262 & DDs in the amount of \\$1,253.47 dated December 1 to December 31, 2023 \(pay period 11/2023.\)](#)
- I. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$207.64 dated December 1 to December 31, 2023 \(pay period 11/2023.\)](#)

**6. CONTINUING BUSINESS**

- A. Review and Discuss Mid-Year Operating Plan Deliverables ([Tab# 2](#)) – Chief Cox

**7. NEW BUSINESS**

- A. Election of Board Officers – President Burke
- B. Selection of Board Committee Members – Board President
- C. Selection of California Special District Association Liaison – Board President
- D. Selection of ALS JPA Liaison – Board President
- E. Selection of Emergency Preparedness Liaison – Board President
- F. Selection of CERT Liaison – Board President
- G. Award Contract to P.J. Spray Foam Insulation for Fire Station 40 Apparatus Bay Insulation Replacement Services in amount not to exceed \$178,500 ([Tab# 3](#)) – Chief Cox
- H. Consider for Approval a Resolution of Intention to Amendment Contract with CalPERS ([Tab# 4](#)) – Jean Savaree
  - 1. Adopt Resolution of Intention No. 2024-01; Resolution of Intention to Approve an Amendment to Contract Between Coastside Fire Protection District and the Board of Administration California Public Employees’ Retirement System.
- I. Consider for Approval a Resolution Authorizing Receipt of 2023 Mandatory Fire Inspections ([Tab# 5](#)) – Chief Cox
  - 1. Adopt Resolution No. 2024-02; Resolution of the Coastside Fire Protection District Board of Directors Acknowledging Receipt of the Fire Chief’s Report Regarding the Inspection of Certain Occupancies Required to be Inspected Annually Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.
- J. Review, Discuss and Approve GASB 75 Roll-Forward Valuation Prepared by: Total Compensation Systems, Inc., Date: December 13, 2023 ([Tab# 6](#)) – Chief Cox
- K. Consider for Approval a Resolution Declaring Seasonal Weeds a Public Nuisance ([Tab# 7](#)) – Chief Cox
  - 1. Adopt Resolution No. 2024-03; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance
- L. Review and Discuss 2023 Annual Community Report ([Tab# 8](#)) - Chief Cox
- M. Review, Discuss and Approve updates to Board Policy Manual – Chief Cox ([Tab# 9](#))
  - 1. Adopt Resolution 2024-04; A Resolution of the District Board of Coastside Fire Protection District Amending the Board Policy Manual.

**8. BOARD OF DIRECTORS AND CHIEFS’ REPORTS**

- A. Finance Committee Report – Dir. Burke, Dir. Cockrell ([Tab# 10](#))
  - [FY23/24 October Revenue](#)

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- [FY23/24 October Expenses](#)
- [FY23/24 October Reserves/Assets](#)
- [FY23/24 November Revenue](#)
- [FY23/24 November Expenses](#)
- [FY23/24 November Reserves/Assets](#)
- [FY23/24 December Revenue](#)
- [FY23/24 December Expenses](#)
- [FY23/24 December Reserves/Assets](#)

- B. Volunteer Committee Report – Dir. Cockrell, Dir. Hanna
- C. Land and Structures Committee Report - Dir. MacKimmie, Dir. Sherrill
- D. Vegetation Management Committee Report – Dir. Cockrell, Dir. Hanna
- E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Hanna
- F. ALS JPA Liaison Report– Dir. Burke
- G. Emergency Preparedness Liaison Report – Department of Emergency Management
- H. CERT Report – Dir. Sherrill
- I. Attorney’s Report – Attorney Jean Savaree
- J. Fire Marshals Report – Chief Griffin
- K. Fire Chief’s Report - Chief Cox (**Tab# 11**)
  - [October, November and December 2023 Statistics](#)
  - [PARS Monthly Statement for 10/1/2023 to 10/31/2023](#)
  - [PARS Monthly Statement for 11/1/2023 to 11/20/2023](#)
  - [PARS Monthly Statement for 12/1/2023 to 12/31/2023](#)

**9. CORRESPONDENCE**

- A. CFPD Response to Midcoast Community Council (**Tab# 12**)

**10. ADJOURNMENT**

**11. CLOSED SESSION**

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code 54956.9  
Property: 531 Obispo Road, El Granada, CA  
Agency Negotiator: Jonathan Cox, Deputy Chief  
Negotiating Parties: Coastside Fire Protection District and County of San Mateo  
Under Negotiation: Terms and Price for Potential Lease of Property
- B. CONFERENCE WITH LEGAL COUNSEL-Anticipated Litigation One Case Government Code Section 54956.9

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.

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

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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: January 19, 2024