

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

**September 23, 2020  
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

<https://us02web.zoom.us/j/89207618154>

Dial by Phone:

1 (669) 900-6833

Meeting ID: 892 0761 8154

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

**AGENDA (Tab #1)**

- 1. OPEN SESSION – 6:00 pm**
- 2. ROLL CALL**  
President Burke, Vice President Cockrell, Secretary McShane, Director MacKimmie, Director Stockman
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**
- 5. CONSENT CALENDAR**
  - A. [Approval of minutes from July 22, 2020 Regular Board meeting.](#)
  - B. [Approval of new Vendor Checks #50214 - 50296 in the amount of \\$229,762.09 dated July 1 to July 31, 2020.](#)
  - C. [Approval of electronic payment to CalPERS in the amount of \\$112,526.63 dated July 1 to July 31, 2020.](#)
  - D. [Approval of Payroll Checks #21114 - 21118 in the amount of \\$808.04, dated July 1 to July 31, 2020.](#)
  - E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$133.90, dated July 1 to July 31, 2020.
  - F. [Approval of new Vendor Checks #50297 - 50355 in the amount of \\$214,670.14 dated August 1 to August 31, 2020.](#)
  - G. [Approval of electronic payment to CalPERS in the amount of \\$112,526.63 dated August 1 to August 31, 2020.](#)
- 6. CONTINUING BUSINESS**

**COASTSIDE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
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- A. Review, Discuss and Approve Fiscal Year 2020/2021 Final Budget – Chief Cox (**Tab #2**)
  - a. Public Hearing for Fiscal Year 2020/2021 Final Budget
  - b. Motion to Adopt Fiscal Year 2020/2021 Final Budget
- B. Review, Discuss and Approve an Agreement for Commercial Appraisal Services – Chief Cox (**Tab #3**)
  - a. Adopt Resolution No. 2020-55; Awarding an Appraisal Services Contract to Fabbro, Moore & Associates, Inc. and Authorizing the Execution of an Agreement for Professional Services

**7. NEW BUSINESS**

- A. Motion to Adopt Resolution No. 2020-49 Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and specifying the Individuals Authorized to Order Deposits and Withdrawals – Chief Cox (**Tab #4**)
- B. Review and Approve Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Dated July 31, 2020 for Valuation and Measurement Date June 30, 2019 – Chief Cox (**Tab #5**)
  - a. Adopt Resolution No. 2020-54; Resolution Accepting July 31, 2020 Actuarial Study of Retiree Health Liabilities Under GASB 74/75 Prepared by Total Compensation Systems, Inc.
- C. Review and Approve Staff Report and Adopt Associated Resolutions related to Volunteer Fire Assistance Grant - Chief Cox (**Tab #6**)
  - a. Adopt Resolution No. 2020-50; Approving the Agreement (7FG20025) with the California Department of Forestry and Fire Protection for the ward during the term of this agreement under the Volunteer Fire Assistance Program and authorized the Fire Chief of the Coastside Fire Protection District to execute said agreement.
  - b. Adopt Resolution No. 2020-51; Accepting Unanticipated Revenue in the amount of \$9,095.05 from the California Department of Forestry and Fire Protection , Volunteer Fire Assistance Grant Program.
- D. Review, Discuss and Approve the Surplus of Equipment (**Tab #7**)
  - a. Adopt Resolution No. 2020-52; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Donation of a Surplus Mechanics Repair Utility Truck to the Washington Volunteer Fire Department
- E. Motion to Adopt Resolution No. 2020-53 Resolution Authorizing an Agreement for Professional Services with Dannis Woliver Kelley, a Professional Corporation, and Authorizing the Board President to Execute the Agreement on Behalf of the Coastside Fire Protection District (**Tab #8**)

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

- A. Finance Committee Report – Dir. Burke, Dir. McShane (**Tab #9**)
  - \* [FY1920 June Revenue](#)
  - \* [FY1920 June Expenses](#)
  - \* [FY1920 June Reserve/Assets](#)
  - \* [FY2021 July/ August Revenue](#)
  - \* [FY2021 July / August Expenses](#)
  - \* [FY2021 July / August Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell
- C. Land and Structures Committee Report - Dir. Cockrell, Dir. Stockman
- D. Special Districts Association (SMCO Chapter) - Dir. MacKimmie
- E. ALS/JPA – Dir. MacKimmie
- F. Emergency Preparedness – Dir. Stockman
- G. Attorney's Report – Attorney Jean Savaree
- H. Fire Chief's Report - Chief Cox (**Tab #10**)
  - \* [July / August Statistics](#)

**COASTSIDE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
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\* [PARS Monthly Statement 7/1/20 to 7/31/20](#)

\* [PARS Monthly Statement 8/1/20 to 8/31/20](#)

**9. CORRESPONDENCE**

A. Various thank you letters ([Tab #11](#))

**10. ADJOURNMENT**

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.

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: September 18, 2020