

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

**March 22, 2023**

**LOCATION:**

Pursuant to Resolution No. 2023-01,  
the meeting was held as a hybrid meeting with attendance both in person at Fire Station  
40, 1191 Main Street, Half Moon Bay, CA 94019, and via Zoom.  
Members of the public were able to participate in person or via Zoom.  
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 4:00 p.m.

**2. ROLL CALL**

Directors Present: President Gary Burke, Vice President J. B. Cockrell,  
Director Bruce MacKimmie, Director Patrick Hanna, and  
Director Cynthia Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Battalion Chief/Fire Marshal Patrick Griffin, Division  
Chief Gary Silva, and Fire Captain Tyler Sturm.  
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Sid Young and David Cosgrave.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of minutes from January 25, 2023 Board meeting.
- B. Approval of minutes from December 14, 2022 Special Board meeting at 4pm
- C. Approval of Vendor Checks #52528-52597 in the amount of \$194,710.37 dated February 1, 2023 to February 28, 2023.

- D. Approval of Payroll Checks #21231-21233 & DDs in the amount of \$1,546.85 dated February 1 to February 28, 2023 (pay period 1/2023.)
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$256.30, dated February 1 to February 28, 2023 (pay period 1/2023.)

Director MacKimmie recused himself from the Consent Calendar Items A-E.

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-E as submitted:

Director Hanna	Aye
Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Director MacKimmie having recused himself.

## 6. NEW BUSINESS

- A. Review, Discuss and take Action to extend for the years 2024 and 2025 the recent agreement for the Coastside Fire Protection District to provide a presence and services at no cost to the “Coastside Dream Machines” annual charitable event.

President Burke presented the agenda item.

No Board discussion.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to extend for the years 2024 and 2025 the recent agreement for the Coastside Fire Protection District to provide a presence and services at no cost to the “Coastside Dream Machines” annual charitable event:

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

Motion passed 5-0.

B. Review, Discuss and take Action to vote for Coastside Fire Protection District choice to fill the vacant seat on the Local Agency Formation Commission (LAFCO) Board of Directors.

President Burke presented the agenda item. He has received a request from Virginia Chang-Hurley to fill this vacancy.

Board discussion occurred. Director Hanna asked who has served in the past.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to appoint Virginia Chang-Hurley to fill the vacant seat on the Local Agency Formation Commission (LAFCO) Board of Directors:

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

Motion passed 5-0.

C. Review and Approve Resolution No. 2023-07 Authorizing Participation in and Amended and Restated Joint Exercise of Powers Agreement of the Fire Risk Management Services Joint Powers Authority.

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

Board discussion occurred.

1. Adopt Resolution No. 2023-07; Resolution of the Coastside Fire Protection District Authorizing Participation in and Approving the Amended and Restated Joint Exercise of Powers Agreement of the Fire Risk Management Services Joint Powers Authority

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-07; Resolution of the Coastside Fire Protection District Authorizing Participation in and Approving the Amended and Restated Joint Exercise of Powers Agreement of the Fire Risk Management Services Joint Powers Authority:

Director Hanna	Aye
Director Sherrill	Aye
Director MacKimmie	Aye

Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

D. Weed Abatement.

Deputy Chief Jonathan Cox indicated this is a request for the Board to authorize the Chief to advertise for weed abatement contractor bids.

No Board discussion.

1. Authorization to advertise for Weed Abatement Contractor bids

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to authorize advertisement for Weed Abatement Contractor bids:

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

Motion passed 5-0.

E. Review, Discuss and Approve Resolution No. 2023-08 Approving the Terms of the Updated Lease Agreement with American Medical Response West for Zone 5.

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

Board discussion occurred. Director Sherrill spoke about ambulances assigned to the coastside.

Public comments were made by Sid Young about pre-planning for incidents and ambulance coverages during large events and heavy traffic. Deputy Chief Jonathan Cox stated there is usually a requirement for medical standby for large events.

1. Adopt Resolution No. 2023-08; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving the Terms of the Updated Lease Agreement with American Medical Response West for Zone 5 Ambulance Crew Housing and Posing

Facilities at Fire Station # 40 and Authorizing the Board President to Execute the Agreement on behalf of the Coastside Fire Protection District

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2023-08; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving the Terms of the Updated Lease Agreement with American Medical Response West for Zone 5 Ambulance Crew Housing and Posing Facilities at Fire Station # 40 and Authorizing the Board President to Execute the Agreement on behalf of the Coastside Fire Protection District:

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

Motion passed 5-0.

- F. Review and Discuss Ordinance 2020-03 an Ordinance of the Coastside Fire Protection District setting Compensation for Members of the Coastside Fire Protection District Governing Board.

Director Hanna asked if the Board was interested in increasing compensation for coverage of meetings per month from 2 to 4.

Board discussion occurred. President Burke asked if there is a limit on the total dollar amount of compensation per month. Attorney Jean Savaree spoke about the number of meetings per month and the rate of compensation. Director Sherrill asked for clarification on two meetings on the same day and if they only count as one meeting. Attorney Jean Savaree said the Board had established that would count as one meeting. President Burke asked that staff provide background information on this item for the next Board meeting.

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

- A. Finance Committee Report

President Burke indicated the Finance Committee met and discussed the PARS account and spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Vice President Cockrell spoke about the recent meeting and the discussion of ID cards and training sessions. Director Hanna also spoke about the training sessions and paramedic training. He said there would be interest in assisting with the Dream Machines event. Battalion Chief Gary Silva stated the volunteers have been very helpful in the community over the last few months.

C. Land and Structures Committee Report

Director MacKimmie spoke about the site survey of the affordable property parcel. Director Sherrill asked that the committee be invited to meetings for upcoming projects. Discussion occurred about affordable housing parcels.

D. Vegetation Management Committee Report

Vice President Cockrell and Director Hanna had a meeting with Deputy Chief Jonathan Cox to discuss the Vegetation Management Program.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna attended the leadership conference for first time attendees. He said quite a few fire districts were there. He learned a lot from the sessions and trainings. He also attended the FBAC Association's conference.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Dave Cosgrave advised the Disaster Preparedness Day will be held on August 5, 2023 in San Mateo. They are going to try to focus on home hardening and defense for firewise communities and low-cost readiness. They are still in disaster recovery mode from the December-January storms. The County declared an emergency declaration for the March storms.

H. CERT Report

Director Sherrill indicated Coastside CERT has 35 new CERT's. They now have 395 CERT's and are the largest program on the Peninsula. She

thanked the District for its support. They will be having an event on April 22, 2023 regarding earthquakes and wildfires.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Deputy Chief \_\_\_\_ Sterm provided statistics for the month. The vegetation abatement program is underway and weed abatement letters have been mailed out. Their office has been assisting with staffing the EOC and engines.

K. Fire Chief's Report

Deputy Fire Chief Jonathan Cox indicated they finally received the Deputy Fire Marshal's vehicle.

Regarding the shooting, the individuals who responded were acknowledged at the Half Moon Bay City Council meeting. He will be meeting with the County to discuss CAD system, applications to be used with CAD, etc.

Regarding management, they had 13 all hands meetings to discuss issues.

Regarding operations, 41 calls were processed through DOC during the recent storms.

Regarding training, the company officer services is continuing. A combined active shooting training is scheduled for supervisors next week.

Regarding apparatus, the two new Pierce engines have arrived. Engine 40 is done and at the Alameda County Public Works receiving its final inspection.

**9. ADJOURNMENT**


President Burke adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Deputy Chief Jonathan Cox, Secretary

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Jonathan Fox (Apr 27, 2023 07:58 PDT)

Apr 27, 2023

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 Sherrill, the Board voted to approve the Consent Calendar Items A-E as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, the Board voted unanimously to extend for the years 2024 and 2025 the recent agreement for the Coastside Fire Protection District to provide a presence and services at no cost to the “Coastside Dream Machines” annual charitable event. Motion passed 5-0.

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ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted unanimously to adopt Resolution No. 2023-08; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving the Terms of the Updated Lease Agreement with American Medical Response West for Zone 5 Ambulance Crew Housing and Posing Facilities at Fire Station # 40 and Authorizing the Board President to Execute the Agreement on behalf of the Coastside Fire Protection District. Motion passed 5-0.

# 03222023.regular meeting

Final Audit Report

2023-04-27

Created:	2023-04-27
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
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-  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  
2023-04-27 - 2:56:30 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
2023-04-27 - 2:58:12 PM GMT- IP address: 104.28.123.91
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
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-  Agreement completed.  
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