

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

May 26, 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

Division Chief Dave Cosgrave facilitated the Zoom meeting until Deputy Chief Cox arrives.

President Burke called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 6:01 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 Steve Stockman.
Cal Fire: Chief Ian Larkin.
Division Chief: Dave Cosgrave.
Attorney: Jean Savaree.
Admin. Secretary: Jean Headley.

Deputy Chief Jonathan Cox is attending another meeting and will be here when that meeting is over. (He arrived at 6:50 p.m.)

Jill Grant and Carlyle (Sid) Young are present via Zoom.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

Jill Grant, a newly elected member to the Mid Coast Council Committee, spoke as a private citizen regarding the new Station 41 lighting issue. President Burke informed the Board that an amendment has been approved by the County regarding the new lighting system at Station 41.

Carlyle (Sid) Young commented on the upcoming candidate interviews.

5. CONSENT CALENDAR

- A. Approval of minutes from April 28, 2021 Regular Board Meeting.
- B. Approval of new Vendor Checks #50878-50958 in the amount of \$187,416.94 dated April 1 to April 30, 2021.
- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated April 1 to April 30, 2021.
- D. Approval of Payroll Checks #21153-21155 in the amount of \$773.43, dated April 1 to April 30, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$128.15, dated April 1 to April 30, 2021.

Director MacKimmie recused himself from the Consent Calendar.

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

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

6. CONTINUING BUSINESS

- A. Update on Vegetation Management Committee Action Plan

Director Stockman discussed Zoom workshops and read a list of items that have been accomplished that he and Deputy Chief Cox prepared.

- B. Approve a Letter of Support for San Mateo County Board of Supervisor Fuel Reduction Efforts in Accordance with District Vegetation Management Action Plan

President Burke introduced this item, and Director Stockman provided comments on the letter.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to submit the letter as presented:

Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

C. Interviews of Applicants to Fill Vacancy on Board Created by Director McShane's Resignation Effective April 15, 2021

Attorney Jean Savaree explained the process to interview and appoint a new Director or call for a special election to fill the remainder of the term of Ginny McShane's seat on the Board, which expires on November 22, 2021. Six interviews are scheduled for this evening.

Each of the following applicants made a brief statement as to why he or she wish to serve on the Board. The applicants who gave statements are:

Cynthia Sherrill of Half Moon Bay
Jim Williams of Frenchman's Creek
Karen Allanson of El Granada
Michael Akana of Half Moon Bay
Roy Salume of El Granada

Gopi Mattel of El Granada had submitted an application but did not speak.

President Burke thanked the applicants for their time.

Board discussion occurred.

Vice President Cockrell nominated Cynthia Sherrill to be appointed to fill the remaining term of Director Ginny McShane. Director MacKimmie seconded the nomination. There were no further nominations.

1. Adopt a Resolution No. 2021-13 of the District Board of Coastside Fire Protection District Appointing a New Board Member to the Coastside Fire Protection District Board of Directors to Fill the Vacancy Created by the Resignation of Director McShane

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously Adopt Resolution No. 2021-13 of the District Board of Coastside Fire Protection District Appointing a New Board Member, Cynthia Sherrill, to the Coastside Fire Protection District Board of Directors to Fill the Vacancy Created by the Resignation of Director McShane:

Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0.

Attorney Jean Savaree administered the Oath of Office to Cynthia Sherrill.

President Burke and Attorney Savaree told Director Sherrill that she could now participate in voting for the remainder of this meeting if she wishes.

D. Adopt a Proclamation Honoring Ginny McShane for her Service on the Board of Directors

President Burke read aloud the Proclamation Honoring Ginny McShane for her service on the Board of Directors.

Vice President Cockrell said this can be shown as carried by proclamation.

Division Chief Cosgrave showed a plaque that was made for Ginny McShane.

Deputy Chief Jonathan Cox arrived at 6:50 p.m.

7. NEW BUSINESS

A. Weed Abatement

Deputy Chief Cox summarized the Staff Report.

1. Public Hearing for Weed Abatement – for property owners having any objections to the proposed removal of such weeds

President Burke opened the Public Hearing. Hearing no one wishing to speak on this item, he closed the Public Hearing.

2. Motion to Adopt Resolution No. 2021-12, 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 Nuisance

Deputy Chief Cox introduced the Resolution and recommended adoption of the Resolution.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously Adopt Resolution No. 2021-12, 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 Nuisance:

Secretary Sherrill	Aye
Director Stockman	Aye

Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

B. Review and Approve Recommendation to Award a Contract for two (2) Type-1 Fire Engines to Golden State Fire Apparatus, Inc. in an Amount Not to Exceed \$1,673,645.34

Deputy Chief Cox summarized the Staff Report and recommended awarding the contract to Golden State Fire Apparatus, Inc. He responded to questions and comments from the Board.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to Award a Contract for two (2) Type-1 Fire Engines to Golden State Fire Apparatus, Inc. in an Amount Not to Exceed \$1,673,645.34:

Secretary Sherrill	Abstain
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-0-1, with Secretary Sherrill abstaining.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke referred to the financial spreadsheets. He indicated that all revenues and expenses are on schedule.

He reported that he and Vice President Cockrell and Deputy Chief Cox had two Zoom meetings in the past month regarding how to address the unfunded liability with CalPERS.

He also discussed the PARS report.

B. Volunteer Liaison Report

Vice President Cockrell indicated that the volunteers did not have a meeting this month, but the treasurer updated him on their financial status.

Vice President Cockrell said that one volunteer attended the truck academy.

C. Land and Structures Committee Report

President Burke said he spoke to Deputy Chief Cox and asked if he would engage with the committee to outline an action plan for Station 44.

D. Vegetation Management Committee

Director Stockman reported his Zoom attendance at the County Fire Safe meeting. He indicated that Deputy Chief Cox gave a great presentation on Zone Haven.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA

President Burke said he participated in a lengthy JPA Zoom meeting. There was a change in leadership, and a new budget for the year was adopted or JPA. Dispatchers within the District was discussed.

Chief Ian Larson provided comments regarding First Responder Units.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness

Director Stockman reported the CEAP meeting included a presentation by Harrison Steins of the County Health Department. The structure and politics of the Harbor District were discussed. Director Stockman stated that CERTS 3 and 4 continue to add to their numbers. He said that the Office of Emergency Services discussed VOADs, Volunteer Organizations and Disasters.

I. Attorney's Report

No report.

J. Fire Chief's Report

Deputy Chief Cox reported that the firefighters continue to take COVID precautions.

He indicated that the new Staff Service Analyst, Christopher Spradley, is fully operational.

He reported that he and Chief Sampson have been meeting regarding Vegetation/Fuel Management.

Interviews are being conducted for the split-funded position of Battalion Chief. No offer has yet been made.

Staff is in the process of redesigning the wildfire prevention flyer.

There was a drowning off the coast in Pescadero last weekend by the Pigeon Point Lighthouse.

The two-week truck academy has been completed where 16 students completed truck operations.

There will be rope rescue technician training this week at Station 40.

He reported the Volunteer Academy should be done in June.

He reported that cloud-based software is now in place. They continue to receive a large volume of new construction or tenant improvement plans in the Fire Prevention Office.

The Firenet 6 group are moving voter machines from old Station 41 to new Station 41.

The new Utility 40 vehicle is now in service at Station 40, and the old Utility 40 vehicle will be surplus.

The new Training 10 vehicle and the new Battalion Chief vehicles are still being outfitted and will come online soon.

Staff submitted a new grant application for radios for the volunteers.

He reported that Chief Lord is in the process of implementing the County Fire Drone Grant, which includes training for Coastside firefighters. He said we will ultimately have seven drones and seven operators.

Chief Larkin reported that Chief Lord is going to full peak staffing on June 1.

Deputy Chief Cox forwarded information to new Director Cynthia Sherrill so that she can participate in the upcoming Closed Session.

9. CORRESPONDENCE

None.

10. ADJOURNMENT

President Burke adjourned the regular meeting at 7:37 p.m. in memory of Tim Moran, a former Half Moon Bay Fire Captain and former member of the District Board of Directors, who passed away two weeks ago.

President Burke adjourned the Board into Closed Session at 7:37 p.m.

11. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation [Government Code §54956.9(d)(2)]: Three Cases

12. REPORT ON ACTION TAKEN IN CLOSED SESSION

President Burke brought the Board back into Open Session at 8:07 p.m. Attorney Jean Savaree reported that no action was taken in Closed Session.

13. ADJOURNMENT

President Burke adjourned the meeting at 8:07 p.m.

Respectfully submitted,



Gary Burke, President
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 Stockman, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0-1, with Director MacKimmie having recused himself.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to submit the letter of support for San Mateo County Board of Supervisor Fuel Reduction Efforts in Accordance with District Vegetation Management Action Plan as presented. Motion passed 4-0.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously Adopt Resolution No. 2021-13 of the District Board of Coastside Fire Protection District Appointing a New Board Member, Cynthia Sherrill, to the Coastside Fire Protection District Board of Directors to Fill the Vacancy Created by the Resignation of Director McShane. Motion passed 4-0.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to Award a Contract for two (2) Type-1 Fire Engines to Golden State Fire Apparatus, Inc. in an Amount Not to Exceed \$1,673,645.34. Motion passed 4-0-1, with Secretary Sherrill abstaining.

President Burke said he spoke to Deputy Chief Cox and asked if he would engage with the Land and Structures Committee to outline an action plan for Station 44.