

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

January 26, 2022

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

President Burke called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 6:02 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, Director Steve Stockman, and
Director Cynthia Sherrill.
Board Secretary: Deputy Chief Jonathan Cox.
Cal Fire: Fire Chief Nate Armstrong,
Battalion Chief/Fire Marshal Gary Silva.
Attorney: Jean Savaree.
Admin. Secretary: Melissa Cardinale.

Also on the Zoom call were Joe Armenta from Redistricting Partners, and Michelle Dragony.

Director Bruce MacKimmie joined the meeting at 6:10 p.m.

3. PLEDGE OF ALLEGIANCE

Led by President Burke.

4. PUBLIC COMMENT

No public comment.

5. CONSENT CALENDAR

A. Approval of minutes from December 15, 2021 Special Board meeting.

- B. Approval of Vendor Checks #51436-51527 in the amount of \$107,705.59 dated December 1, 2021 to December 31, 2021.
- C. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated December 1 to December 31, 2021.

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

Director Sherrill	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-1, with Director MacKimmie not having joined the meeting at time of vote.

6. CONTINUING BUSINESS

- A. Consider for Approval a Resolution Authorizing Receipt of 2021 Mandatory Fire Inspections.

Deputy Chief Jonathan Cox summarized the annual report regarding inspections.

- 1. Adopt Resolution 2022-01; Authorizing Receipt of Report Made by The Fire Chief Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspection in Such Occupancies.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2022-01; Authorizing Receipt of Report Made by The Fire Chief Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspection in Such Occupancies:

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

Motion passed 4-1, with Director MacKimmie not having joined the meeting at time of vote.

B. Redistricting the District

Deputy Chief Jonathan Cox indicated this is the second of five public hearings in the redistricting process.

1. Public Hearing on District Map Drawing: Presentation From Redistricting Partners and Hearing to Receive Input from the Community Regarding the Coastside Fire Protection District's Transition From an "At-Large" to a "By-District" Election System and Alignment of District Lines.

Joe Armenta with Redistricting Partners presented a review of the redistricting process. The presentation is on the District's website under Coastside Fire Protection District Redistricting Process. A draft map meeting will be held on February 23, a second draft map meeting on March 23, and adoption of maps on April 13. He asked for Board direction as to what priorities should be in the draft maps. At the February meeting, the Board will receive three draft maps for review and comment. The Board should give feedback on the draft maps and select one or two to move forward. In March, the Board will review the draft maps with changes from the February meeting and should select one map to move forward to a vote. In April, a final vote will be taken on the map.

Board discussion occurred. President Burke asked if the Board will have draft maps before the February meeting and in the Board packet. Vice President Cockrell indicated his understanding is the redistricting process is mandatory and the District has no choice on this process. Director Stockman indicated he has some ideas or thoughts on how to make the division and how it should overlay over districts and city government, but he will hold those suggestions until the maps are presented.

Mr. Armenta indicated the map will show districts at large and every smaller district for full detail. The redistricting is part of the California Voting Rights Act. The District may have received a letter about this.

The Public Comment Period opened and closed at 6:21 p.m.

C. Review and Discuss Mid-Year Deliverables.

Deputy Chief Jonathan Cox reviewed the mid-year update for 21-22 Fiscal Year and the document has been revised with all of the deliverables for this fiscal year. A lot of them are either in progress, completed, or partially

completed. There are a number of things that COVID is not allowing them to do which they had planned including public facing, open houses, and members of the public to interact with firefighters.

Board discussion occurred. Vice President Cockrell asked for clarification on the goal for chute and arrival times. Director Stockman asked for an update on getting a CEOC up and running.

Deputy Chief Jonathan Cox indicated the response time is included because the District is a member of the ALS JPA and they require them to stay within that response time for a first on scene paramedic response. Chief Cosgrave has filled the gap of the CEOC with disaster management and CERT. He got the center up during the CZU complex and put in a base station radio. Chief Cosgrave has a lot of additional ideas as to how he wants to build that out further.

D. Review and Discuss Proposal for Updated CAL FIRE Fiscal Sheets to increase Chief Officer Staffing Levels within Coastside Fire Protection District's Cooperative Fire Protection Contract.

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

Board discussion occurred. President Burke indicated this position is needed and necessary and would improve the efficiency of the District and response times. From a financial point of view, this does not present any problem for the District and we have the funds to support this upgrade.

1. Adopt Resolution No. 2022-02; Accepting updated CAL FIRE Fiscal Sheets to increase Chief Officer Staffing Levels within Coastside Fire Protection District's Cooperative Fire Protection Contract.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-02; Accepting updated CAL FIRE Fiscal Sheets to increase Chief Officer Staffing Levels within Coastside Fire Protection District's Cooperative Fire Protection Contract:

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

Motion passed 5-0.

7. NEW BUSINESS

- A. Review, Discuss and Authorize Fire Chief to Execute Professional Services Agreement with Urban Futures for Pension Advisory Services in Amount Not-To-Exceed \$15,000.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended entering into an agreement with Urban Futures. The contract amount falls within the Fire Chief's authority for executing, but because of the subject matter, it is important for the Board to review.

Board discussion occurred. President Burke indicated the Finance Committee met with the owner of Urban Futures. There is an obligation on the District to make sure we completely fund the retirees. Approving the study does not say we are going to do anything. We will have a report in the future that will give us all the details and the alternatives that we might look at. The meeting with Urban Futures was very enlightening. Mr. Moreno will give general information that is helpful for the Board to better understand working with CalPERS in terms of how they operate their results, what they charge, when our obligation ends, etc. Part of our fiduciary responsibility to better understand it and see if there is a better way to reduce payments and make it more efficient in dealing with CalPERS. Vice President Cockrell found Mr. Moreno to be the easiest to understand and his ability to present the information in a quick fashion was the best he's seen. Director Stockman indicated it would be helpful if in his report, he can show some comparisons with other like agencies.

President Burke indicated Mr. Moreno will meet with the Board and we can ask questions or discuss things that might arise from the report.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Authorize Fire Chief to Execute Professional Services Agreement with Urban Futures for Pension Advisory Services in Amount Not-To-Exceed \$15,000:

Director 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 Purchase three (3) Unmanned Aerial Systems and Accessories in an Amount not to Exceed \$101,115.00.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended purchasing three unmanned aerial systems. This would be the first time in the District's history that we would have authorized and licensed UAS pilots.

Board discussion occurred. Director Stockman likes the idea of standardization, and working at a state and county level with a policy on how to use the drones. He asked if the Sheriff's Office is going to have their own drone system or cross over the alliance with Coastside Fire. We should have a clear policy that the District doesn't get pulled into that gray area of multiagency use. Director Stockman also asked how many units would the entire CZU team have and if the drones become part of the tools and equipment budget. Director MacKimmie questioned the need for three drones. He thinks we only need one to get our feet wet and explore our options from there on out.

Deputy Chief Jonathan Cox indicated the Sheriff's Office does have a UAS drone program. Purchasing these drones will mean the District needs to update significant policies and decide how do we keep video footage and set privacy rules. The idea of purchasing three drones is that there would be one at each station. The County is trying to roll out seven drones from Pescadero, to Highlands, to Cordilleras, and in between. Purchasing the equipment is the easy part. The hard part is to get people trained and proficient on their hours and flight skills. We may start off with three training staff having the drones so they can establish the program and train the different companies and operators. The idea is if enough people are certified and maintain their credentials, drones can be used on an engine. The drones will be included in the tools and equipment budget because of the price per unit.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Purchase three (3) Unmanned Aerial Systems and Accessories in an Amount not to Exceed \$101,115.00:

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

Motion passed 5-0.

C. Review, Discuss and Authorize Fire Chief to Execute a Professional Services Agreement with Landscape Reflections to Produce Updated Landscaping Plans for Fire Station 40 in Amount Not-to-Exceed \$16,000.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended entering into an agreement with Landscape Reflections to produce landscaping plans for Fire Station 40.

Board discussion occurred. Director MacKimmie asked if \$16,000 is the cost to draw up the plans but not to do the work. Director Stockman asked if there is any advantage to approaching the city for what they require and maybe this area could be part of a landscape plan for that gateway or area on Main Street. Director MacKimmie and President Burke asked that the agreement include language that the person drawing the plans will talk with the city.

Deputy Chief Jonathan Cox indicated the work is charged by the hour to produce a set of plans to go out to bid. It is his understanding that the property is the property owner's responsibility. He thinks it would be a good conversation to have with the city if they are looking for something for new landscaping.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Authorize Fire Chief to Execute a Professional Services Agreement with Landscape Reflections to Produce Updated Landscaping Plans for Fire Station 40 in Amount Not-to-Exceed \$16,000:

Director Sherrill	Aye
Director Stockman	Aye
Director MacKimmie	No
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 4-1.

D. Review and Approve Recommendation to Purchase six (6) MedVaults and six (6) KeySecure Units from the Knox Company for Required Secure Narcotics and Knox Key Storage in Amount Not-to- Exceed \$17,032.92.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended purchasing six MedVaults and six KeySecure Units from the Knox Company. Narcotics are required to be held in double locked compartments. The current system is a Knox system and it is over 10 years old. It is a manual system that is starting to fail. The new boxes are wifi enabled. The Knox program coordinator can add or delete users as

necessary. This provides a digital record of when the box was opened and by whom.

There was no Board discussion.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted unanimously to Purchase six (6) MedVaults and six (6) KeySecure Units from the Knox Company for Required Secure Narcotics and Knox Key Storage in Amount Not-to- Exceed \$17,032.92:

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

Motion passed 5-0.

E. Security Cameras

1. Authorization to Advertise for Security Cameras for Fire Station 40 and Fire Station 44.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended advertising for security cameras for Fire Station 40 and Fire Station 44 due to theft in the parking lots. The District would at least have video surveillance at all three stations.

Board discussion occurred. Director MacKimmie was opposed to putting any money into Station 44 if we are going to tear it down and rebuild it.

Deputy Chief Jonathan Cox indicated it really is for the security of the employees. This request is just inviting bids for the project. The Board can review the cost proposal.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call vote, the Board voted unanimously to Advertise for Security Cameras for Fire Station 40 and Fire Station 44:

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

Motion passed 5-0.

- 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.

Attorney Savaree summarized the Staff Report and introduced the Resolution.

Board discussion occurred. Director Stockman indicated reviewing this each month is a good policy.

1. Adopt Resolution No. 2022-03; 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).

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call vote, the Board voted unanimously to adopt Resolution No. 2022-03; 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):

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

Motion passed 5-0.

- G. Review, Discuss and Approve SVA Architects Proposal for Feasibility Study for Fire Station 44 Replacement.

Deputy Chief Jonathan Cox indicated there was no staff report on this item but reviewed the proposal from SVA Architects.

Board discussion occurred. President Burke indicated the proposal refers to a feasibility study for replacement which sounds like tearing the station down and starting over. Director Stockman asked Deputy Chief Jonathan Cox if he feels that overall it is feasible to put a new station on that

property. Director MacKimmie asked if the District could meet with SVA Architects on the site.

Deputy Chief Jonathan Cox indicated we are looking at a complete replacement. He anticipates SVA Architects saying it is feasible to put a new station on that property but what we will probably see are some red flags, whether it be sewer, water, views for surrounding neighbors, a lot of excavation work to bring the lot down, retaining wall work, finding locations to house the crew, keeping up with response times, or none of these issues. He will make sure the Lands and Structures Committee is involved in this process.

ON MOTION by Director Stockman, seconded by Director Sherrill, by the following Roll Call vote, the Board voted unanimously to Approve SVA Architects Proposal for Feasibility Study for Fire Station 44 Replacement:

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

Motion passed 5-0.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke spoke about the Finance Committee meeting earlier today. He referred to the spreadsheet in the packet, analysis of the PARS fund for the fourth quarter, and the PARS report for the month of December.

B. Volunteer Committee Report

No report.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Stockman indicated a meeting was held on January 10, 2022 that was part of the Panorama proposal for El Granada. Fire agencies were

represented. He asked if the contract with Panorama was included in a past Board agenda packet. Participants and partnerships met as a community listening meeting. This gave an opportunity for the contractor to explain what the process is and to take input from the community. Questions came up on what the final report would be. They asked if the community had any other data sources they would like to see added to the process and they asked for fire history, wind history, and information gathered from local weather stations.

Deputy Chief Jonathan Cox indicated they are comfortable with the data that will be presented to them. The proposal with Panorama was not included in an agenda packet but he will present it to the Board at the next meeting. There is a lot of concern about three things. First, power lines. Second, concern about if the scenario and data and analysis is going to be local enough. Third, evacuations. They also discussed the weather changing, how is it changing, wind events in the future, and how does that affect our danger and our risk.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

President Burke indicated they are having an annual conference April 6-8, 2022 in Napa.

H. Emergency Preparedness Liaison Report

Director Stockman has asked Director Sherrill if she would take over as this liaison. She is already attending those meetings and he believes she has a stronger sense of the pulse of the community.

Director Sherrill indicated it is a natural extension of the work she does and with already attending the Emergency Manager Associates meetings.

President Burke indicated that Director Sherrill will begin reporting at the next meeting as this liaison.

I. CERT Report

Director Sherrill indicated we earned a grant for safety equipment and supplies to be distributed to neighborhoods in Coastside. They are 47% complete in distributing. There is a ratified training schedule for this coming year. She discussed the upcoming events this year including the Emergency Preparedness Fair in July, Great Coastside Shakeout, and Coastside Gives. Social media is up and running. Our region is the most active region in the state over the past year. The Bay Area region has been the one that never stopped training.

President Burke asked that on behalf of the Board, Director Sherrill express our appreciation to the work done, and the Board's delight and progress that CERT is making in the area. Director Sherrill indicated the volunteer appreciation event will take place on June 25, 2022.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox indicated we have had some impacts with COVID in the District. We do have testing set up twice a week for all employees.

He met with SVA Architects for the kickoff meeting and discussed the first phase of the Station 44 replacement.

Personnel: They will be conducting Battalion Chief interviews this week. There are three positions open. They have filled a Fire Captain in Prevention for the District.

Outreach and information: He and the Fire Marshal's Office will participate in a County Parks meeting focused on the El Granada community. This is a good opportunity to talk about the District's role and the action plan we are adhering to.

Operations: We have had above average calls. The wind had a strong impact on the District. We had 5-6 simultaneous calls for power lines down.

Apparatus: The parts shortage continues. Two of the engines are out of service, both being repaired. He doesn't think for Engine 41 it is a long-term issue. It is a small electrical issue.

New Fleet: Captains will be going to Wisconsin for the pre-construction meeting in February for two new engines. It is an 18-24-month turnaround for fire apparatuses.

Facilities: New carpet is going in at the front office entryway of Station 40. The updated Coastside Fire Protection District wall sign will also be going up in the lobby.

President Burke indicated there are two monthly reports from PARS in the packet, and also a nice letter from Coastside Hope thanking the District for toys that were presented and saved by the firefighters.

9. CORRESPONDENCE

None.

10. ADJOURNMENT

President Burke adjourned the Board into Closed Session at 7:38 p.m.

11. CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code Section 54956.8)
Property: 531 Obispo Road El Granada, California
Agency Negotiator: Jonathan Cox, Deputy Chief
Negotiating Parties: Coastside Fire Protection District Under Negotiation:
Terms and price for potential sale of property.

12. ACTION TAKEN IN CLOSED SESSION

The Board came back into Open Session at 8:05 p.m. and no action was taken in Closed Session.

13. ADJOURNMENT

President Burke adjourned the meeting at 8:05 p.m.

Respectfully submitted,


Jonathan Cox (Apr 12, 2022 10:16 PDT)

Apr 12, 2022

Deputy Chief Jonathan Cox, Secretary
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 Director Stockman, seconded by Director Sherrill, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-1, with Director MacKimmie not having joined the meeting at time of vote.

ON MOTION by Director Stockman, seconded by Director Sherrill, by Roll Call Vote, the Board voted unanimously to adopt Resolution 2022-01; Authorizing Receipt of Report Made by The Fire Chief Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspection in Such Occupancies. Motion passed 4-1, with Director MacKimmie not having joined the meeting at time of vote.

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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). Motion passed 5-0.

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01262022.regular meeting

Final Audit Report

2022-04-12

Created:	2022-04-12
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArxKSy8AtIWJGtfK1KPDBzErcV1fHwCzX

"01262022.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)
2022-04-12 - 0:04:12 AM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature
2022-04-12 - 0:04:52 AM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)
2022-04-12 - 5:16:36 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)
Signature Date: 2022-04-12 - 5:16:42 PM GMT - Time Source: server- IP address: 73.92.3.202
-  Agreement completed.
2022-04-12 - 5:16:42 PM GMT