

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

**September 23, 2020**

**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 6:05 p.m.

**2. ROLL CALL** (All participants were present via Zoom or teleconference call.)

Directors Present: President Burke, Vice President Cockrell, Secretary Ginny McShane, Director Bruce MacKimmie, and Director Steve Stockman.

Legal Counsel: Jean Savaree.  
Cal Fire: Chief Ian Larkin.  
Deputy Chief: Jonathan Cox.  
Admin. Secretary: Jean Headley.

Deputy Chief Cox indicated there was no members of the public on the call.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from the 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.

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

Secretary McShane	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

## 6. CONTINUING BUSINESS

### A. Review, Discuss and Approve Fiscal Year 2020/2021 Final Budget

Deputy Chief Cox discussed the proposed final budget for the Fiscal Year 2020/2021 and highlighted some significant items.

#### a. Public Hearing to Receive Public Input

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

President Burke provided comments on the proposed final budget and said it is a positive and conservative budget.

#### b. Motion to Adopt Fiscal Year 2020/2021 Final Budget

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt the Fiscal Year 2020/2021 Final Budget:

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

Motion passed 5-0.

B. Review, Discuss and Approve an Agreement for Commercial Appraisal Services

Deputy Chief Cox deferred discussion of the item to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report, introduced the Resolution, and recommended that the Board retain the services of Fabbro, Moore & Associates and authorize the execution of an agreement for their services.

Discussion occurred between the Board and Attorney Savaree.

a. Adopt Resolution No. 2020-55, A Resolution to Award An Appraisal Services Contract to Fabbro, Moore & Associates and Authorize the Execution of an Agreement for Professional Services

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2020-55, A Resolution to Award An Appraisal Services Contract to Fabbro, Moore & Associates and Authorize the Execution of an Agreement for Professional Services:

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

Motion passed 5-0.

7) **NEW BUSINESS**

A. Motion to Adopt Resolution No. 2020-49, A Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and Specifying the Individuals Authorized to Order Deposits and Withdrawals

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

Some Board discussion occurred.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously to adopt Resolution No. 2020-49, A Resolution

Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and Specifying the Individuals Authorized to Order Deposits and Withdrawals:

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

Motion passed 5-0.

- 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

Director MacKimmie recused himself.

Deputy Chief Cox deferred this item to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report and recommended that the Board accept this report into the public record and adopt the Resolution.

Board discussion occurred.

- 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.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to 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.:

Secretary McShane	Aye
Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

- C. Review and Approve Staff Report and Adopt Associated Resolutions Related to Volunteer Fire Assistance Grant

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

Some Board discussion occurred.

- 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 Authorize the Fire Chief of the Coastside Fire Protection District to Execute Said Agreement

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-50, Approving California Department of Forestry and Fire Protection Agreement 7FG20025:

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

Motion passed 5-0.

- b. Adopt Resolution No. 2020-51, Accepting Unanticipated Revenue in the Amount of \$9,095.00 from the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant Program

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board unanimously adopted Resolution No. 2020-51, Accepting Unanticipated Revenue in the Amount of \$9,095.00 from the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant Program:

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

Motion passed 5-0.

D. Review, Discuss and Approve the Surplus of Equipment

Deputy Chief Cox summarized the Staff Report and recommended that the Board declare the vehicle to be surplus, donate it to the Washington Volunteer Fire Department in rural Nevada County, California, and adopt the Resolution.

- a. Adopt Resolution No. 2020-52, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Donation of the Surplus Ford F350 4x4 Super Duty Mechanics Repair Utility Truck to the Washington Volunteer Fire Department

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to declare the vehicle surplus and Adopt Resolution No. 2020-52, A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing Donation of the Surplus Ford F350 4x4 Super Duty Mechanics Repair Utility Truck to the Washington Volunteer Fire Department:

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

Motion passed 5-0.

- E. Motion to Adopt Resolution No. 2020-53, A 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

Deputy Chief Jonathan Cox deferred this item to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report and recommended adoption of the Resolution.

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2020-53, A 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:

Secretary McShane	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 reported that the Finance Committee did not meet. He referred to the financial spreadsheets and the PARS balance.

B. Volunteer Liaison Report

Vice President Cockrell reported the meeting was held on September 10<sup>th</sup>. He said training is going well and that Captain Minkstein took a group of volunteers to the CZU fire. He gave the current balance of the 501(c)3.

C. Land and Structures Committee Report

Director Stockman said no meeting, no report.

D. Special Districts Association (SMCO Chapter)

Director MacKimmie said no meeting, no report.

E. ALS/JPA

Director MacKimmie said no meeting, no report.

F. Emergency Preparedness

Director Stockman reported that he digitally attended the recent CEAP meeting. He said they are very active in the Santa Cruz and San Mateo County fires, and they discussed lessons learned. He discussed the five hotels that were established for sheltering and feeding evacuees and the valuable help by CERT. He said there is need for additional cross-training regarding HAM radio, large animal evacuations, and languages.

He said that Lisa Mateja opened the original evacuation center at Pescadero High School, which was later moved to Half Moon Bay High School. They set up a fire fund, which has raised over \$1 million for the South County community. He indicated that Corey Stoker of the City of Half Moon Bay expressed great thanks to the volunteer community.

He talked about the 70 people in our community who were evacuated to the Quality Inn, and the Lion's Club provided meals to those evacuees. There was another CERT graduation of an additional 37 graduates. He discussed that the MRC has been getting re-established and is trying to become a statewide program, with the county becoming a group chapter.

President Burke said that Secretary McShane has asked to reactivate the Vegetation Management Committee and chair the committee herself. He asked Deputy Chief Cox to add this Committee to future meeting agendas.

G. Attorney's Report

No report.

H. Fire Chief's Report

Deputy Chief Jonathan Cox recapped the August 15<sup>th</sup> lightning strikes and the CZU lightning complex and consumed 86,000 acres across Santa Cruz and San Mateo County. Our resources were stretched very thin, so there was heavy reliance on our CERT volunteers. The CZU fire is now 100% contained.

He discussed the efficiency of setting up a DOC at Station 40. They worked closely with the Sheriff and OEC on the Coast. He said we still need to be vigilant because conditions of offshore winds and high temperatures are still with us.

He discussed the new ergonomic furniture being installed at Station 40. He talked about the storage unit in Princeton that had some water damage.

He reported they conducted SSA interviews and made offers to two individuals, but both declined because they had other offers. Therefore, the SSA job has been reposted.

They have also conducted interviews for the Division Chief of Operations and anticipate making an offer within ten days.

He reported that the call volume was high mostly because of the lightning strikes. He discussed the active shooter incident on Wavecrest last week.

He reported that Chief Cosgrave continues to do a good job with CERT.

He reported that significant improvements have been made at Station 41 since the initial punch list visit; furniture is being installed. The station should be operational on November 16<sup>th</sup>, and a grand opening could be on November 18<sup>th</sup>, contingent upon us agreeing to all of the deliverables.

He reported that Captain Minkstein is working on the specifications for the next fire engine order which should be completed within the next month, as well as the continuing outfitting of the two battalion chief vehicles that were ordered.



He discussed the volunteer matching grants as well as their new uniforms and patches.

He discussed the ongoing discussions about the unresolved AMR contract and indicated we told them we need an answer. He hopes to have a resolution by the next meeting.

Director MacKimmie asked Deputy Chief Cox about Michele Ortiz's working arrangement. Deputy Chief Cox indicated that she is able to work remotely from home because of the Covid-19 telework agreement. She reports all of her hours as to what she is doing during the week, and all signatures required are done electronically.

President Burke asked Deputy Chief Cox about the CSDA newsletter that mentions the Fire Safe Councils around the state. He asked what that is and how that impacts us.

Deputy Chief Cox responded it is an organization of all the stakeholders that have any sort of vegetation management responsibilities in the county coming together to streamline and prioritize projects. He indicates Staff attends the Fire Safe Council on a monthly basis, and it's a place to exchange information about everything from how to use goats on properties to what the priority projects are for large landowners in the county to potential grant opportunities. He said that he and Chief Sampson are both very involved in the Fire Safe Council, and that San Mateo County was the first Fire Safe Council in the State of California.

**9) CORRESPONDENCE**

**A. Various Thank You Letters**

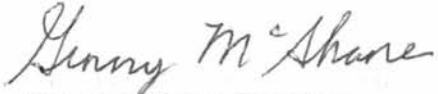
President Burke pointed out the complimentary letters thanking our firefighters for the job they have done during this challenging and difficult time. He indicated there are also some homemade signs in front of our stations giving thanks and recognition of the outstanding job the firefighters have done.

President Burke on behalf of the Board thanked Chief Ian Larkin and Deputy Chief Jonathan Cox and all the members of CalFire for the outstanding job they have done over the past few months.

**10) ADJOURNMENT**

President Burke adjourned the meeting at 6:59 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ginny McShane".

Ginny McShane, 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 President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by President Burke, seconded by Vice President Cockrell, by Roll Call Vote, the Board voted unanimously to adopt the Fiscal Year 2020/2021 Final Budget. Motion passed 5-0.

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