

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

**January 27, 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**

President Burke called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 6:00 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.  
Cal Fire: Chief Ian Larkin.  
Deputy Chief: Jonathan Cox.  
Attorney: Jean Savaree.  
Admin. Secretary: Jean Headley.

Colleen Haley of California Special Districts Association and Michelle Dragony of Coastside Buzz were also on the call.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director MacKimmie recused himself from voting on the Consent Calendar.

- A. Approval of minutes from December 9, 2020 Special Board Meeting.
- B. Approval of new Vendor Checks #50566-50642 in the amount of \$1,655,323.68 dated December 1 to December 31, 2020.

- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated December 1 to December 31, 2020.
- D. Approval of Payroll Checks #21133-21137 in the amount of \$1,080.97, dated December 1 to December 31, 2020.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$181.25, dated December 1 to December 31, 2020.

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:

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

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

President Burke moved up Item G.B. (7B) to be next on the agenda.

**7. NEW BUSINESS (taken out of order)**

- B. California Special District Association Field Coordinator, Colleen Haley Presents District of Distinction Achievement to Presentation to Coastside Fire Protection District

Colleen Haley, CSDA Field Representative, discussed the District of Distinction Award that the District received.

President Burke provided comments.

**6. CONTINUING BUSINESS**

- A. Review and Discuss Vegetation Management Recommendations

Deputy Chief Jonathan Cox summarized the Staff Report and presented the Board with a list of recommendations.

Discussion occurred between the Board and Deputy Chief Cox.

Deputy Chief Cox discussed the heightened awareness of eucalyptus trees, and Secretary McShane talked about the problem some people are having getting insurance because of the eucalyptus trees.

B. Review and Discuss Mid-Year Deliverables

Deputy Chief Cox presented a list of the mid-year updates to the Fiscal Year 2020-2021 Annual Deliveries.

C. Response and Discuss Response from IT Consultant Related to Grand Jury Report

Deputy Chief Cox deferred this item to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report and recommended that the Board review the responses from the District's IT Consultant.

President Burke asked the Board and Staff if the IT report is sufficient, and Deputy Chief Cox responded it looks good to him.

Hearing no objections, President Burke said the Board accepts the report.

7) **NEW BUSINESS**

A. Selection of Board Committee Members

President Burke outlined the following list of committee liaisons and asked if there are any comments. The committee assignments were agreeable to all the Board members.

Finance Committee: President Burke/Vice President Cockrell  
Vegetation Mgmt. Committee: Secretary McShane/Director Stockman  
Land & Structures Comm.: Vice President Cockrell/Director MacKimmie  
Volunteer Liaison: Vice President Cockrell  
Emergency Preparedness Liaison: Director Stockman  
JPA: President Burke

Director Stockman talked about the possibility of participating more in following the Fire Districts Association of California, and he thinks it might be worth it to do a trial or have a committee for it.

Following discussion between President Burke and Deputy Chief Cox, President Burke indicated he would be willing to explore this and initially be the liaison with this organization.

Architect Jeff Katz and Secretary McShane both provided comments.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to initially join and participate in the Fire Districts Association of California, and that President Burke will initially be the liaison:

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

Motion passed 5-0.

B. (already heard earlier in this meeting)

C. Review, Discuss, Update Strategic Plan

President Burke discussed this issue and some of the items on the list. He suggested adding two items to the Strategic Plan:

- a) To increase the reserve for the new Station 41 to \$10 million.
- b) Develop and implement a Board of Directors approved plan for vegetation management for the Coastside Fire Protection District.

Deputy Chief Cox provided comments.

Secretary McShane commented on the good job Michelle Dragony of Coastside Buzz is doing of summarizing the points important about vegetation management.

Director Stockman asked Staff is there anything Staff recognizes that we are not doing in the leadership role. Chief Larkin said we are on the right track, such as rejoining the Fire Districts Association of California.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to add the two new items discussed in tonight's meeting to the Strategic Plan:

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

Motion passed 5-0.

D. Adopt Resolution No. 2021-01, a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance

Attorney Savaree summarized the Staff Report and recommended that the Board accept the report and adopt Resolution 2021-01.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-01, a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance:

Director 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 referred to the spreadsheets of expenses and revenues and discussed various highlights.

Deputy Chief Jonathan Cox also provided comments.

President Burke referred to and discussed the November and December PARS reports.

B. Volunteer Liaison Report

No meeting, no report.

C. Land and Structures Committee Report

Deputy Chief Cox indicated we are still awaiting the appraisal of the old Station 41. He said the report should be coming in soon.

There was discussion about when the next meeting will be to go over the punch list for the new Station 41.

D. Vegetation Management Committee

Secretary McShane stated she is happy to be part of the committee which is forming to make sure the community is safe.

President Burke directed Deputy Chief Cox to be sure and include Vegetation Management Update each month under Continued Business.

E. Special Districts Association (SMCO Chapter)

No meeting, no report.

F. ALS/JPA

No meeting, no report.

G. Emergency Preparedness

Director Stockman discussed the recent drownings on the coast. He indicated more education and prevention is required from the agencies involved. Deputy Chief Jonathan Cox provided comments on this issue.

Michelle Dragony of Coastside Buzz provided comments on a recent rescue at Ross's Cove.

Director Stockman reported on the January 8<sup>th</sup> CEAP meeting, which had 28 members attending by Zoom. It included an update from San Mateo County OES regarding changing weather, the MRC is moving forward, and Corey from the City of Half Moon Bay discussed Covid testing at the Ted Adcock Center. He indicated that CERT has had 52 recent graduates.

H. Attorney's Report

No report.

I. Fire Chief's Report

Deputy Chief Jonathan Cox discussed the Board resolution for D. L. Faulk and final contract invoice for same regarding the new Station 41. Attorney Savaree provided comments and indicated they will get the Board whatever information they may need.

Deputy Chief Cox discussed the neighbors' concerns regarding the brightness of the lights at Station 41 and the moves being taken to take care of this problem.

Deputy Chief Cox updated the Board that they continue to take Covid precautions. There have been no current cases and they have had their second round of vaccinations. He indicated that our EMTs and Paramedics are now volunteering to assist in giving the vaccinations.

He updated the Board on personnel matters, and he discussed the call volumes for water rescues. He reported they evacuated 350 people from four zones in the south coast area, which included assistance from our local CERT.

He discussed various trainings to be done later this week, and he discussed several hundred inspection letters sent for businesses to self-certify.

He discussed they are still waiting on the fuel vault replacement at Station 44 due to corrosion.

He discussed roof repairs needed at Station 40 due to recent high winds, as well as the upcoming painting of Station 40.

The Apparatus Committee is working on the final specifications for the new engine order, as well as the outfitting of the new Battalion Chief vehicles.

He reported that the new County CAD dispatch is switching over to the Automated Vehicle Locator system at 4:00 a.m. tomorrow.

Director MacKimmie said he would like to look into replacing the large letters HMBFPD with CFPD. President Burke asked Deputy Chief Cox to look into this.

Director Stockman asked Deputy Chief Cox if Staff is satisfied with the training tower, now it is holding up, how it is performing, etc. Deputy Chief Cox said that Chief Lord would be the one to ask this question of.

Chief Ian Larkin provided comments on the issue of the training tower. He indicated that according to Chief Lord, there are not enough anchor points on the interior of the building, and they have discussed having a vendor come out to assess where additional anchor points could be added for some of the classes.

President Burke indicated that the additional contract amounts over the original Station 41 contract sum were because it was required that they add an emergency fund, and the Board voted for it and it was expected.

President Burke discussed recent activity regarding a new federal economic grant of \$1.8 trillion to the states, and there has been a push to get some of these funds to special districts. He has discussed with Deputy Chief Cox that the Board have the opportunity to meet and vote on this issue before any request for funds are made.

President Burke indicated he has received numerous inquiries about who the CFPD is and who owns what, and he has suggested that Deputy Chief Cox add some information to the website to clarify who the CFPD is and who owns what.

**9) CORRESPONDENCE**

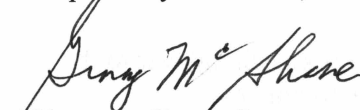
A. Letter from Kerry Burke

No discussion.

**10) ADJOURNMENT**

President Burke adjourned the meeting at 7:15 p.m.

Respectfully submitted,



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 Vice President Cockrell, seconded by Director Stockman, 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 Director Stockman, by Roll Call Vote, the Board voted unanimously to initially join and participate in the Fire Districts Association of California, and that President Burke will initially be the liaison. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to add the two new items discussed in tonight's meeting to the Strategic Plan. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-01, a Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance. Motion passed 5-0.

Direction to Staff: President Burke directed Deputy Chief Cox to be sure and include Vegetation Management Update each month under Continued Business.

Director MacKimmie said he would like to look into replacing the large letters HMBFPD in the lobby of Station 40 with CFPD. President Burke asked Deputy Chief Cox to look into this.

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