

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

**September 28, 2022**

**LOCATION:**

Pursuant to Resolution No. 2022-19,  
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** (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, Fire Captain Pat Griffin, and  
Chief Gary Silva.  
Attorney: Jean Savaree.

Also present were Nathan Herrero with SVA Architects, Kendra Manning with RHAA, Sid Young, and Ann Carlisle.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of minutes from June 22, 2022 Regular Board meeting.
- B. Approval of minutes from June 29, 2022 Special Board meeting.
- C. Approval of minutes from July 27, 2022 Special Board meeting.

- D. Approval of Vendor Checks #51966-52061 in the amount of \$195,202.04 dated July 1, 2022 to July 31, 2022. (Vendor Checks #51995-51999 and 52000-52004 voided for check testing).
- E. Approval of electronic Annual Lump Sum payment to CalPERS in the amount of \$1,454,614.00 dated July 1 to July 31, 2022.
- F. Approval of Payroll Checks #21206-21209 and DD in the amount of \$1,528.44 dated July 1 to July 31, 2022 (pay period 6/2022.)
- G. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$274.71, dated July 1 to July 31, 2022 (pay period 6/2022.)
- H. Approval of Vendor Checks #52062-52135 in the amount of \$258,138.06 dated August 1, 2022 to August 31, 2022.
- I. Approval of electronic payment to CalPERS in the amount of \$700.00 dated August 1 to August 31, 2022.
- J. Approval of Payroll Checks #21210-21213 and DD in the amount of \$1,237.48 dated August 1 to August 31, 2022 (pay period 7/2022.)
- K. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$205.05, dated August 1 to August 31, 2022 (pay period 7/2022.)

Director MacKimmie recused himself from the Consent Calendar.

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:

Director Sherrill	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 and Discuss Fire Station 44 Feasibility Study Cost Estimates.

Nathan Herrero with SVA Architects provided a summary and presentation on the Feasibility Study Cost Estimates for Fire Station 44.

Board discussion occurred. President Burke asked about the opinions on the suggested design and if an architect will be hired. Deputy Chief Jonathan Cox indicated the preference is for 3 apparatus' to be able to fit and also have room for employees in the future. The next phase is the design phase. The timeframe for construction was discussed with beginning construction in Spring 2024. Director MacKimmie asked for solar to be included in the plans. Director Sherrill asked for clarification on the parking calculations, fire hydrants, and room diagrams.

B. Review, Discuss and Approve Fire Chief to initiate a Request for Proposals for Fire Station 44 Design Phase.

Deputy Chief Jonathan Cox indicated the design phase for Fire Station 44 is the next phase in the process. This is approval of a Request for Proposals to be sent out for bids.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to approve the Fire Chief to initiate a Request for Proposals for Fire Station 44 Design Phase:

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

Motion passed 5-0.

C. Review and Discuss Fire Station 41 North Lot Landscaping Options Presentation.

Kendra Manning with RHAA provided a presentation on the Fire Station 41 North Lot Landscaping Options.

Board discussion occurred. Directors MacKimmie and Stockman spoke about asking the County to install sidewalks around this parcel. Director Stockman asked that the Board move this project forward with low maintenance hardscaping. Vice President Cockrell said the weeds need to be maintained on a timely basis and the Board cannot leave this parcel empty. President Burke asked that a letter be sent to the County about sidewalks, indicated the design should have minimal irrigation, and maybe a 9-11 memorial be installed.

D. Awarding Contract in an Amount not to Exceed \$81,700 with Scapes, Inc. for Landscaping Services for Fire Station 40.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. Deputy Chief Jonathan Cox discussed the landscaping plan and areas that would be addressed.

1. Adopt Resolution 2022-60; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Landscaping Services with Scapes, Inc. in an Amount not to Exceed \$81,700.00.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2022-60; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Landscaping Services with Scapes, Inc. in an Amount not to Exceed \$81,700.00:

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

Motion passed 5-0.

- E. Review, Discuss and take action to update CFPD 2021 Strategic Business Plan.

President Burke discussed the CFPD 2021 Strategic Business Plan and offered suggestions for what the Board should be looking at going forward. He asked that the initiatives be moved to approved once completed. He asked to increase the reserves for Station 44 by the end of 2023, include a new weed control ordinance in the new Fire Code coming up for approval in January, and completing Station 44 bidding in late 2023.

Board discussion occurred. Director Sherrill asked if the Board would consider not adopting the Strategic Business Plan and instead creating a Strategic Business Plan Committee of the Board to work on additional initiatives. President Burke and Director Stockman agreed. President Burke asked that a special meeting be set for the Board to discuss the Strategic Business Plan.

- F. Review, Discuss and Approve Fiscal Year 2022/2023 Final Budget.

Deputy Chief Jonathan Cox summarized the Fiscal Year 2022/2023 Final Budget and discussed some of the highlights in the budget.

Board discussion occurred. Director Stockman asked that maybe in the future a separate study session is done for the budget for more transparency to the community on the District's finances.

1. Public Hearing for Fiscal Year 2022/2023 Final Budget

The Public Hearing opened and closed at 5:09 p.m.

2. Motion to Adopt Fiscal Year 2022/2023 Final Budget.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Fiscal Year 2022/2023 Final Budget:

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

Motion passed 5-0.

**7. NEW BUSINESS**

- 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 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Sections 54953(e).

Attorney Jean Savaree introduced the Resolution and recommended adoption.

Vice President Cockrell indicated the hybrid format is working very well and asked if there is anything that would preclude this from continuing indefinitely. Attorney Jean Savaree indicated the Board can continue until at least the end of the year and some legislation is pending that might add additional noticing requirements. The monthly expense is the Zoom fee.

Sid Young indicated she is in favor of meetings in hybrid format. She missed the start of the meeting and asked what the set time is for Board meetings. Deputy Chief Jonathan Cox and President Burke indicated the Board voted to move meetings to 4:00 p.m. She missed the item about Station 44 and had a comment about the lighting.

1. Motion to Adopt Resolution No. 2022-55; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e)

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-55; Resolution of the Coastside Fire Protection District Board of Directors finding that meetings of the Board of Directors via hybrid format protects against the ongoing and imminent health and safety risks posed by Covid-19 and determining that all such meetings will continue to be held in hybrid format to allow attendance in person or remotely pursuant to California Government Code Section 54953(e):

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

Motion passed 5-0.

- B. Review and Approve Fixing Employer Health Contribution for retired 001 Represented Safety Members, Retired 002 Non Represented Safety Members, and 003 Non Represented Miscellaneous Members.

President Burke indicated Director MacKimmie had to recuse himself from these items.

There was no Board discussion.

1. Adopt Resolution 2022-56; Resolution Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 001 Represented Safety Members).
2. Adopt Resolution 2022-57; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 002 Non-Represented Safety Members).
3. Adopt Resolution 2022-58; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal

Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 003 Non-Represented Miscellaneous Members).

ON MOTION by President Burke, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution 2022-56; Resolution Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 001 Represented Safety Members); Resolution 2022-57; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 002 Non-Represented Safety Members); and Resolution 2022-58; Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants with Respect to a Recognized Employee Organization (Group 003 Non-Represented Miscellaneous Members):

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

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

C. Review, Discuss and Approve updates to Board Policy Manual.

Attorney Jean Savaree introduced the Resolution and recommended adoption.

Board discussion occurred. Director Sherrill asked if there was wording in the Policy Manual about the District's obligation to CERT. Attorney Jean Savaree indicated she would review the Policy Manual, provide a response, and could amend the Policy Manual if needed. Director Stockman recommended including language in the next amendment for Directors to rotate through the committees and liaison positions.

1. Approve Resolution 2022-59; A Resolution of the District Board of Coastside Fire Protection District Amending the Board Policy Manual to Reflect the Establishment of the Vegetation Management Subcommittee and the Community Emergency Response Team (CERT) Liaison.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2022-59; A Resolution of the District Board of Coastside Fire Protection District Amending the Board Policy

Manual to Reflect the Establishment of the Vegetation Management Subcommittee and the Community Emergency Response Team (CERT) Liaison:

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

Motion passed 5-0.

D. Review and Discuss the GASB 68 Report for FY21-22.

Deputy Chief Jonathan Cox summarized the GASB 68 Report for FY21-22.

Board discussion occurred. Director Stockman asked staff if anyone is trying to control PERS costs. Deputy Chief Jonathan Cox indicated the County doesn't have any legacy employees left. Chief Nate Armstrong indicated nobody is trying to make additional payments at this time. President Burke asked to see the monthly records from CalPERS.

E. Nomination of interested CFPD Board Director to Alternate LAFCO board seat.

President Burke indicated this item has lapsed and there is no need to nominate an alternate.

F. Review and Approve Vegetation Abatement for Fall 2022.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. Director Stockman appreciated the report shows the list of properties to be included.

1. Adopt Resolution 2022-61; A Resolution of the Board of Directors of the Coastside Fire Protection District Declaring Seasonal Weeds a Public Nuisance.
2. Authorization to Advertise for Vegetation Abatement Services.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2022-61; A Resolution



of the Board of Directors of the Coastsides Fire Protection District Declaring Seasonal Weeds a Public Nuisance and Advertise for Vegetation Abatement Services:

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

Motion passed 5-0.

- G. Emergency Contract in the Amount of \$37,500 with Half Moon Bay Roofing for Roof Repairs at old Fire Station 41.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred. Vice President Cockrell indicated the Board needs a 4/5 vote to pass the Resolution. Attorney Jean Savaree indicated because this is an emergency repair, it requires a 4/5 vote rather than a simple majority.

1. Adopt Resolution 2022-62; A Resolution of the Board of Directors of the Coastsides Fire Protection District Approving an Agreement for Immediate Roof Repairs at Fire Station 41, on an Emergency Basis, with Half Moon Bay Roofing in an Amount not to Exceed \$37,500.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2022-62; A Resolution of the Board of Directors of the Coastsides Fire Protection District Approving an Agreement for Immediate Roof Repairs at Fire Station 41, on an Emergency Basis, with Half Moon Bay Roofing in an Amount not to Exceed \$37,500:

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

Motion passed 5-0.

H. Procurement of Services in the Amount of \$66,863.94 with Valley Power Systems North for Immediate Emergency Repair of Unit E40.

Deputy Chief Jonathan Cox introduced the Resolution and recommended adoption.

Board discussion occurred and included the process of the District receiving funds when responding to outside fire incidents.

1. Adopt Resolution 2022-63; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Immediate Repair on Unit E40, on an Emergency Basis, with Valley Power Systems North in an Amount not to Exceed \$66,863.94.

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution 2022-63; A Resolution of the Board of Directors of the Coastside Fire Protection District Approving an Agreement for Immediate Repair on Unit E40, on an Emergency Basis, with Valley Power Systems North in an Amount not to Exceed \$66,863.94:

Director Stockman	Aye
Director Sherrill	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 indicated the budget and other financial items were discussed by the Committee. The packet includes the spreadsheet for FY21/22 and first two months of FY22/23.

B. Volunteer Committee Report

Vice President Cockrell indicated the Committee had two meetings since the last Board meeting. They discussed volunteer radios, academy training, and other calls for help from local organizations. The Mavericks Festival will be on October 21, 2022. A memorial was held for Bob Tucker who was a former volunteer and a former Director. The September meeting discussed the Pumpkin Festival. Director Stockman asked that future reports include the benefit of the volunteers to the District.

Sid Young asked a question about the auto extractions training and if that would be for volunteers or firefighters. Vice President Cockrell indicated it is a training event.

C. Land and Structures Committee Report

No report.

D. Vegetation Management Committee Report

Director Stockman indicated there hasn't been a meeting since the July report. Director Sherrill praised the work of the Fire Marshal's Office on creating a master plan of the parcels.

E. Special Districts Association (SMCO Chapter) Liaison Report

President Burke attended the conference in Palm Desert. He was able to take three of the required courses for government management. He thinks the District needs to become more active in the Bay Area organization. The Association has created a separate financial section that could help the District with its funds.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Director Sherrill attended the Emergency Management Association's meeting and there was a discussion on interagency drills, specifically for tsunamis and earthquakes. Director Stockman asked to have the Department of Emergency Management provide monthly reports.

H. CERT Report

Director Sherrill indicated the Mavericks Festival was coming up on Saturday. They are being asked to serve at civic festivals, but it appears they are being asked to perform services for free at events that are held to raise money. CERT will not be performing traffic control outside of emergencies in their own neighborhoods or in their official capacity as CERTs. She summarized upcoming events.

Sid Young asked about funding for emergencies from the County. Deputy Chief Jonathan Cox indicated at their last meeting they approved a Countywide evacuation program.

I. Attorney's Report

No report.

J. Fire Marshals Report

Chief Gary Silva introduced Fire Captain Pat Griffin. He indicated an ordinance would be prepared for the next meeting. They are averaging 75-90 plans a month for the coastside.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox indicated there are no staffing impacts due to COVID. Employee testing ended September 16, 2022.

Regarding administration, they are discussing matrixes to keep coverage for equipment between stations.

Regarding staffing, two fire apparatus engineer paramedics were offered promotions with the County program. The positions will be filled. They are in the process of hiring additional engineers and posted the Battalion Chief position behind the Fire Marshal.

Regarding the fire station ceremony, dates will be discussed for November.

Regarding operations, there were a few local calls for a cliff rescue and vegetation fire in Pescadero.

Regarding training, the three drones are operational and they have 5 drone operators. He would like a future presentation on the drones at a Board meeting.

Regarding facilities, the irrigation has been shut off to Station 41 because there may be a leak. Minor improvements are being done at Station 44.

Regarding apparatus, the new engines are being built and he shared photos of the vehicles. The lead times are not getting shorter. The off-road vehicle is being outfitted. One of the Battalion Chief's was responding to an incident out of the area and the vehicle will be repaired from damage incurred there.

**9. ADJOURNMENT**

President Burke adjourned the Board into Closed Session at 6:08 p.m.

**10. CLOSED SESSION**

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 lease of property

President Burke adjourned the meeting at 6:53 p.m.

Respectfully submitted,

  
Jonathan Cox (Nov 17, 2022 13:53 PST)

Nov 17, 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 President Burke, seconded by Vice President Cockrell, 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 MacKimmie, the Board voted unanimously to approve the Fire Chief to initiate a Request for Proposals for Fire Station 44 Design Phase. Motion passed 5-0.

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# 09282022.regular meeting[55]

Final Audit Report

2022-11-17

Created:	2022-11-17
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAL_1MR2phLFDITYqENL6QCNhYpJ0O9rns

## "09282022.regular meeting[55]" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)  
2022-11-17 - 9:45:16 PM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature  
2022-11-17 - 9:46:06 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
2022-11-17 - 9:46:14 PM GMT- IP address: 40.94.28.254
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
Signature Date: 2022-11-17 - 9:53:38 PM GMT - Time Source: server- IP address: 174.194.203.33
-  Agreement completed.  
2022-11-17 - 9:53:38 PM GMT