

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

**February 22, 2023
4:00 p.m.**

Note: This is a hybrid meeting, attendance is possible both in person and virtually.

LOCATION

Fire Station 40, 1191 Main Street, Half Moon Bay, CA 94019
and

PURSUANT TO COASTSIDE FIRE PROTECTION DISTRICT RESOLUTION NO. 2022-18, BOARD MEETINGS WILL BE HELD AS HYBRID MEETINGS WITH THE OPTION TO ATTEND BY TELECONFERENCE/VIDEO CONFERENCE OR IN PERSON. MEMBERS OF THE PUBLIC THAT WISH TO ATTEND AND/OR PARTICIPATE IN A MEETING MAY DO SO IN PERSON OR BY JOINING THE ZOOM MEETING <https://us02web.zoom.us/j/87418487303>. PUBLIC COMMENTS WILL BE ACCEPTED BOTH IN PERSON AND VIA ZOOM MEETING. ANY EMAILS SENT TO jonathan.cox@fire.ca.gov WILL BE PROVIDED TO THE BOARD PRIOR TO THE MEETING.

IN THE EVENT THAT ANY MEMBER OF THE BOARD PARTICIPATES IN A MEETING BY TELECONFERENCE OR VIDEO CONFERENCE, PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES OF THE BOARD SHALL BE BY ROLL CALL.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/87418487303>

Join Zoom Meeting By Phone at:

+1(669) 900-6833

Meeting ID: 874 1848 7303

Any request for reasonable accommodation should be addressed to Michele Ortiz at mortiz@coastsidefire.org

AGENDA (Tab #1)

1. **OPEN SESSION** – 4:00 pm
2. **ROLL CALL**
President Burke, Vice President Cockrell, Director MacKimmie, Director Sherrill, Director Hanna
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
5. **CONSENT CALENDAR**
 - A. [Approval of minutes from November 16, 2022 Special Board meeting.](#)
 - B. [Approval of minutes from December 14, 2022 Special Board meeting at 3pm](#)
 - C. [Approval of Vendor Checks #52431-52527 in the amount of \\$2,391,362.59 dated January 1, 2023 to January 31, 2023. Voided Checks #52495-52499 and 52500-52504 voided for check testing.](#)
 - D. [Approval of Payroll Checks #21228-21230 & DDs in the amount of \\$1,082.78 dated January 1 to January 31, 2023 \(pay period 12/2022.\)](#)

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- E. [Direct Deposit of Federal, State & Hospital Taxes in the amount of \\$179.44, dated January 1 to January 31, 2023 \(pay period 12/2022.\)](#)

6. CONTINUING BUSINESS

- A. Review, Discuss and Consider approving two Coastside Volunteer Firefighters to attend Paramedic training at Coastside Fire Protection District (District) expense, with the intent to offer employment to candidates as Paramedics within the District upon completion, including authorization for the Fire Chief to make payments/reimbursement to these individuals for the cost of tuition and recommended stipend. - Chief Armstrong (**Tab #2**)
- B. Review, Discuss and Consider Adopting Updated Coastside Volunteer Program Manual – Chief Armstrong (**Tab #3**)
- C. Review and Discuss updating Strategic Plan Initiatives - Progress Document - Dir. Sherrill and Dir. Hanna (**Tab #4**)
1. [Presents a proposed schedule of Strategic Plan Initiatives discussion items](#) – Dir. Sherrill
 2. [Presents key Policy and Performance considerations](#) – Dir. Hanna

7. NEW BUSINESS

- A. Review and Discuss [District Budget](#) and Finances – President Burke (**Tab #5**)
- B. Review request from Dream Machines representative Chad Hooker regarding fire protection and support services for the 2023 event. – Chief Armstrong (**Tab #6**)
- C. Consider and Approve Resolution No. 2023-05 Awarding a contract in an amount not to exceed \$914,100 to PBK Architects, Inc. for architectural design services to Fire Station 44 replacement project. – Chief Armstrong (**Tab #7**)
1. Motion to Adopt Resolution No. 2023-05; A Resolution of the Board of Coastside Fire Protection District Authorizing Award of a Contract in an Amount not to exceed \$914,100 to PBK Architects, Inc. for Architectural Design Services for the Fire Station 44 Replacement Project
- D. Motion to Adopt Resolution No. 2023-06; Resolution Authorizing Investment of District Monies in Local Agency Investment Fund (LAIF) and specifying the Individuals Authorized to Order Deposits and Withdrawals – Chief Armstrong (**Tab #8**)

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report – Dir. Burke, Dir. Cockrell (**Tab #9**)
- [FY22-23 January Revenue](#)
 - [FY22-23 January Expenses](#)
 - [FY22-23 January Reserve/Assets](#)
- B. Volunteer Committee Report – Dir. Cockrell, Dir. Hanna
- C. Land and Structures Committee Report - Dir. MacKimmie, Dir. Sherrill
- D. Vegetation Management Committee Report – Dir. Cockrell, Dir. Hanna
- E. Special Districts Association (SMCO Chapter) Liaison Report - Dir. Hanna
- F. ALS JPA Liaison Report– Dir. Burke
- G. Emergency Preparedness Liaison Report – Department of Emergency Management
- H. CERT Report – Dir. Sherrill
- I. Attorney's Report – Attorney Jean Savaree
- J. Fire Marshals Report – Chief Silva
- K. Fire Chief's Report - Chief Cox (**Tab #10**)

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- [January Statistics](#)
- [PARS Monthly Statement for 1/1/2023 to 1/31/2023](#)

9. ADJOURNMENT

Note: Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection at the Administration Office front counter located at 1191 Main Street, Half Moon Bay, California, during normal business hours.

Oral Communications Procedures: This portion of the meeting has been allocated for public comments concerning items on the agenda for this meeting. If a member of the public wishes to defer comment until the item comes up on the agenda, the Board should be so advised during Oral Communications. In such event, the Board may permit public comment to be taken following the staff presentation of the item. The amount of time allotted for public comment shall be subject to reasonable limitations established by the Board.

Access for the Disabled

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Fire Chief at least 1 working day before the meeting at phone number (650) 726-5213. Notification in advance of the meeting will enable the District make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Jonathan Cox, Deputy Chief

Posted: February 17, 2023