

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

**February 23, 2022**

**LOCATION:**

Pursuant to Resolution No. 2022-03,  
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 Gary Burke, Vice President J. B. Cockrell,  
Director Bruce MacKimmie, Director Steve Stockman, and  
Director Cynthia Sherrill.

Directors Absent: None

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, Carlyslle Ann Young, Michelle Dragony, and Sabrina Brennan.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

No public comment.

**5. CONSENT CALENDAR**

- A. Approval of minutes from January 12, 2022 Special Board meeting.
- B. Approval of minutes from January 26, 2022 Regular Board meeting.

- C. Approval of Vendor Checks #51528-51603 in the amount of \$1,833,895.04 dated January 1, 2022 to January 31, 2022.
- D. Approval of electronic payment to CalPERS in the amount of \$116,043.91 dated January 1 to January 31, 2022.
- E. Approval of Payroll Checks #21182-21185 and DD in the amount of \$1,375.56, dated January 1 to January 31, 2022 (pay period 12/2021.)
- F. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$247.28, dated January 1 to January 31, 2022 (pay period 12/2021.)

Director MacKimmie recused himself from the Consent Calendar.

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

## 6. CONTINUING BUSINESS

### A. Redistricting the District.

Deputy Chief Jonathan Cox indicated this is the third 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.
  - i. Coastside FPD Draft Maps Presentation
  - ii. Coastside FPD Draft Plan A
  - iii. Coastside FPD Draft Plan B
  - iv. Coastside FPD Draft Plan C

Joe Armenta with Redistricting Partners presented a review of the redistricting process and three draft maps for Board review and comment. Mr. Armenta indicated the maps have been drawn within the redistricting criteria and were posted on the District's website.

The Public Comment Period opened at 6:22 p.m.

Sid Young asked if the District could leave their map as is. She also asked where Redistricting Partners is located. She indicated that because Redistricting Partners is not familiar with the areas within the District, she thinks it would be better not to have areas split up. She thinks the populations between the unincorporated areas and the City of Half Moon Bay are pretty equal.

Mr. Armenta indicated that Redistricting Partners is located in Sacramento.

President Burke referred Ms. Young to the Coastside Fire Protection District's redistricting manual that was made available to the public and it explains the redistricting process.

The Public Comment Period closed at 6:25 p.m.

Board discussion occurred. Director Stockman indicated that the closest district within the District that looks like ours is Cabrillo School District and it seems logical to follow that one, if possible, in the decision making. The biggest factor he sees is keeping the neighborhoods and subdivisions intact. He asked for an overlay that shows those neighborhoods. Directors MacKimmie and Sherrill agreed with Director Stockman. Director MacKimmie asked if a printed map with overlays could be provided.

President Burke suggested the Board create an ad hoc committee who would be willing to review the draft maps and zoom in on the proposed districts to review specific areas of concern. Director Stockman asked for a special Board meeting to be held to provide input on the draft maps. President Burke indicated the ad hoc committee could review the draft maps and then a special Board meeting could be held before the next regular Board meeting to review the recommendations.

Directors Sherrill and MacKimmie volunteered to serve on the subcommittee.

Mr. Armenta asked that the neighborhoods be sent to him and he would recreate in the system and get population numbers based on those neighborhoods.

Sabrina Brennan asked if the Board would establish a citizen committee to make recommendations to the Board regarding redistricting and decisions about how districts will be established. She also commented that the agenda she received via email did not include the links to the staff report, so it wasn't possible to click from the email to review the maps. This means it is really hard for the public to understand this process when links

are not provided in the agenda. She asked that links be provided in future emails that contain the agenda links.

**7. NEW BUSINESS**

- A. Review, Discuss and Adopt a Resolution finding that meetings of the Board of Directors via Teleconference Protect against the ongoing and Imminent Health and Safety Risks Posed by Covid-19 and Determining that all Such Meetings Will Continue To Be Teleconference Pursuant to California Government Code Section 54953(e).

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

Board discussion occurred. Director MacKimmie indicated we are getting close to being able to have in person meetings and we should continue remote meetings for one more month and then review.

1. Adopt Resolution No. 2022-04; 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 Sherrill, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-04; 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.

B. Review, Discuss and Adopt a Resolution Approving the Purchase of Thirty-Five (35) Self-Contained Breathing Apparatus (SCBA) Systems from Allstar Fire Equipment, Inc.

Deputy Chief Jonathan Cox summarized the Staff Report and recommended purchasing the breathing systems.

President Burke indicated that this purchase would be covered by the current budget.

Board discussion occurred. Director MacKimmie asked if it was possible to surplus the old systems.

Deputy Chief Jonathan Cox indicated the bottles would be disposed and he didn't know if anyone would take the packs that were older than 15 years. Any packs that were less than 15 years old would become training packs.

1. Adopt Resolution No. 2022-05; A Resolution of the Coastside Fire Protection District Board of Directors Approving the Purchase of Thirty-Five Self-Contained Breathing Apparatus Systems from Allstar Fire Equipment, Inc.

ON MOTION by Director Sherrill, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-05; A Resolution of the Coastside Fire Protection District Board of Directors Approving the Purchase of Thirty-Five Self-Contained Breathing Apparatus Systems from Allstar Fire Equipment, Inc.:

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

Motion passed 5-0.

C. Discuss and Provide Direction to Staff Regarding Increasing Staffing Levels at Fire Station 41.

Vice President Cockrell indicated that the Board has been reviewing staffing levels at Fire Station 41 for a while. It is recommended that one additional staff member should be added, with the intent of being able to assign one member to the truck.

Deputy Chief Jonathan Cox indicated that regarding staffing, there will be a 20% increase in staff benefits for the District which will have implications for the Cal Fire contract. The labor contract with Cal Fire is up for negotiation or the contract ends July 1, 2022. He would ask that the Board strategize on the timing after the District knows what the full costs will be.

President Burke indicated that this item is not an action item, but he would like to suggest that as the District prepares a new budget and starts looking at the new budget in May/June, that this subject can be on the table at that particular time.

## **8. BOARD OF DIRECTORS AND CHIEFS' REPORTS**

### **A. Finance Committee Report**

President Burke indicated no meeting was held, but detailed items on the finances of the District for the first 7 months are in the packet and available to the public.

### **B. Volunteer Committee Report**

Vice President Cockrell indicated there was a meeting and the Committee was discussing whether or not they would hold the crab feed in April. A question came up on whether or not a volunteer could be a fourth member of the strike team and he indicated he was not qualified to answer that question.

### **C. Land and Structures Committee Report**

No report.

### **D. Vegetation Management Committee Report**

- San Mateo Resource Conservation District Proposal for El Granada Wildfire Resiliency Consultant
- Request For Proposals – El Granada Wildfire Resiliency Consultant

Director Stockman indicated at the last Board meeting, it was brought up whether or not the El Granada Wildfire Resiliency program had been distributed to the Board. It was not distributed and so it was added to this agenda for the Board's review. Directors Stockman and Sherrill indicated they are attending the partners meetings and a draft study and recommendations should be issued in March.

Deputy Chief Jonathan Cox indicated the study and recommendations will identify projects that could be undertaken in the future.

Sid Young asked what the deadline is to let Cal Fire/Coastside Fire Protection District know about certain parcels to add to the vegetation removal list.

Deputy Chief Jonathan Cox indicated Ms. Young can email staff and that there isn't a deadline. The weed abatement program occurs in May, and the vegetation programs runs later in the year.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report.

F. ALS/JPA Liaison Report

No report.

G. FDAC Liaison Report

President Burke mentioned the conference coming up in May.

Director MacKimmie asked for staff to review all certificates in case any Director needs to attend to take classes.

H. Emergency Preparedness Liaison Report

Director Sherrill indicated she attended the Emergency Management meeting last month. PG&E made a presentation on its new first responder guide to public safety, making it available to all agencies. There was discussion about the Zone Haven platform, Everbridge platform, and the tsunami announcement system. All agencies are working together to refine how the tsunami announcements are distributed.

Sid Young indicated that on the Cal Fire webinar, it was asked how many people are signed up for SMC Alert and it didn't seem like there was a good answer. She is wondering if the District should put out a message for people to sign up. Coastside has not been getting road closure alerts and they didn't get the monthly warning before they tested the tsunami siren down at the harbor.

Director Stockman indicated this has been an issue for years. There are about 10% of people who are signed up for the alerts. He agrees that there

might be some way that the District can play a role to encourage and physically work to get people signed up.

I. CERT Report

Director Sherrill indicated that CERT just had advanced CERT Training classes last Saturday in person and they were well attended. The topic was traffic management. The next basic training will be coming up in March.

J. Attorney's Report

No report.

K. Fire Chiefs' Report

Deputy Chief Jonathan Cox spoke about the structure fire on February 11<sup>th</sup> and the engines that responded. The incident put a heavy strain on the coast, only because there were 4 concurrent calls during the structure fire. Pacifica engines and County engines responded and a follow up conversation was had with the public community to discuss the plan and how it went.

Covid testing is continuing twice weekly and there were no current cases in the District.

Apparatus: Two employees met in person at the factory for the pre-build. The delivery date is June/July 2022. It is important to get the vehicle because a few engines are in for long-term maintenance.

Battalion Chiefs: They hope to make an appointment as soon as the examination and list is released, which should be in the next few days. They should have made offers on two County Battalion Chiefs, and they will split the Chief on the coast.

Training: The safety officer class and advanced safety officer training was held at Station 40 for a week. We hosted for all Northern California Cal Fire region employees who meet that level. They enjoyed being on the coast to have that opportunity.

Lobby improvements: The new District sign arrived. The plan is to get that installed with the new carpeting in the lobby area.

Apparatus: Part of the replacement plan was to replace the ERV or UTV. It does not look like the current supply chain will make that possible this



year. We can't get them at the moment with the configuration we need for firefighting.

Director MacKimmie asked if the Board could be notified of equipment changes.

Deputy Chief Jonathan Cox indicated it is difficult to know what engine is at what station at any given moment. It is changing 4-5 times a day.

**9. CORRESPONDENCE**

A. Susan Casey Letter

President Burke referred to the letter from Susan Casey to the Vegetation Management Committee thanking them for implementing the seasonal vegetation abatement program.

**10. ADJOURNMENT**

President Burke adjourned the Board into Closed Session at 7:40 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 lease of property.

**12. ACTION TAKEN IN CLOSED SESSION**

The Board came back into Open Session at 8:07 p.m. and no action was taken in Closed Session.

**13. ADJOURNMENT**

President Burke adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Jonathan Cox

Mar 24, 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 4-0-1, with Director MacKimmie recusing himself.

The Board created an ad hoc subcommittee to review the draft redistricting maps and hold a special meeting of the subcommittee.

ON MOTION by Director Sherrill, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-04; 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). Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2022-05; A Resolution of the Coastside Fire Protection District Board of Directors Approving the Purchase of Thirty-Five Self-Contained Breathing Apparatus Systems from Allstar Fire Equipment, Inc. Motion passed 5-0.

Signature:   
Jonathan Cox (Mar 24, 2022 13:49 PDT)

Email: jonathan.cox@fire.ca.gov

# 02232022.regular meeting

Final Audit Report

2022-03-24

Created:	2022-03-24
By:	Chris Spradley (christopher.spradley@fire.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6oTr4bEbC-xSChxpCOH7FQpyEfUAHBrQ

## "02232022.regular meeting" History

-  Document created by Chris Spradley (christopher.spradley@fire.ca.gov)  
2022-03-24 - 8:45:23 PM GMT- IP address: 50.240.206.29
-  Document emailed to Jonathan Cox (jonathan.cox@fire.ca.gov) for signature  
2022-03-24 - 8:46:53 PM GMT
-  Email viewed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
2022-03-24 - 8:49:04 PM GMT- IP address: 24.5.189.172
-  Document e-signed by Jonathan Cox (jonathan.cox@fire.ca.gov)  
Signature Date: 2022-03-24 - 8:49:24 PM GMT - Time Source: server- IP address: 24.5.189.172
-  Agreement completed.  
2022-03-24 - 8:49:24 PM GMT