

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

**April 28, 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 6:01 p.m.

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

Directors Present: President Gary Burke, Vice President J. B. Cockrell, and  
Director Steve Stockman.

Cal Fire: Chief Ian Larkin.

Deputy Chief: Jonathan Cox.

Attorney: Jean Savaree.

Admin. Secretary: Jean Headley.

Director Bruce MacKimmie was absent due to vacation.

Andy and Michelle Dragony were on the call.

President Burke announced that Secretary Ginny McShane has resigned from the Board of Directors due to health reasons. He stated that she has served on the Board of Directors for the Coastside Fire Protection District and the Point Montara Fire District for 18 or 19 years, and she has been invaluable to the District in terms of many difficult encounters over those years. He said we wish her well, and at some point in the near future we will have an appropriate ceremony to recognize her service to the Coastside.

**3. PLEDGE OF ALLEGIANCE**

Led by President Burke.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

- A. Approval of minutes from March 24, 2021 Regular Board Meeting.
- B. Approval of new Vendor Checks #50788-50877 in the amount of \$1,974,040.92 dated March 1 to March 31, 2021.
- C. Approval of electronic payment to CalPERS in the amount of \$112,526.63, dated March 1 to March 31, 2021.
- D. Approval of Payroll Checks #21148-21152 in the amount of \$1,082.23, dated March 1 to March 31, 2021.
- E. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$179.99, dated March 1 to March 31, 2021.

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

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

**6. CONTINUING BUSINESS**

- A. Update on Vegetation Management Committee Action Plan

Director Stockman gave a brief summary of the Vegetation Management Committee Action Plan. He reported that he attended a meeting this month with the Mid Coast Council. Deputy Chief Cox, Chief Cosgrave and Chief Sampson as well as Supervisor Horsley were also in attendance, and he summarized that meeting.

Director Stockman said that Supervisor Horsley has indicated there is \$500,000 set aside to Fire Safe to do some work in El Granada.

Director Stockman said that CERT and Chief Cosgrave have been doing a 3-part series to the community on educating the community on how to prepare for the wildland fire season. He indicated that 600 to 700 people signed up for the series.

Deputy Chief Cox gave the dates for the neighborhood chipping in El Granada as May 18, 19 and 20. He indicated there are additional dates for Moss Beach and Montara.

He reported that the next action item on the VMC Action Plan is ensuring that we send out a letter of support to the Board of Supervisors for their

current efforts at the direction of the Board to continue to work and focus on eucalyptus removal, and specifically for the streamlining of the permitting process for removal.

B. Review, Discuss, and Approve the Updated (April 22, 2021) Coastside Volunteer Firefighter Program Handbook

Deputy Chief Cox discussed the updated Volunteer Firefighter Program Handbook.

Discussion occurred between President Burke and Deputy Chief Cox. President Burke requested Deputy Chief Cox to review the Coastside Volunteer Policy that the Board passed a couple of years ago to be sure it is compatible with the updated Volunteer Handbook.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to approve the Coastside Volunteer Firefighter Program Handbook:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

C. Weed Abatement

1. Public Hearing for Weed Abatement – for property owners having any objections to the proposed removal of such weeds.

President Burke opened the public hearing. Hearing no one wishing to speak on this issue, he closed the public hearing.

**7. NEW BUSINESS**

- A. Review and Discuss Options Available to the Board per Health and Safety Code §13852 to Fill the Vacancy Created by Director McShane’s Resignation Effective April 15, 2021, and Direction to Staff on Whether to Call for Special Election or Proceed with Process to Fill Vacancy by Appointment

Deputy Chief Cox passed this item to Attorney Jean Savaree.

Attorney Savaree summarized the Staff Report.

President Burke indicated that if we have an election, it could cost up to \$100,000.

Attorney Savaree said that the process is to advertise the opening, interview the candidates, and select a candidate at a special June Board meeting, unless someone is appointed at the regular May Board meeting, because the appointment needs to be made by June 14<sup>th</sup>. That person would serve until the end of Ginny McShane's term.

Board discussion occurred. The redistricting element needs to be considered.

Michelle Dragony suggested also reaching out to the CERT people about the vacant position on the Board.

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to appoint a candidate to fill Director McShane's seat on the Board until the end of her term:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

B. Review, Discuss, and Approve an Agreement for Redistricting Services

1. Review Staff Report and Contract Bids

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

Attorney Savaree said that her partner, Attorney Kai Reuss, is also on this call. He looked at the RFP responses and is prepared to answer any questions the Board may have.

Board discussion occurred.

2. Adopt Resolution No. 2021-10, A Resolution of the Board of Directors of the Coastside Fire Protection to Award an Agreement for Districting Services to Redistricting Partners, LLC

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to adopt Resolution No. 2021-10, A Resolution

of the Board of Directors of the Coastsides Fire Protection to Award an Agreement for Districting Services to Redistricting Partners, LLC:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

C. Review and Approve Financial Statements and Independent Auditors Report for the Year Ending June 2020

Deputy Chief Cox summarized the Staff Report, introduced the Resolution, and recommended that the Board adopt the Resolution.

President Burke provided comments on the increase in the PARS balance. He also discussed the CalPERS liability in 2019 and 2020.

Director Stockman asked if we could have someone from PERS come and speak to the Board on what the forward plan is. President Burke said perhaps in the Fall we could have someone from PERS come and speak to us.

1. Adopt Resolution No. 2021-11, A Resolution of the District Board of Coastsides Fire Protection District Accepting June 30, 2020 Audited Financial Statements from Harshwal & Company LLP

ON MOTION by President Burke, seconded by Director Stockman, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2021-11, A Resolution of the District Board of Coastsides Fire Protection District Accepting June 30, 2020 Audited Financial Statements from Harshwal & Company LLP:

Director Stockman	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 3-0.

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

A. Finance Committee Report

President Burke said there was no meeting this month. He referred to the spreadsheet of expenses and revenues in the packet and discussed some of the highlights. He also discussed the PARS report.

B. Volunteer Liaison Report

Vice President Cockrell stated that he did not attend the meeting, so he has no report.

C. Land and Structures Committee Report

Vice President Cockrell indicated there is nothing more to add to what was already discussed earlier in tonight's meeting. He said we are still evaluating the value of our properties that we have, as well as Station 44 alternatives.

D. Vegetation Management Committee

Director Stockman he has nothing additional to report after what was already discussed earlier in the meeting.

E. Special Districts Association (SMCO Chapter) Liaison Report

President Burke reported that he has officially become a member, that he has gone through the orientation, and he has the booklet in case any other Board member would like any more detailed information on the SDA.

F. ALS/JPA

No report.

G. FDAC Liaison Report

No report.

H. Emergency Preparedness

Director Stockman reported that he attended the April 2<sup>nd</sup> Zoom meeting of CEAP. He said speakers Jim Holly and Don Mate who spoke of VOAD, Volunteer Organizations Active in Disasters. VOAD is an organization that works with CERT to help out in a disaster.

Director Stockman said that Chief Cosgrave updated the community on the hazard maps.

May 7<sup>th</sup> is the next CEAP meeting, and the topic will be the Medical Reserve Corps.

He reported that Branches 3 and 4 of CERT graduated 48 new members.

I. Attorney's Report

No report.

J. Fire Chief's Report

Deputy Chief Cox spoke of the Monthly Statistics Report, indicating that the "N/A" references are because they are still getting up to speed on the new CAD system. There was discussion between Director Stockman and Deputy Chief Cox.

Deputy Chief Cox discussed COVID-19, indicating we are still getting PPE's from the county-wide grant, and there are now current cases within the crews assigned to our District.

He said the new Staff Service Analyst is Christopher Stradley, who is working primarily with the Fire Marshall's office on internal processes and ensuring the processing of plans and permits.

Deputy Chief Cox reported that he and President Burke as well as several members of the El Granada community met with Supervisor Horsley regarding the Station 41 lighting issue.

He said that we have also been partaking in the County Fuel Reduction Task Force that is being led by Supervisor Horsley.

Interviews for a Battalion Chief position will be conducted in May. This is a split position between the County and the Coastsides.

He reported that call volume was normal for this month with the exception of the San Benito house fire, and he discussed that incident.

He said the truck academy training is coming up in May.

As to prevention, he said the firefighters continue to work on weed abatement.

He reported that the volume of plans that the Fire Marshall's office is receiving is currently very high.

He stated that Chief Cosgrave recently hosted a hands-on training class at Station 40 for CERT members.

Deputy Chief Cox reported that Station 40 has recently been repainted, and the roof has also been redone.

They anticipate replacing the rusted fuel vault at Station 44 this month.

He discussed the fire alarm alerting system at Station 40, 41 and 44.

He reported the new engine specs should be done by the end of May. Utility 40 and training 10 vehicles are nearing completion, and work has begun on outfitting the new Battalion Chief vehicles to meet the specs.

He reported the Volunteer Academy ends on May 6, and he thanked the volunteers who participated in the San Benito house fire.

The County Fire Chiefs will be meeting this month. The main topic of conversation now is making sure the new MDT's in the rigs are working properly throughout the county.

He discussed two grants they recently submitted for reimbursement, the Volunteer PPE grant and the grant for three new 6,000 channel radios.

The county will be the recipient of a \$250,000 grant regarding drones, or unmanned autonomous systems as they are now being called. Chief Lordes is working on this issue.

President Burke providing comments regarding the Station 41 lighting issue and a meeting held with the El Granada community members.

President Burke discussed his involvement with a discussion by Chief Cosgrave and Phyllis of CERT, and they both handled the Zoom meeting exceedingly well.

President Burke asked when we might be able to hold in-person meetings again. Attorney Savaree said everyone is waiting to hear from the State, and it could be after June 15<sup>th</sup>. Michelle Dragony advised the Board that this issue is driven by AB 339, which says Zoom has to continue as an equity issue, and she provided additional comments on the issue.

Director Stockman asked Deputy Chief Cox if there is an update on the completion date for the Main Street entry at Station 40. Deputy Chief Cox said he believes it is only a few weeks away.


Vice President Cockrell asked Deputy Chief Cox is there a reason we didn't see Truck 41 at the San Benito fire. Deputy Chief Cox responded it is in the discretion of the dispatch officer at Station 41.



**9. ADJOURNMENT**

President Burke adjourned the meeting at 7:03 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "G. Burke", is written over the printed name of Gary Burke.

Gary Burke, President  
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 Director Stockman, by Roll Call Vote, the Board voted to approve the Consent Calendar as submitted. Motion passed 3-0.

President Burke requested Deputy Chief Cox to review the Coastside Volunteer Policy that the Board passed a couple of years ago to be sure it is compatible with the updated Volunteer Handbook.

ON MOTION by President Burke, seconded by Director Stockman, by Roll Call Vote, the Board voted unanimously to approve the Coastside Volunteer Firefighter Program Handbook. Motion passed 3-0.

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