

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

**April 24, 2024**

**LOCATION:**

Pursuant to Resolution No. 2023-01,  
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**

Directors Present: President Gary Burke, Vice President J. B. Cockrell, Director  
Patrick Hanna, Director Bruce MacKimmie, and Director Cynthia  
Sherrill.  
Board Secretary: Deputy Chief Jonathan Cox.  
Cal Fire: Unit Chief Nate Armstrong; Fire Captain Jordan Motta; Division  
Chief Gary Silva.  
Attorney: Jean Savaree.

Also present, either in person or via Zoom, were Larry von Dran, Clay Collins, Matthew  
Clark, Sid Young, and Sean Rose.

**3. PLEDGE OF ALLEGIANCE**

President Burke led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

Larry von Dran spoke about his property's access to the open space behind his property  
and an agreement with the Coastal Commission to have access to the property to clear the  
weeds. He was asking if the District had a similar authority to enter into such an  
agreement with him for liability and insurance coverage purposes. President Burke  
indicated the Fire Chief and Fire Marshal would follow up with him.

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Clay Collins expressed similar concerns on the notice he received regarding overgrown weeds and the definitions for removing overgrown weeds. The Fire Chief asked Mr. Collins to work with Captain Motta.

Matthew Clark spoke about the notice he received regarding overgrown weeds. President Burke indicated the Fire Marshal would follow up with him.

Sid Young spoke about the Seal Cove lots and some parcels not receiving notices.

President Burke spoke about the Board reviewing the weed abatement policy reviewing the policy at a future meeting.

**5. CONSENT CALENDAR**

- A. Approval of minutes from February 28, 2024 Board Regular meeting
- B. Approval of Vendor Checks #56329-56406 in the amount of \$237,844.98 dated March 1 to March 31, 2024
- C. Approval of Payroll Checks #21269-21271 and DDs in the amount of \$1,074.40 dated March 1 to March 31, 2024 (pay period 2/2024.)
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.98 dated March 1 to March 31, 2024 (pay period 2/2024.)
- E. Adopt Resolution No. 2024-12; A Resolution to (1) Reject all Bids for Weed Abatement Work; (2) Authorize the Re-Advertisement for this Work

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-E as submitted:

Director Hanna	Aye
Director Sherrill	Aye
Vice President Cockrell	Aye
President Burke	Aye

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

**6. CONTINUING BUSINESS**

- A. Review, Discuss and Provide Direction on Reviewing Pending Legislation.

Attorney Jean Savaree summarized the Staff Report.

Board discussion occurred. President Burke asked that a policy be created to only take a position on things that directly affect the finances or operations of the District and an ad hoc committee be created with the President and the Board Member who represents the District at the California Special District Association. Director Hanna

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believes it is beneficial for the District to support items and not spend an undue amount of time reviewing items.

B. Review, Discuss and Provide Direction on Station 41 South Lot Improvements.

Sean Rose has been retained by the District as the owner's representative on the District's behalf. He gave a presentation about the current discussions he has had with the County Planning and Building Department. The design portion of the project is close to being finalized and he provided an update on the design features. The County Planning and Building, and Public Works is very interested in sidewalk improvements being part of the project and may have funding sources available to help fund the project. Mr. Rose provided a project schedule for permitting, bidding, and construction.

Board discussion occurred. Director Sherrill asked if the schedule for the Connect the Coastside project dovetails with the schedule the District would like to have for completion of the sidewalk project. Mr. Rose believes it does. President Burke spoke about his meeting with Supervisor Mueller about the project and the priority of this project versus other projects in the County. Attorney Jean Savaree indicated Mr. Rose is asking the Board to include the sidewalk when the project is sent out to bid but the sidewalk is held as an alternate for when the District is ready to award the contract, the Board can decide to award the base bid with no additional sidewalk or add that bid alternate in if they wanted to fold it all together. The Board asked Mr. Rose to attend the County ADA Committee meeting to talk about funding available for the project. The Board agreed with Mr. Rose's proposals in his presentation.

Sid Young stated she attended the Connect the Coastside meetings and they still haven't funded it. The District could ask Supervisor Mueller for Measure K money.

C. Weed Abatement.

Fire Chief Nate Armstrong summarized the Staff Report.

1. Public Hearing for Property Owners having any objections to the proposed removal of such weeds.

President Burke opened and closed the Public Hearing.

There was no Board discussion.

2. Adopt Resolution No. 2024-13; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances.

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ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, by the following Roll Call Vote, the Board voted to Approve Resolution No. 2024-13; A Resolution of the Board of Directors of the Coastside Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances:

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

Motion passed 5-0.

**7. NEW BUSINESS**

- A. Review, Discuss and Adopt Resolution No. 2024-11; Approving Increase of .5 Battalion Chief Position to the Existing CAL FIRE Cooperative Fire Protection Contract.

Fire Chief Nate Armstrong summarized the Staff Report and recommended approval of the Resolution.

Board discussion occurred. Director Hanna asked if the Board would see requests for adjustments next year and Fire Chief Nate Armstrong said this is setting the Board up for the future.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-11; Approving Increase of .5 Battalion Chief Position to the Existing CAL FIRE Cooperative Fire Protection Contract:

Director Hanna	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 no meeting was held but spoke about the financial information provided in the packet.

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B. Volunteer Committee Report

Vice President Cockrell spoke about the crab feed. Director Hanna spoke about the fire engine attending the last little league game of the season.

C. Land and Structures Committee Report

Chief Gary Silva spoke on the status of the Station 44 project and the plans being resubmitted to the County. A meeting has been scheduled with the County Building Official and Mr. Rose to discuss the County's review process.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

Director Hanna will attend the meeting next month.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

Director Sherrill spoke about the Coastside Disaster Preparedness Day which was very successful. On May 11<sup>th</sup> an evacuation drill with DEM will be held from the top of El Granada to the El Granada Elementary School. Chief Gary Silva spoke further on this event.

H. CERT Report

Director Sherrill spoke about the Coastside Disaster Preparedness Day. The Volunteer Thank You Event will be on May 19<sup>th</sup>. Coastside Gives is happening now.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Fire Captain Jordan Motta spoke about attending the Statewide Fire Prevention Officers event. He also spoke about the mandatory inspections that were conducted.

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K. Fire Chief's Report

Chief Gary Silva spoke about attending the Wildland-Urban Interface (WUI) Conference in Nevada.

Staff is continuing to work with Montara Water District on a hydrant maintenance agreement.

They received recertification from the California Special Districts Association for the continued District of Distinction and that will be on next month's agenda with a press release.

Regarding staffing, a new staff service analyst has been hired.

Regarding incidents, there was a serious vehicle accident over the cliff with one fatality.

Regarding training, formal classes are continuing.

Regarding facilities, the Station 40 fencing project is almost complete. The insulation project is in the process of being started. The bathroom project will start within two weeks.

Regarding apparatus, engine 340 is still being built and engine 44 is in the lineup to be built.


Sid Young spoke about Supervisor Mueller attending the Midcoast Community Council meeting and his concerns with Seaton closing their emergency room due to their remodel. She attended the Planning Commission meeting in Half Moon Bay and a question came up about if the District had an apparatus tall enough to respond to a 5-unit residential building.

Fire Captain Jordan Motta spoke about the ladder trucks available.

**9. ADJOURNMENT**

President Burke adjourned the meeting at 5:31 p.m.

Respectfully submitted,

DocuSigned by:  
  
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7/25/2024

Deputy Chief Jonathan Cox, Secretary

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Coastside Fire Protection District

Note: Audio and video tapes of meetings are available for inspection during regular business hours.

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**BOARD ACTION TAKEN AND DIRECTION TO STAFF**

ON MOTION by Vice President Cockrell, seconded by Director Sherrill, the Board voted to approve the Consent Calendar Items A-E as submitted. Motion passed 4-0-1, with Director MacKimmie having recused himself.

ON MOTION by Director MacKimmie, seconded by Vice President Cockrell, the Board voted to Approve Resolution No. 2024-13; A Resolution of the Board of Directors of the Coastsid Fire Protection District Authorizing the Fire Chief to Undertake the Removal of Weeds and Abatement of Public Nuisances. Motion passed 5-0.

ON MOTION by Director Sherrill, seconded by Director MacKimmie, the Board voted to Adopt Resolution No. 2024-11; Approving Increase of .5 Battalion Chief Position to the Existing CAL FIRE Cooperative Fire Protection Contract. Motion passed 5-0.