

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

September 25th, 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 Jed Wilson; Deputy Chief Jonathan Cox; Operations Chief Gary Silva; Battalion Chief Pat Griffin; Analyst Meghan Henry

Attorney: Jean Savaree.

Also present, either in person or via Zoom, was Michele Dragony.

3. PLEDGE OF ALLEGIANCE

President Burke led the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comments were made.

5. CONSENT CALENDAR

A. Approval of minutes from August 28, 2024 Board Regular meeting

Minutes of the September 24, 2024 Regular Board Meeting

Page 2

B. Approval of Vendor Checks #56722-56786 in the amount of \$296,919.44 dated August 1 to August 31, 2024.

C. Approval of Payroll Checks #21284-21286 and DDs in the amount of \$1,074.40 dated August 1 to August 31, 2024 (pay period 7/2024).

D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$177.98 dated August 1 to August 31, 2024 (pay period 7/2024).

E. Approval of electronic GASB 68 Reporting Services Fee payment to CalPERS in the amount of \$700.00 date August 1 to August 31, 2024.

F. Second Reading and Adoption of Ordinance No. 2024-02

ON MOTION by President Burke, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to approve the Consent Calendar Items A-F 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 Consider for Approval Fiscal Year 2024/2025 Final Budget – Chief Cox 1. Open Public Hearing for Fiscal year 2024/2025 Final Budget 2. Close Public Hearing and Approve Motion to Adopt Fiscal Year 2024/2025 Final Budget

Chief Cox introduced the budget plan and noted some highlights. President Burke made some comments and notices.

1. Public Hearing

President Burke opened and closed the public hearing.

2. Motion to Approve Motion to Adopt Fiscal Year 2024/2025 Final Budget

ON MOTION by Director MacKimmie, seconded by Director Sherrill, by the following Roll Call Vote, the Board voted to Approve Resolution 2024-06 Authorizing an Amendment to the Contract and Approve Certification of Final Action of the Governing Board:

Director Hanna	Aye
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Minutes of the September 24, 2024 Regular Board Meeting

Page 3

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

Motion passed 5-0.

7. NEW BUSINESS

- A. Review, Discuss and Consider for Approval Fixing Employer Health Contribution for retired 001 Represented Safety Members, Retired 002 Non-Represented Safety Members, and 003 Non-Represented Miscellaneous Members

No discussion was held.

ON MOTION by Director Sherrill, seconded by Director Hanna, by the following Roll Call Vote, the Board voted to Adopt Resolution No. 2024-53, 54, and 55; 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, Group 002 Non-Represented Safety Members, and Group 003 Non-Represented Miscellaneous Members):

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

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

- B. Review and Discuss Coastside Fire Protection District's Mission, Vision and Values (no action)

President Burke summarized his and Director Hanna's attendance at the CSDA Annual Conference. President Burke suggested a review and possible revision of the mission, vision, and values, for action by the board.

8. BOARD OF DIRECTORS AND CHIEFS' REPORTS

- A. Finance Committee Report

Minutes of the September 24, 2024 Regular Board Meeting

Page 4

President Burke indicated no meeting was held but spoke about the financial information provided in the packet.

B. Volunteer Committee Report

Two Paramedics were hired with CalFire to Coastside, with one more in the pipeline. Academy is coming up in November. With hired firefighters getting new radios, the older ones will be moved to the volunteers.

C. Land and Structures Committee Report

Chief Silva spoke on upcoming meetings for the new station and temporary station. More collaboration with PG&E and County is needed.

D. Vegetation Management Committee Report

No report.

E. Special Districts Association (SMCO Chapter) Liaison Report

No report. The summary of the Annual Conference was held during New Business Item B.

F. ALS/JPA Liaison Report

No report.

G. Emergency Preparedness Liaison Report

The DEM hired a new Coastside coordinator. Tsunami sirens have been tested and updated. CRISP (Coastside Resilience Infrastructure Strategic Plan) and other projects are on-going with collaboration from different agencies.

H. CERT Report

Director Sherrill spoke on CERT hosting a LISTOS class in Chinese to meet accessibility determined by the city, with 27 students, and how appreciative the students were. Half Moon Bay high school had their service learning day and CERT received many sign-ups of interest. This past weekend the Great Shakeout occurred with neighborhoods demonstrating their safety command posts with 20 neighborhoods participating. CERT is nearly ready to release their standard operations manual. Director Sherill will be representing CERT at the Town Hall

Minutes of the September 24, 2024 Regular Board Meeting

Page 5

hosted by the Sheriff's department. In December, a PG&E representative will come provide a presentation on electrical safety.

I. Attorney's Report

No report.

J. Fire Marshal's Report

Chief Griffin summarized the big and ongoing projects in the district. Preparation for Pumpkin festival is occurring and ongoing.

K. Fire Chief's Report


Chief Cox spoke that he will be attending the ALS JPA and PSC meeting regarding the agreement change. There will be a meeting in October with Montara Water regarding the hydrant agreement. An agreement has been executed with Fisher and Fisher for actuarial services. An agreement has been executed for renting the land for temporary 44. An agreement has been executed for accounting services with Nigro & Nigro. Harshwall's accounting services have adjusted. The Stepford agreement has been executed and enacted. Chief Silva led the interview process for the BC10C position with an announcement soon. Labor union agreement, with ratification, will then begin November 25th to switch to a 66-hour work week, meaning three full shifts at each station. Chief Lord is setting up 2025 classroom and classes. The Station 40 insulation project is complete. The South Lot 41 project permits have been submitted. Two apparatus are in production, old engine 140 is going to auction, new U44 is in service, and old U41 bids will open on Monday.

A further discussion was had on the JPA and PSC agreement situation.

9. ADJOURNMENT

President Burke adjourned the meeting at 5:07 p.m.

Respectfully submitted,

DocuSigned by:

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10/25/2024

Deputy Chief Jonathan Cox, Secretary
Coastside Fire Protection District

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

Minutes of the September 24, 2024 Regular Board Meeting

Page 6

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

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, the Board voted to Approve Fiscal Year 2024/2025 Final Budget. Motion passed 5-0.

ON MOTION by Director MacKimmie, seconded by Director Hanna, the Board voted to Approve Resolution 2024-53, 54, and 55; 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, Group 002 Non-Represented Safety Members, and Group 003 Non-Represented Miscellaneous Members). Motion passed 4-0-1, with Director MacKimmie having recused himself.