

**CENTRAL COUNTY FIRE DEPARTMENT
Joint Powers Authority**

1399 Rollins Road
Burlingame, CA 94010

1600 Floribunda Avenue
Hillsborough, CA 94010



BOARD OF DIRECTORS MEETING AGENDA

4:30 pm – Closed Session

Regular Meeting to follow Closed Session

Tuesday September 22nd

Council Chambers, Burlingame City Hall, 501 Primrose Road, CA 94010

1. CLOSED SESSION

- a. Conference with Legal Counsel – Anticipated Litigation (Ca. Government Code Section 54956.9(d)(2)): One Potential Case

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL OF MINUTES

Regular Meeting of April 8, 2015

Special Meeting of June 22, 2015

6. CONSENT

- a. Resolution to Approve Reclassification of Fire Inspector I to Fire Prevention Specialist

7. STAFF REPORTS

- a. Fire Chief's Update (*Oral Report*)

8. OLD BUSINESS

- a. Discussion of Shared Services with San Bruno



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9. PUBLIC COMMENTS

At this time, persons in the audience may speak on any item on the agenda or any other matter within the jurisdiction of the Board. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. Speakers are requested to fill out a “request to speak” card located on the table by the door and hand it to staff. The Chair may limit speakers to three minutes each.

10. BOARD OF DIRECTORS’ COMMENTS

11. ADJOURNMENT

NOTICE: Any attendees wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. before the meeting and at the meeting.

**CENTRAL COUNTY FIRE DEPARTMENT
Joint Powers Authority**

1399 Rollins Road
Burlingame, CA 94010

1600 Floribunda Avenue
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**BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING**

Wednesday April 8th, 2015

Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave., Hillsborough, CA 94010

1. CLOSED SESSION

- a. Conference with Legal Counsel- Existing Litigation (Ca. Government Code Section 54956.9(d)(1)
Name of Case: Workers' Compensation Claim #13006801
- b. Conference with Legal Counsel- Existing Litigation (Ca. Government Code Section 54956.9(d) (1)
Name of Case: Workers' Compensation Claim #13000696

2. REPORT FROM CLOSED SESSION

General Counsel Jean Savaree reported no action was taken.

3. ADJOURNMENT TO REGULAR SESSION

4. CALL TO ORDER

Meeting was called to order by Chair Chuang at 4:14pm

5. PLEDGE OF ALLEGIANCE

Led by Chief John Kammeyer

6. ROLL CALL

All Board Members present

7. APPROVAL OF MINUTES

- a. Regular Meeting of February 11th, 2015; Board Member Brownrigg motioned to approve; Board Member Keighran seconded the motion. Approved 4-0-0.



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8. CONSENT CALENDAR

- a. Resolution Authorizing the Disposition of Surplus Property by the Central County Fire Department
Board Member Brownrigg motioned to approve; Board Member Keighran seconded the motion. Approved 4-0-0.

9. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2015-2016 Budget for the Central County Fire Department
- i. Staff Report
 - ii. Open Public Hearing and receive comments
 - iii. Close Public Hearing
 - iv. Approve the Resolution to Adopt the Fiscal Year 2015-2016 Budget for the Central County Fire Department

Finance Director Jan Cooke presented the FY15/16 proposed budget with a PowerPoint presentation.

- 84.4 employees serving a population of 63,000
- Positions added include the nineteen employees from Millbrae, a part-time Fire Inspector, part-time Emergency Preparedness Coordinator, full-time mechanic and full-time Senior Accounting Technician
- Fire Chief position is shared with San Bruno

Board Member Brownrigg asked about the increase in number of non-sworn personnel. Ms. Cooke explained that the increase is due to the mechanic position, Senior Accounting Technician and Emergency Preparedness Coordinator. A discussion followed on the Emergency Preparedness position and logistics. Board Member Brownrigg stated that Burlingame constituents have voiced concern that Emergency Preparedness is an area that Burlingame is underserved in. CAO Lisa Goldman explained that this position is primarily internally focused. City Manager Randy Schwartz explained that Hillsborough has a part-time position that focuses on the community aspect of Emergency Preparedness. Burlingame does not have such a position. A proposal has been made to increase the hours of this position by ten hours and Burlingame would pay for the additional hours with the understanding that those hours would be dedicated to Burlingame.

Board Member Benton asked about the float positions under each battalion on the organization chart. Chief Kammeyer explained that the float positions help fill vacancies; the float Captain will be eliminated by attrition.

Ms. Cooke continued with the budget presentation.

- Expenditures are going up \$6.3million
- Net contribution increase is \$5.9 million
- 3% increase for Burlingame and Hillsborough including apparatus replacement
- Millbrae is charged for services they receive. There are some CCFD only expenses such as retiree medical, Fire inspector, Deputy Fire Marshal, Battalion Chiefs.
- Revenue and Expense of Mechanic Shop are not shared with Millbrae



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Board Member Benton asked how Millbrae's proposed contribution compares to their pre-shared services budget. CAO Goldman explained that in discussions with the Millbrae City Manager there was an acknowledgment that the costs would go up for Millbrae before going down. Mr. Schwartz explained that the \$5.3 contribution does not take into account the cost of the agreements in place between Millbrae and San Bruno or the four chief officers still employed by Millbrae. A brief discussion followed regarding the Millbrae/San Bruno contracts. CAO Goldman stated that it is possible that at the mid-year review staff may need to request an adjustment depending upon what happens with the four chief officers in Millbrae which will affect the Millbrae-San Bruno shared services agreement. Ms. Goldman stated that staff would like one year with Millbrae before addressing moving forward with shared services with San Bruno. Board Member Benton requested a copy of the organization chart with names and agencies noted.

Ms. Cooke continued with the budget presentation and explained some of the major increases.

- Proposed purchase of two apparatus and five staff vehicles - \$1.3million
- Overtime - \$550,000
- Workers Compensation Reserve - \$500,000
- OPEB Actuarial Change - \$189,000
- Headcount Additions, PERs and Benefits increases -\$3.9 million

The workers compensation reserves need to be increased based on findings of actuarial study. The fund ratio is estimated to be 66%.

Board Member Benton asked as clarification that the Millbrae employees are coming in as new employees and therefore are not bringing existing claims. Ms. Cooke confirmed that this is correct. Chair Chuang asked Chief Kammeyer to elaborate on workers compensation and the average age of the department. Chief Kammeyer explained that the addition of the Millbrae personnel does not affect the average age of the department. Chief Kammeyer also stated that the culture in Millbrae Fire Department (MFD) regarding workers compensation is very different from that of CCFD. Staff looked at the average number of workers compensation hours per person for Millbrae and CCFD which showed the hours for Millbrae were considerably lower. Chief Kammeyer is hopeful the culture from MFD will be positive for CCFD in regards to workers compensation. By fiscal year 2018-19 CCFD will have about 20 personnel leaving due to retirements. The onboarding of new firefighters will then bring the average age of the department down and hopefully a decrease in workers compensation claims. Board Member Keighran asked if the culture of the Millbrae employees can be implemented into CCFD. Chief Kammeyer explained that staff is taking a more aggressive approach to workers compensation and plans to impress upon the new supervisors what their responsibilities are as first line supervisors in terms of vetting out injuries, claims etc.

Ms. Cooke continued by explaining the implied subsidies in the OPEB actuarial study. The implied subsidies are required for all OPEB plans per new GASB rules.

Chair Chuang asked if CCFD is funded at 100%. Ms. Cooke replied that CCFD is not funded at 100% but does pay 100% of the required contribution every year based on the actuarial evaluation. Board Member Brownrigg asked which line item shows the OPEB contribution. Ms. Cooke stated it is shown on page 25, line 60 in the budget book. The OPEB trust was started in 2012. Board Member Benton gave some background to the start of the OPEB trust which was brought to the Board by the previous Finance Director, Edna Masbad.



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The Millbrae employees have come over to CCFD as new employees so are not entitled to retiree medical. Ms. Cooke continued by saying there are also PERS increases for FY15/16 due to changes in CalPERS actuarial studies. The PERS increase is 7% of payroll. Board Member Brownrigg asked what the budgetary impacts are of the upcoming retirements over the next few years. Chief Kammeyer explained that Ms. Cooke and staff would need to take a look at the numbers and put together a forecast. Ms. Cooke continued by talking about the apparatus purchase. She explained that over the next four or five years it will be a significant amount within the annual budget since the department will need to replace at least one apparatus each year. Ms. Cooke asked for direction from the Board regarding financing as an option for apparatus purchase. Board Member Keighran asked how the replacement cycle works. Ms. Cooke explained that the department has a replacement schedule based on the lifespan of apparatus. The Board asked that staff bring a detailed forecast of capital to a future meeting. Board Member Benton asked if apparatus is rotated. Chief Kammeyer stated that apparatus is rotated when possible and CCFD has the additional advantage of having its own mechanic shop. The purchase of an apparatus in FY14/15 was deferred. Staff is also looking at a group purchase with San Bruno in order to bring the costs down.

Board Member Benton asked for the Chief's view on the squad concept. Chief Kammeyer explained that a change of that nature, a squad concept, would be best brought forward at the time of the next county-wide EMS change which may be in four or five years. Board Member Benton asked if this has been discussed industry-wide. Chief Kammeyer said it is being discussed.

Chair Chuang asked how many apparatus will be replaced each year over the next few years. Chief Kammeyer stated staff is anticipating replacing one each year for the next seven years. Board Member Benton asked if CCFD owns the equipment. Mr. Schwartz explained that as of now the individual cities each own their own apparatus. Moving forward, beginning with FY15/16 CCFD will purchase and own its own apparatus.

Board Member Brownrigg asked if the statistical info in the back of the book includes Millbrae. Ms. Cooke replied it is without Millbrae. Mr. Brownrigg asked about the increase in the contractual services line item. Ms. Cooke explained \$335,000 is related to Joint Training. The Joint Training program is based on the cost per engine company. With the addition of Millbrae, CCFD is now responsible for two additional engine companies in the program but this is offset by the number of personnel CCFD has in the training division.

City Manager Randy Schwartz stated he would like the Fire Chiefs of the six agencies involved in the training program to consider making Training Division positions permanent positions. This will help alleviate over-staffing when a Training Division employee returns to the line and will also help to establish set costs for the Training Division. These discussions are just now starting amongst the Fire Chiefs.

Board Member Benton asked what is included in the contractual services line item. Ms. Cooke explained that \$335,000 is transferred to the Joint Training Fund. The other items included in contractual services are auditing, legal, County OES, contract services for Hillsborough (Finance and HR) and a few other smaller contractual items.



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Ms. Cooke continued to explain the revenue side of the Joint Training program. Mr. Benton asked if CCFD is breaking even or making money in the program. Chief Kammeyer stated CCFD is working towards full cost recovery in the Joint Training Program.

Board Member Brownrigg commented the data in the budget book shows significant efficiency gains which translate to cost savings. Mr. Brownrigg stated he would like the statistics to tell the story of the efficiencies and costs savings attained by the merging of Burlingame and Hillsborough and now the addition of Millbrae. Mr. Brownrigg would like to see some trends analysis for salaries and materials and services without capital. Mr. Brownrigg commended staff on a well-managed budget. Board Member Benton added that it speaks to the Union's ability to work well with the community and management.

Board Member Benton asked where CCFD ranks in the County in terms of size. Chief Kammeyer stated that CCFD is amongst the three larger agencies in the County.

Board Member Keighran asked about the Operations Inspector program. Chief Kammeyer explained it is a new program to be started soon. The goal of the program is to:

- Assist in the completion of inspections by allowing line personnel to work overtime on day shift. Completed inspections would generate revenues.*
- Provide a professional development opportunity to line personnel interested in Fire Prevention*

The program will be evaluated after six months.

Ms. Cooke asked if the Board has further questions on the budget.

Board Member Benton asked about the PERS increase. HR Manager Kristin Armbruster and CAO Lisa Goldman explained that the PERS increase will be on the "employer" side. The employees pay 9% of their salary.

Chair Chuang asked for public comments. There were no public comments.

Board Member Benton noted there are no fee increases for CCFD for FY15/16. CAO Lisa Goldman stated in the future staff will consider the feasibility of a fee study.

Board Member Brownrigg motioned to adopt the Fiscal Year 2015-2016 budget for the Central County Fire Department. Board Member Benton seconded the motion. Approved 4-0-0.

10. PUBLIC COMMENTS

At this time, persons in the audience may speak on any item on the agenda or any other matter within the jurisdiction of the Board. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. Speakers are requested to fill out a "request to speak" card located on the table by the door and hand it to staff. The Chair may limit speakers to three minutes each.

No public comments.



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11. BOARD OF DIRECTORS' COMMENTS

Board Member Benton congratulated Chief Kammeyer on his promotion to Fire Chief. Mr. Benton stated he would like to a Fire Chief's report on future agendas and also asked about monthly reports from the fire department. Mr. Schwartz replied that CCFD is now providing quarterly reports for City Managers and Councils in an effort to stay in line with the other cities.

Chief Kammeyer gave a brief update as requested;

- Millbrae transition is going well
- Staff is addressing the workers compensation issue
- CERT program will be combined in the future; looking at a new CERT newsletter
- Working with PD to do a joint car seat safety event in the fall
- Possibility of some chief officer retirements by the end of the calendar year
- Discussions on water conservation

Board Member Brownrigg asked if the increase in cars and on-street parking in the jurisdictions is a concern in terms of traffic and accessibility for apparatus. Chief Kammeyer stated it is not a huge a concern at this time. Mr. Brownrigg asked that Council be informed if things change and it becomes concern.

Chair Chuang expressed her appreciation of the CERT program. Staff has been working very well with the community.

12. ADJOURNMENT

Meeting adjourned at 5:47pm

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**BOARD OF DIRECTORS MEETING MINUTES
SPECIAL MEETING**

4:15 pm – Closed Session

Regular Meeting followed Closed Session

Monday June 22nd, 2015

Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave, CA 94010

1. CLOSED SESSION

- a. Conference with Legal Counsel-Anticipated Litigation [Government Code Section 54956.9(d)(2)]: One Case

2. REPORT FROM CLOSED SESSION

Nothing to report from closed session

3. ADJOURNMENT TO REGULAR SESSION

4. CALL TO ORDER

Regular meeting called to order at 4:50pm

5. PLEDGE OF ALLEGIANCE

6. ROLL CALL

All Board Members present

7. STAFF REPORTS

- a. Fire Chief's Update (Oral Report)

Chief Kammeyer gave a brief update on the department.

- All Officers' Meeting
 - Covered professional development and department goals. Included an operational speaker. Discussed administrative issues, promotional testing, etc.
- Hired new Senior Account Technician, Paula Forencich



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- Completed Promotional tests for Captains and Battalion Chiefs. There are currently no openings but there is now a current list should an opening occur.
- Conducting entry-level interviews for Firefighters and hope to send new firefighters to Fall Academy.

b. Resolution to Approve the Rehire of Former Central County Fire Department Firefighter Paramedic Matthew Ballard

Chief Kammeyer explained that Firefighter Matt Ballard has submitted a request to be rehired by CCFD. In accordance with MOU rules the process requires approval of the Board of Directors. Chief Kammeyer explained that Matt left in good standing. Staff and Labor support the rehire of Firefighter Matt Ballard.

Board Member Benton motioned to approve. Board Member Keighran seconded the motion. Approved 4-0-0.

Board Member Brownrigg stated that it is not uncommon for an employee to leave and return after trying something different. In this case the department is fortunate to be getting a well-qualified individual.

c. Resolution to Approve an Amendment to the Agreement Between Central County Fire Department and City of Millbrae for Fire and Emergency Services to include Fire Marshal and Fire Prevention Services.

Chief Kammeyer explained that the Shared Services agreement with Millbrae does not currently include Fire Marshal services. Millbrae has formally requested that CCFD provide Millbrae with Fire Marshal services. CCFD has the ability to provide this service.

Jean Savaree stated that in Section 2a, Compensation, the language that reads "..... and thirty percent (30%) of the total compensation for the Fire Marshal." will be removed at the request of the Millbrae City Attorney since it is duplicative language. Board Member Benton asked what is the distinction between the role of Fire Marshal and inspection activity. Chief Kammeyer explained that the Fire Marshal is responsible for all new construction inspections, and engine companies conduct life safety inspections. Chief Kammeyer explained that the fee structure for new inspections is still being discussed with Millbrae. Board Member Brownrigg asked if Millbrae is within their limits of notice to San Bruno in regards to the existing agreement with San Bruno. CAO Lisa Goldman replied that Millbrae has provided San Bruno with a sixty-day notice as required in the agreement. Chair Chuang commented that in another staff report there was language referring to 30% of the Fire Marshal's time. Chair Chuang asked for clarification on whether it is time or position. Chief Kammeyer explained that it is 30% of compensation of the position. Chief Kammeyer explained that by bringing the Fire Inspector to full-time, CCFD would see increased revenues from inspections that will offset the costs. Chair Chuang opened the floor for Public Comments. There were no public comments.

Board Member Benton motioned to approve. Board Member Browning seconded the motion. Approved 4-0-0.



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d. Resolution to Approve Reclassification of Part-Time Fire Inspector to Full-Time Fire Inspector I.

Since this item was discussed as part of the previous item (7c) the Board did not have any further comments or questions. There were no public comments. Board Member Brownrigg motioned to approve. Board Member Keighran seconded the motion. Approved 4-0-0.

e. Discussion of Shared Services with San Bruno

Chief Administrative Officer Lisa Goldman gave some background on this item. The background information can be found in the staff report for this agenda item. Ms. Goldman explained that due to some changes in Millbrae it has become necessary to discuss shared services with San Bruno sooner than expected. (Please refer to staff report for details on background, discussion and options). Ms. Goldman stated that the staff reports include copies of proposed staffing models. The additional cost of maintaining the second battalion after December 31, 2015 comes from the need to pay some portion of the salaries (to be negotiated) for the three BCs required to staff Battalion 2. Should CCFD choose not to expand beyond its current borders, then CCFD's Battalion would cover the six CCFD stations, and no additional BCs would be required.

Ms. Goldman continued by going over the options discussed with the Fire Sub-Committee (as outlined in the staff report).

Chair Chuang stated that just prior to the beginning of this meeting she received a letter from Mayor Ruane, Mayor for the City of San Bruno. Chair Chuang asked Mayor Ruane if he will be speaking about the contents of the letter. Mayor Ruane replied that he will be. Mayor Ruane was invited to speak. Mr. Ruane read the letter given to Chair Chuang. (Copy of letter attached). After reading the attached letter Mr. Ruane stated that it is his desire that the two sub-committees (San Bruno and CCFD) meet to discuss the options sooner rather than later. Board Member Keighran asked if the subject has been agendized for San Bruno City Council. Mayor Ruane replied that the City Council has not had the opportunity to discuss the subject in specific detail. He continued by assuring the Board that the City Council would like to move forward on this matter and therefore it would be beneficial for the two subcommittees to meet and discuss.

Board Member Brownrigg asked Mayor Ruane if the City of San Bruno sees that they have a choice to join CCFD or explore another option. Mayor Ruane replied that over the last several years both the City of San Bruno and CCFD have spent money on consultants and studies pertaining to a consolidation. He continued by saying that consolidation makes a lot of sense.

Board Member Benton spoke and made some general remarks:

- Six months is a short time frame
- At the time of Millbrae contract for services it was known the four chief officers would only be here through December 2015; why is it then an urgent issue?



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- There is an immediate issue of one chief officer retiring earlier than anticipated; this seems to be a routine personnel issue. It was anticipated that as chief officers retire promotions would come from CCFD. If the position provides administrative services to neighboring city we continue to do so as we have been.
- Consolidation is a much bigger issue and requires more time to sort through.

Mr. Benton stated that at the time of the shared services contract it was decided that the shared services with San Bruno would be discussed after at least one year, which would allow CCFD and the Board to analyze the efficiencies of the Millbrae contract. A brief discussion followed about the BC position in which CAO Goldman stated that if CCFD waits until the four chief officers retire, possibly in December 2015, and then it only gives staff six months to work on a solution. The timing of the Millbrae/San Bruno shared personnel contract was mistakenly not taken into consideration when the CCFD-Millbrae contract was being discussed. CAO Goldman explained that staff discussed a few staffing options for the BC position in which San Bruno would need to pick up some of the costs. Staff wanted to bring the options to the Board for discussion. CAO Goldman explained it is possible to maintain one battalion with three cities but that staff sees a need for a second battalion if the Department is going to go to four cities.

Chair Chuang stated that a one year evaluation of the shared services contract with Millbrae is needed in order to analyze the pros and cons. Ms. Chuang continued by saying that it is good to start the conversation now because six months is a very short timeframe. Board Member Keighran stated that she would also like to see at least a one-year evaluation before considering the addition of San Bruno. Ms. Keighran also stated that the issue of the BC coverage should be addressed at this time.

Chief Kammeyer explained that Millbrae has indicated that upon the retirement of the individual currently in the BC position, they will not be supporting the 40% of that position, which will put the burden on San Bruno or CCFD, should CCFD choose to accept part of the financial burden. The financial piece is more challenging than the operational piece. The discussion continued.

Board Member Benton asked what the plan was for when the four chief officers retire. Chief Kammeyer stated the organizational charts presented in previous meetings showed one battalion. Chief Kammeyer stated that one battalion is not operationally feasible for the area covered by all four cities. Chair Chuang asked about current agreements. CAO Goldman clarified that the agreement between Millbrae and San Bruno is for shared Deputy Chief, Fire Marshal and three Battalion Chiefs. CCFD has a vacant Deputy Chief position at this time; the current Deputy Chief is assigned to San Bruno. Chair Chuang asked if Millbrae and San Bruno are willing to pay the cost of the BC. CAO Goldman explained that Millbrae is terminating their share of the one Battalion Chief (40%). If any of the costs come to CCFD, Millbrae would be responsible for 30% of CCFD's budget at that time. CAO Goldman explained that since Millbrae does not have the staff to fill the position being vacated, it will need to be filled by a San Bruno employee or a CCFD employee. If CCFD fills the position, 60% of costs would be paid by San Bruno and 40%



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by CCFD. The 40% share for CCFD would be paid in accordance with the CCFD-Millbrae shared services agreement, i.e. Millbrae would pay 30% of the 40% and CCFD would pay 70% of the 40%. All of this would need to be negotiated.

Board Member Benton asked if staff has discussed providing services to San Bruno on a contractual basis following the same model used for Millbrae shared services. Has this been discussed with San Bruno? CAO Goldman stated that last year staff informed San Bruno that the Board had directed staff to wait at one year before moving forward. The City Manager for San Bruno has expressed an interest in moving forward sooner.

Board Member Brownrigg stated CCFD has an obligation to adhere to a contract. Mr. Brownrigg asked what staff thought would happen on July 1, 2016 when the Millbrae-San Bruno agreement had expired. Chief Kammeyer explained that previous draft organizational charts showed the agencies going to one battalion but further review and discussions have shown that one battalion would not be operationally sound. CAO Goldman explained that what was not decided in previous discussions (prior to Millbrae shared services contract) was the model for a four city merge. Mr. Brownrigg asked San Bruno city officials how much time would be needed if San Bruno were to decide to be a standalone department and how much time would staff need to figure out what option would work best. CAO Goldman explained that since staff has the model from the CCFD-Millbrae shared services contract, if directed by the Board, staff would start negotiating a contract with San Bruno in January 2016, which would essentially go into effect July 2016. This would have coincided with the termination date of the current shared Fire Chief agreement. However, the possibility of the four Millbrae chief officers retiring in December has changed the situation.

Board Member Keighran asked how long is the transition period expected to be. CAO Goldman stated that if San Bruno says they would like the same shared services model as Millbrae then it will most likely be easy negotiations. If San Bruno requests something different it may take longer to negotiate. CAO Goldman stated that as outlined in option two of the staff report, if San Bruno is determined to come in as a member of the JPA it will have a ripple effect with Millbrae.

Chair Chuang stated that San Bruno subcommittee will need to discuss options. Board Member Keighran stated it is difficult for the Board to make a decision that affects another city when the wants and needs of the other city are not known.

Chair Chuang opened the meeting for public comment.

Mayor Ruane stated that San Bruno does not want to be a stand-alone department; too much time and effort has been put into the possibility of a consolidation. This item has not been brought to the full San Bruno Council since the two subcommittees have not met yet. San Bruno would like the opportunity to discuss details. Chair Chuang thanked Mayor Ruane for his comments.

Jeff Baker, District Vice President of Local 2400 spoke. Mr. Baker thanked the Board for the opportunity to send a letter to them. Mr. Baker stated the labor group is in support of



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Chief Kammeyer. Union would like to leave options open and are proponents of the two battalion model. Mr. Baker stated the Union is very appreciative of the Board's work and direction.

No other public comments.

Board Member Brownrigg stated the goal is for the citizens within CCFD's jurisdiction to get the best possible level of service at the lowest possible price. Mr. Brownrigg continued by saying the mergers between Burlingame and Hillsborough and now Millbrae have provided a better level of service at a reduced cost thus benefitting the respective cities. What is the optimal size for a fire district? What is the right size for CCFD? Mr. Brownrigg stated he does not feel the staff report provided enough information to answer the question posed to the Board – which of the three options should be taken? If there are significant savings by bringing San Bruno in then it should be looked at further. Is bigger necessarily better? Mr. Brownrigg would like to see an analysis of what numbers would be if San Bruno were brought in. Mr. Brownrigg stated he would like the Board and staff to have the conversation regarding the addition of San Bruno to CCFD. A conversation may not necessarily mean there will be a bigger district. Mr. Brownrigg continued by saying San Bruno should have a plan B. Mr. Brownrigg stated he is in support of bringing in an acting Battalion Chief to fill the pending vacancy. It is part of the contractual obligation and in doing so CCFD may encumber the budget to some degree.

Board Member Keighran asked if CCFD will be saving as much money as anticipated. Is this beneficial to us? Do we have similar philosophies? It should not be a rash decision. Should be looked at closely.

Board Member Benton stated that conceptually the four cities could have a very efficient, well-functioning department. Mr. Benton agreed with the idea of a one year evaluation and stated CCFD should provide the BC coverage effective July 1, 2015. Mr. Benton continued by saying he supports Mr. Brownrigg's comment about San Bruno having a plan B and deferred to the sub-committee as to when further discussions should occur with San Bruno.

Chief Kammeyer stated that staff has a sixty plan to fill the upcoming BC vacancy.

Board Member Brownrigg asked that he would like a memo from the Chief on the pros and cons of a bigger organization. Chief Kammeyer stated that the pros and cons would be predicated by the infrastructure established and the second battalion is a critical part of that infrastructure.

Chair Chuang stated it would be prudent to start discussion early. The goal is to provide the same or better level of service. Chair Chuang agreed that there should be open discussions but that San Bruno should concurrently look at all options.



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CAO Lisa Goldman stated that CCFD will provide the BC for 60 days and after that it is an expense that CCFD will need to pick up. The numbers will need to be calculated and will then carry forward through June 2016. Ms. Goldman stated that the sub-committee should meet with Chief and Ms. Goldman. Ms. Goldman asked for direction from the sub-committee.

Board Member Keighran said it would be best for the sub-committee to meet first and determine the analysis and move forward from there. Chair Chuang stated she would also like to discuss the size of the organization with Chief and Ms. Goldman. She would like to see the numbers as well as the operational benefits and challenges.

Board Member Brownrigg stated that by providing services to Millbrae CCFD has been able to save money. Mr. Brownrigg suggested that the analysis should be discussed in a closed session prior to bringing it to a regular meeting. Ms. Savaree said she will look into if a closed session is possible to discuss the analysis.

Board Member Keighran stated that in the future if a City makes a decision that affects the other cities that it is discussed amongst all City Managers before the decision is finalized.

Chair Chuang commented that the Board hopes to move forward in good faith.

Board Member Benton commented that the issue of the vacant BC position would have occurred in December 2015 anyway, upon the anticipated retirement of the current BCs. There was never a suggestion that CCFD would be in contract with San Bruno in January 2016. Chief Kammeyer stated that the situation is advancing the financial issue that we are not budgeted for. The discussion continued with Mr. Brownrigg stating that further analysis is needed. Chief Kammeyer stated there are still administrative complexities with three agencies, three payrolls etc. Board Member Benton stated we have an obligation to fill the BC position.

Board Member Benton asked if staff has done a financial analysis of what the impact would be to CCFD. CAO Lisa Goldman replied that staff has not had an opportunity to discuss it with the Finance Director.

Chair Chuang asked if staff has the direction they need. CAO Goldman recapped that CCFD would provide a BC to San Bruno for a sixty day period and bill at the 40/60 rate. After the sixty day period the CCFD will continue to provide the BC and will need to calculate the cost. CCFD will pick up the second Battalion Chief on January 1st, 2016 to ensure the second battalion is staffed. Staff will meet with Fire sub-committee sooner rather than later. An agreement will be needed which will be drafted and brought to the Board. The current agreement with San Bruno is for Fire Chief services only.



CENTRAL COUNTY FIRE DEPARTMENT
Board of Directors Meeting Minutes
Special Meeting - Monday June 22nd, 2015
Page 8 of 8

8. PUBLIC COMMENTS

At this time, persons in the audience may speak on any item on the agenda or any other matter within the jurisdiction of the Board. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. Speakers are requested to fill out a "request to speak" card located on the table by the door and hand it to staff. The Chair may limit speakers to three minutes each.

No public comments

9. BOARD OF DIRECTORS' COMMENTS

10. ADJOURNMENT

Meeting adjourned at 6:45pm

NOTICE: Any attendees wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. before the meeting and at the meeting.




AGENDA
ITEM #
6a

MTG.
DATE September 22, 2015

STAFF REPORT

TO: BOARD OF DIRECTORS
DATE: September 22, 2015
FROM: Kristin Armbruster, Human Resource Manager

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Reclassification of the Fire Inspector I position to Fire Prevention Specialist

Recommendation: Adopt the Resolution reclassifying the Fire Inspector I position to Fire Prevention Specialist.

Background: With the addition of the personnel from Millbrae, the Central County Fire Department gained a part-time Fire Inspector I employee in the Prevention Division. This position was increased to full time by the Board in June, and staff now proposes reclassifying the position to a Fire Prevention Specialist. A Fire Prevention Specialist differs from a Fire Inspector in that the Specialist is an entry level, non-safety position in the Inspector series. A Specialist does not participate in investigations, as investigations require a safety position with the ability to work in a hazardous environment. The primary responsibilities of the Specialist are to do inspections and enforce compliance with local and state fire and life safety codes. Reclassifying the position allows the employee time in the position to take the courses and learn the skills necessary before being eligible to promote into an Inspector position.

Budget Impact: There is no fiscal impact associated with this agenda item.

Attachment: Resolution



CENTRAL COUNTY FIRE DEPARTMENT

FIRE PREVENTION SPECIALIST

Department: Fire
FLSA Status: Non-Exempt

Bargaining Unit: Clerical
Established Date: 9/01/15

DEFINITION

Under the direction and supervision of the Deputy Fire Marshal, the Fire Prevention Specialist performs responsible, technical and specialized work in the fields of life safety inspection, engineering and code enforcement. This is an entry-level position.

ESSENTIAL DUTIES

- May conduct public education presentations
- Resolve citizen complaints about fire related problems
- Assist in reviews of building construction plans and business emergency plans for compliance with state and local fire and life safety standards and regulations
- Provide technical assistance to fire companies
- Inspect residential, licensed care, commercial and industrial buildings, facilities and larger places of public assembly to determine and enforce compliance with local and state fire and life safety codes.
- Under supervision, interpret various federal, state and local fire and life safety codes for the public and make recommendations as needed
- Interpret policies, procedures and documents relating to business emergency plan requirements
- Review, evaluate and process business emergency plans
- Inspect, evaluate and grant fire safety clearances for state licensed care facilities
- Under supervision collect, analyze and evaluate data and prepare comprehensive reports
- Write reports based on field notes
- Issue "Notice and Order" and prepare summary information reports
- Investigate complaints from the public
- Assist in testing and accepting, life safety, fixed detection and extinguishing systems
- Work with other governmental agencies for compliance and enforcement of building and fire codes and standards, the building development and planning process, weed and rubbish abatement
- Perform related duties as required

REQUIRED QUALIFICATIONS

Knowledge of:

- Organization, procedures and operating details of City government
- Principles and Procedures of record keeping
- Software programs used in fire administration
- Department Policies and Procedures
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Understand, interpret and apply the Uniform Fire Code, Uniform building code and other applicable federal, state and local laws
- Detect fire hazards and code violations and determine appropriate mitigation measures

- Plan and perform field work
- Read construction drawings and specifications, identifying necessary changes to bring project into compliance with appropriate building and fire codes

Education and Experience:

- Successful completion of California State Board of Fire Services accredited courses Fire Inspector 1A, 1B, 1C, and 1D
- Bachelor's Degree in Architecture, Criminal Justice, Engineering, Fire Protection, or Management is desirable

License or Certificate:

- Valid California State Driver's License

SPECIAL REQUIREMENTS

Ability to crawl, crouch, twist upper body, sit, stand and walk for long periods of time; climb ladders and work at heights; ability to identify hazardous environments including electrical and mechanical hazards and confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contracts; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.

Human Resources Manager

Date

Fire Chief Approval

Date

RESOLUTION NO. 15-08

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT TO
APPROVE THE RECLASSIFICATION OF FIRE INSPECTOR I TO FIRE PREVENTION SPECIALIST**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, with the addition of personnel from Millbrae the Central County Fire Department gained a part-time Fire Inspector I; and

WHEREAS, in June 2015 the Board of Directors approved said position to a full-time position; and

WHEREAS, by reclassification said position will now be an entry level, non-safety position in the Inspector series; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department approves the Resolution to Approve the Reclassification of the Fire Inspector I to Fire Prevention Specialist;

Approved at a regular meeting of the Board of Directors of the Central County Fire Department at Burlingame City Hall this 22nd day of September, 2015.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 15-08 adopted by the Fire Board of the Central County Fire Department, San Mateo County California, at its regular meeting held on the 22nd day of September, 2015, by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____



AGENDA

ITEM #

8a

MTG.

DATE 9/22/15

STAFF REPORT

TO: BOARD OF DIRECTORS

DATE: September 22, 2015

FROM: Lisa Goldman, CAO

APPROVED BY:


Lisa K. Goldman, CAO

SUBJECT: Discussion of Shared Services with San Bruno

Recommendation:

Staff recommends that the Board of Directors provide direction on the future of any shared Fire services with the City of San Bruno.

Background:

At the December 2013 Fire Board meeting, the Board appointed Members Chuang and Keighran to a Shared Services subcommittee to meet with the two City Managers and the Fire Chief to evaluate potential options for expanding CCFD. The subcommittee began meeting in early 2014.

In April 2014, the subcommittee recommended to the full Board that CCFD negotiate with Millbrae for further shared services on a contractual basis. The subcommittee also recommended that CCFD continue with San Bruno on a status quo basis for a year or two. The Board concurred with the subcommittee's recommendations. The contract for services with Millbrae was approved at the December 2014 Board meeting.

Throughout 2014, the Burlingame and Hillsborough City Managers shared information with the San Bruno City Manager about the CCFD/Millbrae negotiations, and they made it clear that the Board did not wish to entertain discussions about San Bruno's future with CCFD until December 2015 at the earliest. CCFD needed an opportunity to evaluate the success of the CCFD/Millbrae contract for services, allow all parties to have a clear understanding of what a larger department would look like, and provide CCFD a chance to identify any potential pitfalls that might accompany a larger department.

Although the Board of Directors and staff anticipated beginning the discussions about San Bruno's future with CCFD in December 2015, changing circumstances in Millbrae and San Bruno, primarily related to Chief Officer personnel, necessitated beginning that discussion earlier. The Board held its first discussion about this matter at its June 22, 2015 Board meeting. No decisions were made.

As described at the June Board meeting, Millbrae and San Bruno have had an agreement in which they shared certain Fire personnel—a Deputy Chief (a Millbrae employee), a Fire Marshal (San Bruno), and three Battalion Chiefs (one from San Bruno and two from Millbrae) under a 60%/40% split, with San Bruno paying the larger share. Earlier this year, Millbrae withdrew from the part of the agreement covering Fire Marshal services, and CCFD began providing those services to Millbrae effective July 1, 2015. In late June, one of the two remaining Millbrae Battalion Chiefs retired, and Millbrae withdrew from the part of the agreement with San Bruno covering this position, effective late August 2015. The position is now being filled by a San Bruno Battalion Chief. Both of these changes created some administrative and personnel challenges for CCFD.

Effective December 31, 2015, Millbrae will lay off its remaining three Chief Officers—a Deputy Fire Chief, the remaining Battalion Chief, and the Training Division Chief, whose salary is shared among the five agencies who contribute to the shared Training Division. Given past history, staff expects that Millbrae will withdraw completely from its agreement with San Bruno as of this date. At the last Fire Board meeting, members of the Fire Board expressed a willingness to assist San Bruno with the added expenses associated with supporting the Battalion Chiefs who serve Battalion 2 (which covers the two Millbrae stations and the two San Bruno stations), since these costs were formerly borne by Millbrae. This includes 40% of the costs of two San Bruno Battalion Chiefs, and 40% of the costs of a third, to-be-determined Battalion Chief. The annual cost of a CCFD Battalion Chief is \$292,232, while the annual cost of a San Bruno Battalion Chief is approximately 3% less. Under this scenario, CCFD would, in essence, be filling the gap created by Millbrae's termination of their contract with San Bruno to provide personnel to staff these positions. These expenses were not anticipated in the current budget and are estimated to be \$325,000 annually for 40% of the three Battalion Chiefs, or approximately \$162,500 for the period January 1, 2016 through June 30, 2016.

Discussion:

San Bruno City Council and Labor Group

At the June 22 Fire Board meeting, San Bruno Mayor Jim Ruane presented a letter to the Fire Board and spoke of the City's interest in scheduling a joint subcommittee meeting with San Bruno for the purpose of discussing the future consolidation of CCFD and San Bruno Fire. Mayor Ruane was joined at the meeting by the Councilmember Rico Medina and City Manager Connie Jackson. Mayor Ruane and Councilmember Medina comprise the San Bruno Fire subcommittee.

After the June 22 Fire Board meeting, CCFD requested that the City of San Bruno hold a meeting of its full Council to discuss its interests with respect to joining CCFD. The San Bruno City Council held this discussion at a study session on July 30. Mayor Ruane's letter regarding the meeting is attached.

After receiving Mayor Ruane's letter and meeting with the CCFD Fire subcommittee in August, the Chief Administrative Officer contacted San Bruno City Manager Jackson to request that the Council meet again and try to reach consensus about whether the City wished to join CCFD as a member of the governing board, or whether it wished to consider a contract for services, similar to that provided to the City of Millbrae. As of this writing, the City has not had that second discussion.

The San Bruno Professional Firefighters Association attended the July 30 study session and delivered a letter to the City Council expressing their interests regarding a possible merger. As can be seen in the attached letter, the Association members are divided about whether they wished to have a standalone department or whether they wished to become part of a merged department with CCFD. Those favoring a merged department believe that the City should receive two seats on the Fire Board given the City's population and call volume; they are not interested in a contract for services.

Moreover, the Association disagrees with the seniority rules established for the Millbrae firefighters, and they want to retain their accrued vacation, sick and comp time banks—all changes from the Millbrae contract. Finally, the Association members do not want to lose their Teamsters representation and become members of IAFF Local 2400, the union representing CCFD's firefighters.

If San Bruno were to join CCFD, either through an expansion of the governing body or through a contract for services, the San Bruno firefighters would become employees of CCFD. Having them remain as employees of another agency is not feasible. For that reason, CCFD staff consulted with its outside labor counsel to determine if it was possible for the San Bruno firefighters to retain their Teamsters representation once they became CCFD employees.

According to the outside counsel, the current Memorandum of Understanding (MOU) between Local 2400 and CCFD provides that Local 2400 is the exclusive representative of all sworn Fire employees below the Battalion Chief level. There is no legal way for the San Bruno firefighters to remain Teamsters and become employees of CCFD.

Financial Analysis of CCFD/San Bruno Consolidation

At the June 22 meeting, the Fire Board requested that staff analyze the costs and savings associated with a merged department. The attached PowerPoint presentation provides information about how much CCFD and San Bruno are currently paying for fire services (exclusive of capital costs), what a merged organization chart would look like, and the costs and savings associated with the new organization chart.

The analysis applies the same cost allocation formula used to determine Millbrae's share of CCFD's budget. It looks at number of personnel, number of calls per year, and number of apparatus. When all three factors are balanced out, the split is 69% for CCFD, and 31% for San Bruno. For ease of discussion, staff rounded the cost allocation to 70% for CCFD and 30% for San Bruno. (Under the Millbrae contract for services, Millbrae pays 30% of the budget, and Burlingame and Hillsborough pay the remaining 70%.)

30/70 Split Analysis	CCFD (Bur, Hill, Mill)	SBFD	Total	CCFD	SBFD
# of Personnel	83	30	113	73%	27%
# of Calls / Yr.	7,000	3,900	10,900	64%	36%
# of Apparatus	7	3	10	70%	30%
Average				69%	31%

The analysis applies this cost allocation formula to the combined budget for both agencies, making some assumptions about San Bruno's existing Fire budget. No assumptions are included regarding salary and benefits adjustments. (Should the Fire Board determine to move forward with merger discussions, CCFD and San Bruno finance and human resources personnel would need to meet to further analyze the budgets and ensure that all Fire-related costs are accounted for in the financial model.) The analysis also includes some changes to the department's organization chart. For example, staff recommends the addition of an Administrative Battalion Chief and an Office Assistant to help manage the workload associated with a four-city department. In addition, the Fire Prevention Division would need to expand with the addition of a Fire Inspector and a Fire Prevention Specialist to handle the increased workload. Because some of these new positions are intended as replacements for existing positions, the cost of the additional positions is approximately \$309,000 annually.

Applying the suggested cost allocation formula to the combined budget for CCFD and San Bruno yields the following results for the three CCFD cities and the City of San Bruno:

Allocation by formula for each City/Town			FY15/16 (Adopted)	Proposed Cost/(Savings)
Proposed Organization Budget		\$33,409,412	\$32,725,412	\$684,000
30/70 Allocation				
San Bruno	30%	9,877,852	9,672,652	205,200
CCFD	70%	23,531,560	23,052,760	478,800
30/70 Allocation				478,800
Mill	30%	7,059,468	5,386,538	143,640
40/60 Allocation				335,160
Bur		10,650,108	10,449,012	201,096
Hills		7,100,072	6,966,008	134,064

Options

As discussed at the last Fire Board meeting, the Fire Board has three options with respect to San Bruno.

1. Staff could be directed to negotiate a contract for services, as with Millbrae. The CCFD/Millbrae agreement would likely serve as a model.
2. Staff could be directed to amend the existing JPA agreement to bring San Bruno in as a full partner with one or more seats on the Fire Board. Millbrae will likely object to this option as they were not provided the same opportunity but had expressed interest in such an arrangement in the past.

If Option 1 or 2 is pursued, staff recommends that San Bruno, as a precondition to further negotiations, obtain buy-in from its firefighters that they would become CCFD employees and members of Local 2400 as provided for in CCFD's MOU with its firefighters.

3. Staff could be instructed to pursue no further negotiations with San Bruno at this time, thereby allowing San Bruno to explore other options including a contract for service with another agency

or remaining as a standalone agency. Should the Fire Board determine that this is the optimum solution, CCFD would continue to provide Fire Chief services to the City of San Bruno until June 30, 2016, as per contract, unless San Bruno opted to terminate earlier, and it would pay 40% of the costs of the Battalion Chiefs staffing Battalion 2, as discussed earlier in this report.

Staff recommends that the Board discuss the three options and provide direction as to which option, if any, it wishes to pursue at this time.

Attachments:

- Letter from Mayor Ruane
- Letter from San Bruno Professional Firefighters Association
- PowerPoint presentation



Jim Ruane
Mayor

CITY OF SAN BRUNO
OFFICE OF THE MAYOR

August 17, 2015

Marie Chuang, Chair
Central County Fire Department
1399 Rollins Rd.
Burlingame, CA 94010

Dear Chairwoman Chuang:

At the June 22nd Central County Fire Department (CCFD) Board meeting, I presented a letter requesting the Board's consideration to schedule a joint subcommittee meeting with San Bruno for the purpose of preliminary discussion regarding potential future consolidation of our Fire Departments. As part of the discussion at the meeting, the Board asked questions about the interests of the entire San Bruno City Council on this topic. The City subsequently received a request from CCFD to schedule a meeting of the City Council to provide an opportunity for discussion of the full Council's interests regarding consolidation.

On July 30th the City Council held a special Study Session meeting for the purpose of a public discussion about the City Council's interests related to consolidation.

Following a short presentation and discussion, the City Council unanimously affirmed its continuing interest in consolidation and its desire to schedule a joint subcommittee meeting with CCFD in the near future. The City Council has also discussed options and alternatives related to consolidation and the associated costs and is prepared to review these topics further with CCFD.

The City appreciates the Board's acknowledgement of San Bruno's concerns regarding unanticipated impacts of the merger between CCFD and Millbrae Fire Department in its discussion at the June 22nd Board meeting and the Board's agreement to honor the shared staffing agreement between Millbrae and San Bruno through its expiration on June 30, 2016.

We look forward to further initial discussion at a joint subcommittee meeting of alternatives for partnership between our agencies to address our residents need for reliable, efficient and cost effective Fire service.

Sincerely,


Jim Ruane
Mayor

cc- Central County Fire Department Board of Directors
San Bruno City Council



SAN BRUNO PROFESSIONAL FIREFIGHTERS ASSOCIATION

555 El Camino Real
San Bruno, CA 94066
Phone: (650) 616-7050



Merger Special Session 7/30/2015

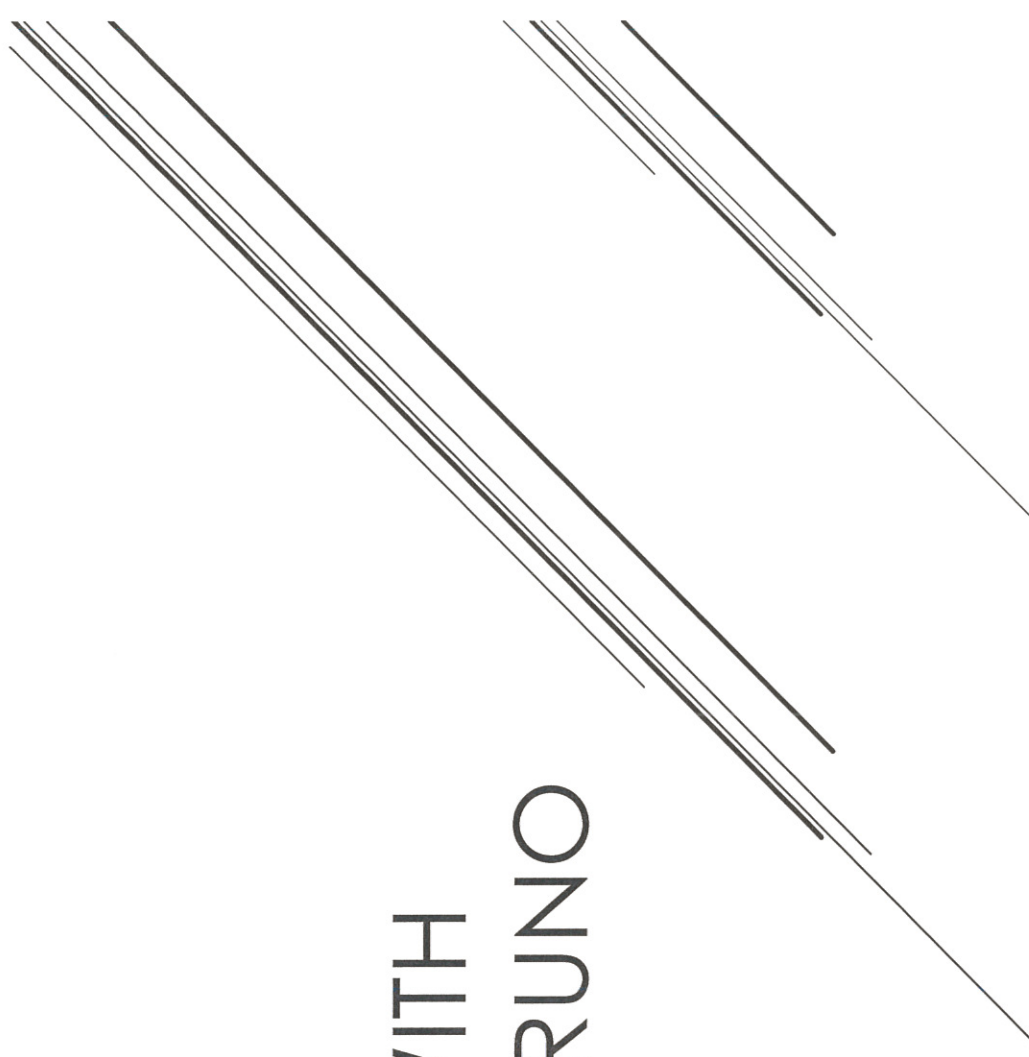
The San Bruno Professional Firefighters Association would like to express our complete confidence in whatever decision the Council and City Manager make regarding a possible merger with the Central County Fire Department. We have been asked by Council, City Manager Jackson, and Fire Chief Kammeyer where we stand in regards to a merger. The fact is that we are somewhat split on the matter. Approximately 40% of us would like to go stand alone; but will work in a positive manner to make a merged department succeed. Additionally 40% of us would like a full merger with CCFD; however, if you decide to utilize a stand alone model, we have no doubts we can do that in a positive, efficient, and competent manner. We have the personnel to make that model work. These are the issues most important to our united Association:

- We believe that since San Bruno is the largest city in population and busiest city in regards to call volume, we should at least have two seats on the fire board representing our city. It makes no sense to us whatsoever to not be a major player in the decision making process in a new merged department.
- We have no desire to be part of a department that treats some members differently than others. We not only object to the model used in the Millbrae contract for services whereby former Millbrae employees are the first to be dismissed if layoffs occur; but we are not willing to join even we were fully integrated above former Millbrae employees. All employees should be equal without bias.
- We do not desire to lose Teamster representation.
- We wish to retain our accrued vacation, sick, and comp time banks. Most of us have worked diligently to build up these banks as a safety net in case of injury off duty. We would rather not have our balances reset.

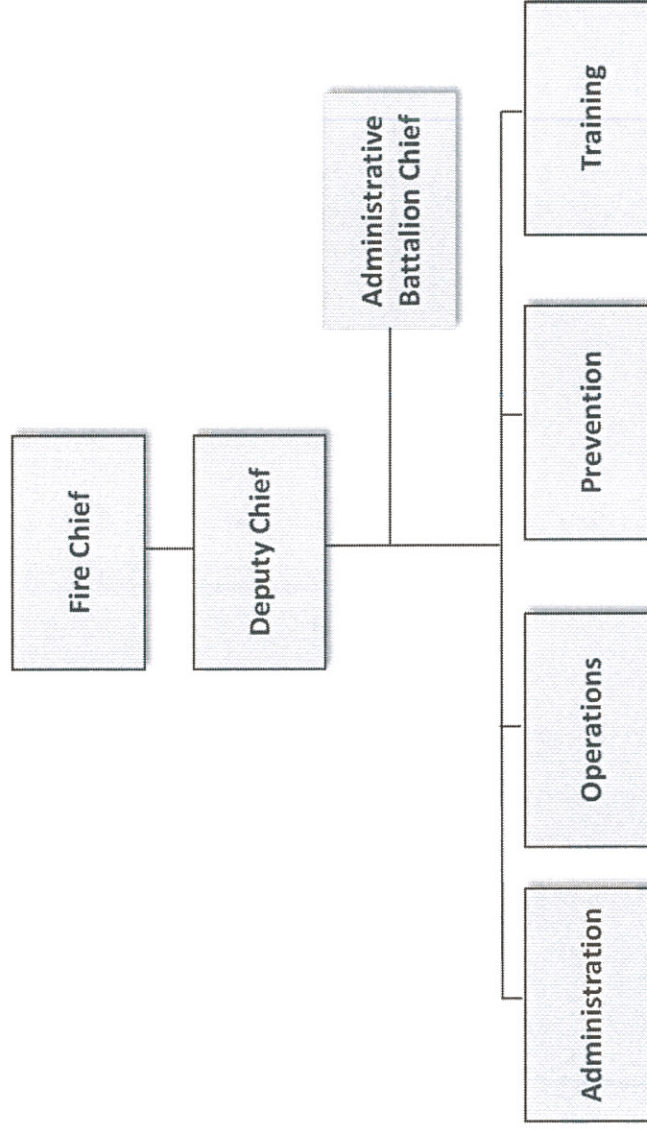
The members of the San Bruno Professional Firefighter's Association are ready to take the next step in this process.. We look forward to a decision being made in whatever direction Council chooses to go. You have our full support and confidence.

CONSOLIDATED ORGANIZATION WITH CCFD AND SAN BRUNO

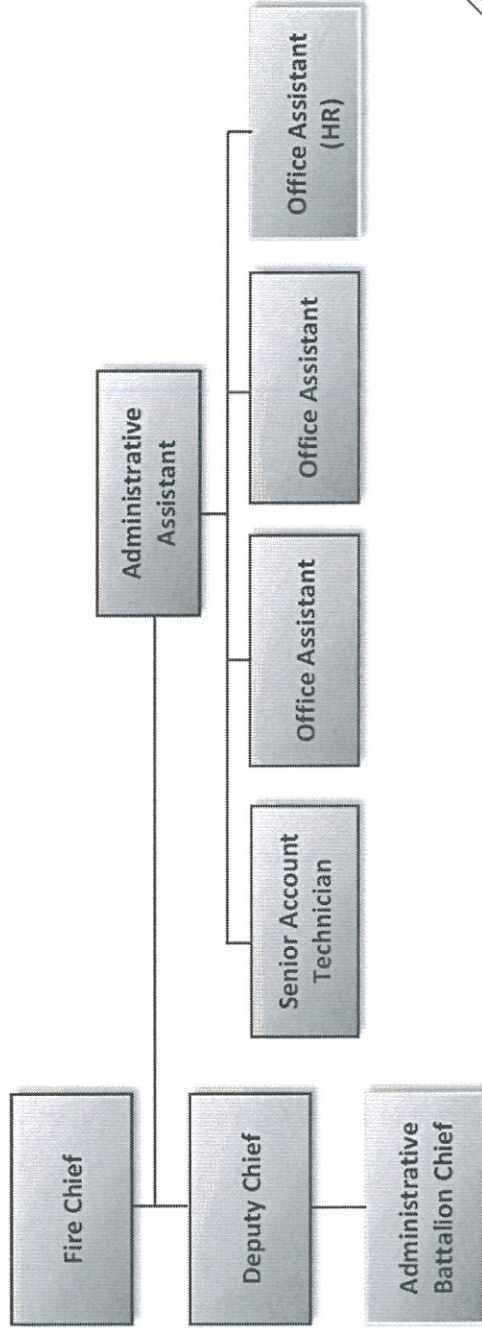
Allocations and Organizational Charts



COMMAND STAFF

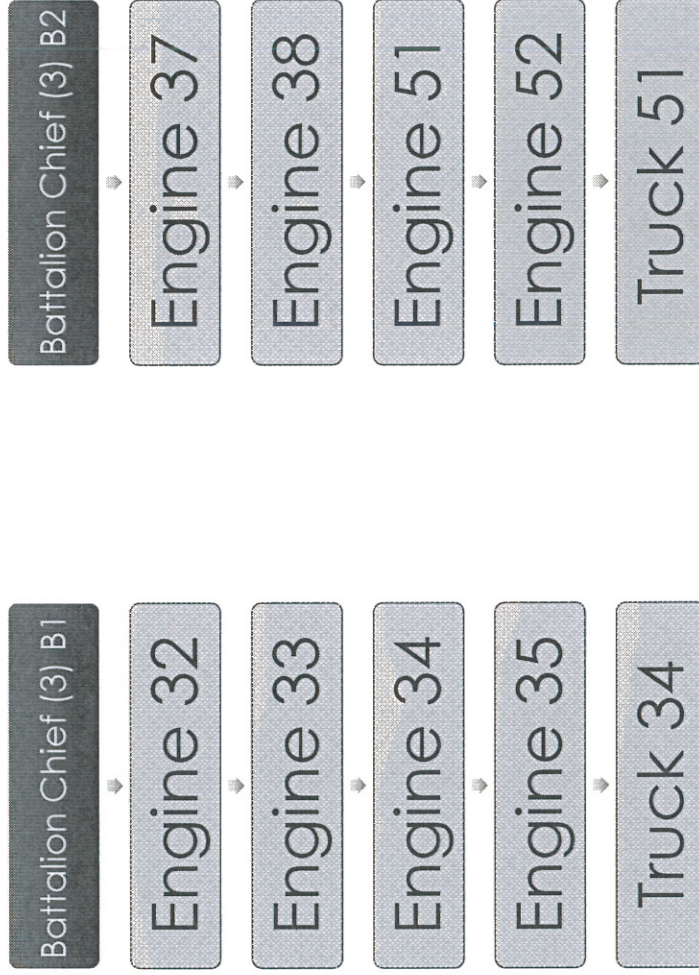


ADMINISTRATION DIVISION

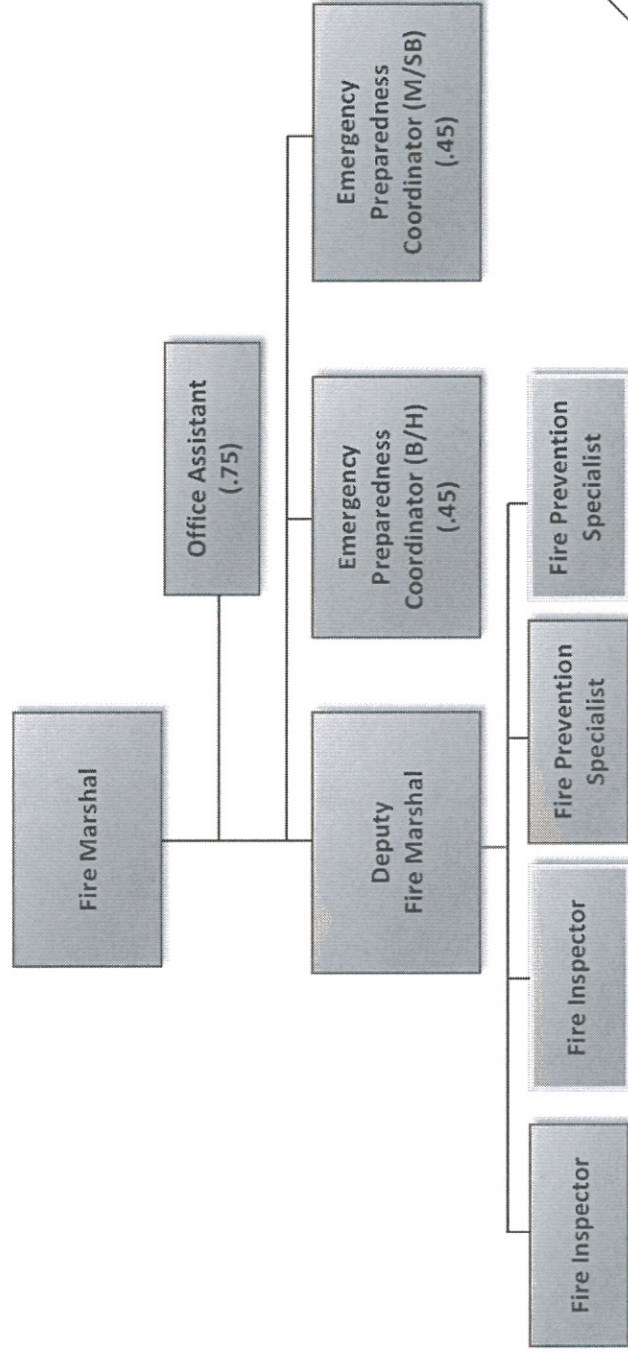


OPERATIONS DIVISION

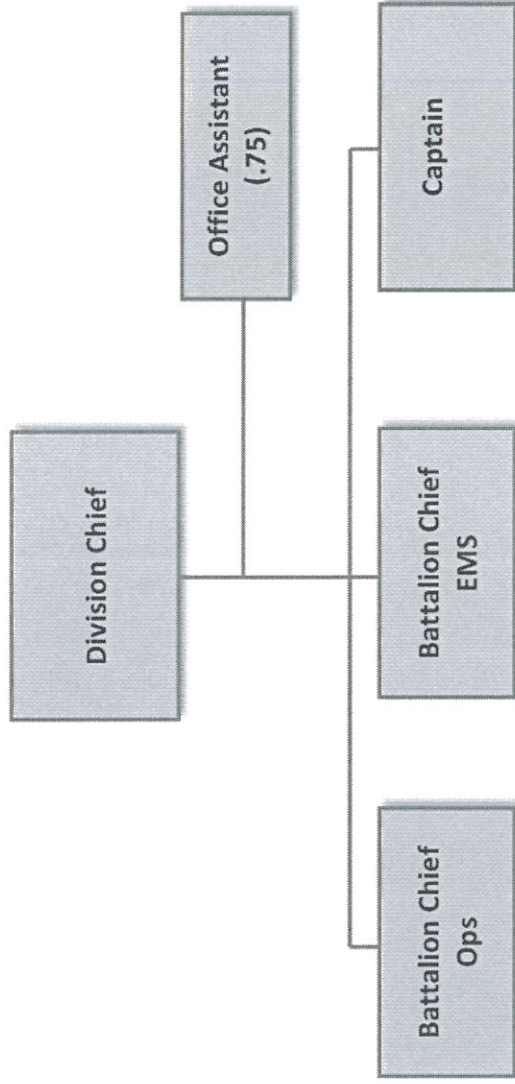
Two Battalions, 30 Captains, 65 Firefighters



PREVENTION DIVISION



TRAINING DIVISION



ALLOCATION FORMULA UTILIZED FOR CCFD AND MILLBRAE

30/70 Split Analysis	Millbrae	CCFD	Millbrae	CCFD
# of Personnel	22	64	26%	74%
# of Calls	2,500	4,500	36%	64%
# of Apparatus	2	5	29%	71%
Average			30%	70%



WHEN USING THE SAME ALLOCATION FORMULA FOR CCFD AND SAN BRUNO

30/70 Split Analysis	CCFD (Bur, Hill, Mill)	SBFD	Total	CCFD	SBFD
# of Personnel	83	30	113	73%	27%
# of Calls / Yr.	7,000	3,900	10,900	64%	36%
# of Apparatus	7	3	10	70%	30%
Average				69%	31%



ADDITIONAL COSTS FOR PROPOSED ORG CHART

CCFD costs to include San Bruno (not including capital)			
Agency			
CCFD	Personnel Costs		21,091,870
	Operations Costs		1,960,890
Adopted FY15/16 Budget Total			23,052,760
SBFD	Personnel Costs		7,065,087
	Operations Costs		2,607,565
Adopted FY15/16 Budget Total			9,672,652
Combined Total Adopted Budgets			32,725,412
40% of 3 Battalion Chief positions from Mill/SB agreement			375,000
Total of Current Costs			33,100,412
Additional Cost for Proposed Org Chart*			309,000
Proposed Total Budget			33,409,412

*Elimination of Deputy Chief and Fire Marshal.
Addition of Admin BC, Office Assistant, Fire Prevention Specialist and Fire Inspector I



ALLOCATION BY FORMULA FOR EACH CITY/TOWN

Proposed Organization Budget		FY15/16 (Adopted)	Proposed Cost/(Savings)
Allocation by formula for each City/Town	\$33,409,412	\$32,725,412	\$684,000
30/70 Allocation			
San Bruno	30% 9,877,852	9,672,652	205,200
Bur/Hills/Mill	70% 23,531,560	23,052,760	478,800
30/70 Allocation			478,800
Mill	30% 7,059,468	5,386,538	143,640
40/60 Allocation			335,160
Bur	10,650,108	10,449,012	201,096
Hills	7,100,072	6,966,008	134,064



► Conclusions

- Moderate increase in overall budget
- Moderate increase allocated to each City/Town
- Thumb nail sketch, given complexity of CCFD budget, detailed analysis would be required to determine exact numbers (est. 20-30 hrs. staff time including San Bruno finance for initial figures).
- Variable costs would be need to be determined after SB and CCFD contract/merger negotiations (labor, parity and intergovernmental costs)
- Need to support new operational organization with additional admin support in the areas of Finance and Human Resources

