



## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

Wednesday December 9, 2020  
4 p.m. by Teleconference/Zoom

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers at Burlingame City Hall and Hillsborough Town Hall are closed to the public.*

*This meeting will be conducted via Zoom, an independent virtual meeting platform. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by using the information below.*

<https://us02web.zoom.us/j/87815847719?pwd=aWRFbE1oSkhZMVoxZnpJV1dQUXR4Zz09>

Meeting ID: 878 1584 7719

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### **TELECONFERENCE PARTICIPANTS**

Board Members Jay Benton, Michael Brownrigg, Marie Chuang and Ricardo Ortiz will participate by teleconference pursuant to Governor Newsom's Executive Order N-25-20

Pursuant to Ralph M. Brown Act, Government Code Section 54953, all votes shall be by roll call due to Board Members Jay Benton, Michael Brownrigg, Marie Chuang and Ricardo Ortiz participating by teleconference.

Any requests for reasonable accommodation should be addressed to Rubina Ellam at [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org) or 650-558-7600.



**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF MINUTES**

- a. Regular meeting minutes of September 9, 2020

**5. REPORT FROM CLOSED SESSION**

- a. Report out from closed session of September 9, 2020

**6. PUBLIC COMMENTS**

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. For purposes of this teleconference meeting, members of the public may provide written comments by email to [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org). Emailed comments should include the specific agenda item on which you are commenting on or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words.

***During the Meeting:*** Live verbal public comments may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the “raise hand” feature (for those joining by phone, press \*9 to “raise hand”) during the public comment period for the agenda item you wish to address. The Zoom Host will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment.

***Before the Meeting:*** Written public comments for the record may be submitted in advance by 3:00 p.m. on the meeting date by email to: [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org) and will be made part of the written record and will be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

- Clearly indicate the Agenda Item No. or specify “Public” in the Subject Line for items not on the agenda
- Include the submitter’s full name

*Written public comments received by 3:00 p.m. on the meeting date will be provided in their entirety to the Board prior to the meeting and will be made part of the written record and will be read verbally at the meeting.*

**7. PRESENTATIONS**

- a. Recognition for Board Chair Jess E. Benton
- b. Recognition for Chief Administrative Officer Lisa Goldman



## **8. CONSENT CALENDAR**

- a. CCFD Quarterly Financial Update
- b. Resolution Authorizing the Disposition of Surplus Property by the Central County Fire Department
- c. Resolution Approving the Amendments to the Class Specification for Fire Captain
- d. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department

## **9. STAFF REPORTS**

- a. Fire Chief's Report (*Power Point Presentation*)

## **10. NEW BUSINESS**

- a. Resolution Accepting the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020
- b. Resolution Authorizing the Chief Administrative Officer to Execute an Agreement with the California Office of Emergency Services for the Temporary Transfer of Vehicular Equipment – Type VI Fire Engine
- c. Discussion on the Preliminary Projection for FY21/22 Budget
- d. Rotation of Board Officers

## **11. BOARD OF DIRECTORS' COMMENTS**

## **12. ADJOURN TO CLOSED SESSION (*via teleconference*)**

## **13. CLOSED SESSION**

- a. Conference with Legal Counsel – Existing Litigation (Gov't Code Sec 54956.9(d)(1)): Name of Case: John Ultsch vs. Central County Fire Department; WCAB No. ADJ12243110
- a. Conference with Labor Negotiator for Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Management Assistant, Administrative Assistant, Office Assistant and Fire Prevention Specialist), Unrepresented Mechanics (Emergency Vehicle Technicians), Unrepresented Community Risk and Resiliency Specialist, and Unrepresented Management (Fire Chief, Deputy Fire Chief, and Administrative Services Manager)(GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

## **14. ADJOURN CLOSED SESSION**

## **15. REPORT FROM CLOSED SESSION**

## **16. ADJOURNMENT**



**BOARD OF DIRECTORS MEETING MINUTES (Unapproved)**  
**Regular Meeting, Wednesday September 9, 2020**

**1. CALL TO ORDER**

The meeting was called to order at 4:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All Board Members were present

**4. APPROVAL OF MINUTES**

a. Regular meeting minutes of June 10, 2020

Board Member Brownrigg motioned to approve. Board Member Ortiz seconded the motion.  
Approved 4-0-0.

**5. REPORT OUT FROM CLOSED SESSION OF JUNE 10, 2020**

Jean Savaree, General Counsel, reported that no action was taken.

**6. PUBLIC COMMENTS**

There were no public comments.

**7. CONSENT CALENDAR**

a. Government Finance Officers Association's Certificate of Achievement in Excellence in Financial Reporting for Fiscal Year Ended June 30, 2019

All Board Members commended Finance Director Jan Cooke on this achievement.

b. Resolution to Adopt the Salary Schedule for the Central County Fire Department

Board Chair Benton asked Ms. Armbruster to explain why the 40-hour Firefighter position has a higher salary. Ms. Armbruster explained that the higher salary includes compensation for FLSA and holiday pay as required per the Firefighters' MOU.

Board Member Ortiz motioned to approve. Board Member Brownrigg seconded the motion.  
Approved 4-0-0.

c. Resolution Approving the Revised Conflict of Interest Code for the Central County Fire Department

Board Member Brownrigg motioned to approve. Board Member Chuang seconded the motion.  
Approved 4-0-0.

**8. STAFF REPORTS**

a. Fire Chief's Report (Oral Report)

Chief Barron gave a brief update.

### COVID-19 Update

- Currently in the seventh month of the “new normal”
- Implemented an internal Incident Action Plan, which is updated regularly
- Prevention, Administration and Operations are back to normal staffing procedures
- PPE Standards remain in place including masks in the stations and on the fire engines

### Hiring

- New Senior Accounting Technician started on August 5<sup>th</sup>.
- Started an in-house academy for our newest firefighter.
  - This will be a 5 to 6-week academy after which he will transition to the line
- Completed interviews for the vacant Office Assistant position and made a conditional offer; anticipated start date is September 28<sup>th</sup>

### New Firefighters

- All new firefighters are progressing successfully through probation

### WUI

- Fire Marshal Christine Reed is working with Kristin Armbruster for the recruitment of two part-time Fire Prevention Specialists for the WUI program
  - Anticipated start date will be mid-January 2021

### Standards of Cover

- RFP is nearing completion
  - Anticipate sending out RFP in mid-October
  - Anticipated start date is December/January and complete by April/May

### OES Type VI

- The apparatus is in the building process
- Staff will bring the MOU agreement to the Board in December for approval
- Apparatus is expected to arrive mid-October
- Working with San Bruno, San Mateo Consolidated, and SSF on associated training needs and a collaborative training program to help reduce costs

### Recent Wildfires

- The result of a thunderstorm that produced 11,000-14,000 bolts of lightning and started hundreds of fires throughout California
- Four strike teams are currently out – River Fire, CZU Complex, SZU Complex and Creek Fire
- CCFD crews were assigned for an average of 12 days

There was a brief discussion about the strike teams. All Board Members commended Chief Barron and firefighters for their hard work.

#### b. CCFD Pension Pre-Funding Discussion

Finance Director, Jan Cooke explained that in April 2019, the Board received a pre-funding presentation outlining the different strategies for pre-funding the pension liability. At the time, Millbrae was unable to commit to the cost of pre-funding, and now with the impacts of the COVID-19 pandemic, revenues for all cities have decreased.

In the April meeting earlier this year, the Board requested that staff bring back a review of the pre-funding strategies. Ms. Cooke summarized the following:

- CCFD pays approximately \$3.9 million each year in pension costs
- Pensions costs are projected to increase to approximately \$9.8 million within the next ten years
- CCFD has a \$40.3 million Unfunded Actuarial Liability (UAAL) funded at 74.9%
- The UAAL will not be 100% funded for another 20 years
- CCFD pays 7% interest to CalPERS each year on the UAAL

Ms. Cooke continued by explaining the two options for pre-funding.

- i. Funding a Section 115 Pension Trust
- ii. Discretionary direct payment to CalPERS

Ms. Cooke stated that at this time, staff is asking for direction from the Board as to whether they would like to consider this now or at a future Board meeting. Ms. Cooke asked if the Board would like further analysis.

Board Member Brownrigg asked the City Managers, Ms. Goldman and Ms. Ritzma, to share their thoughts with respect to each city. Ms. Goldman stated that Burlingame is actively funding the City's pension liability. Ms. Goldman explained that when Burlingame started pre-funding, the economic situation was more favorable. In today's economic times, she would possibly make a different decision. Ms. Goldman stated that Millbrae is currently struggling to make the monthly contributions to CCFD and so any additional costs would likely not be possible for them. Her recommendation was to wait to start pre-funding given the uncertainty of the current economy. Ms. Ritzma, City Manager for the Town of Hillsborough, stated that Town has currently put a hold on certain projects as a cost-saving measure. At this time, she agrees with Ms. Goldman in saying this may not be the best time to start the pre-funding.

Board Chair Benton asked what Millbrae's share of the pre-funding would be. Ms. Cooke replied that it is considered one liability and not broken down by city. Ms. Goldman added that all employees are CCFD employees now, and so the pension liability is one and it would be difficult to tease out what portion belongs to Millbrae and what portion belongs to Burlingame and Hillsborough. Board Member Brownrigg asked if the unfunded liability was part of the contract discussions with Millbrae. Ms. Cooke stated that CalPERS considers existing liabilities, i.e. those of employees of each city, prior to a merger, to remain with the respective city. For example, Burlingame and Hillsborough are paying the unfunded liability for safety personnel who were formerly employees of each city. The same is true for Millbrae.

Chair Benton asked if the \$40.3 million UAAL is what has been incurred since the formation of the CCFD JPA. Ms. Cooke confirmed this to be correct.

The Board directed staff to take no action at this time and table this item for further discussion in the future.

## 9. NEW BUSINESS

### a. Resolution Adopting Federal Emergency and Federal Grant Procurement Procedures

Ms. Cooke stated that staff recommends the Board adopt the resolution adopting these procedures. Ms. Cooke summarized the staff report.

Chair Benton asked if this is the first time CCFD is adopting these procedures. Ms. Cooke replied that this is the first time and that this action was recommended by the consultant hired to assist with FEMA filings.

Board Member Chuang motioned to approve. Board Member Ortiz seconded the motion.

Approved 4-0-0.

b. Resolution Approving Designation of Applicant's Agent for Obtaining Federal and/or State assistance for Expenses incurred in response to COVID-19

Ms. Cooke explained that this is needed in order to submit a request for public assistance. It is a universal resolution valid for three years for any disaster. The cities have adopted similar resolutions. Board Member Chuang asked for clarification on the language in the resolution.

General Counsel, Jean Savaree, stated that the resolution will be amended to clarify that either the CAO or the Finance Director can serve as designee.

Board Member Chuang motioned to approve. Board Member Brownrigg seconded the motion.

Approved, as amended, 4-0-0.

**10. BOARD OF DIRECTORS' COMMENTS**

There were no additional comments.

**11. ADJOURN TO CLOSED SESSION** *(via teleconference)*

The regular session adjourned at 5:02 p.m.

**12. CLOSED SESSION**

- a. Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to Gov't Code Sec 54956.9(d)(2): One Case

**13. ADJOURN CLOSED SESSION**

**14. REPORT FROM CLOSED SESSION**

There was no action taken.

**15. ADJOURNMENT**

The closed session was adjourned at 5:36 p.m.



AGENDA ITEM: 8a

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief  
Jan Cooke, Finance Director

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Quarterly Financial Report for Q1 Fiscal Year 2020-21

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### **Recommendation:**

Staff recommends that the Board of Directors receive the Central County Fire Department Quarterly Financial Report for Q1 Fiscal Year 2020-21

### **Background:**

The unaudited, interim Quarterly Financial Report is provided to the Central County Fire Department Board of Directors for Q1, fiscal year 2020-21.

### **Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

### **Attachments:**

1. Central County Fire Department Quarterly Financial Report for Q1 Fiscal Year 2020-21





## CENTRAL COUNTY FIRE DEPARTMENT

### 2020-21 Quarterly Financial Report (Unaudited)

### First Quarter Ending September 30, 2020

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal quarter July 1, 2020 to September 30, 2020. The General Fund is the primary fund of the Department and accounts for most operating activities.

### GENERAL FUND

The General Fund shows a net excess (revenue greater than expenditures) of \$0.3 million for the quarter, and an ending fund balance of \$1 million on September 30, 2020. The Q1 Fund Balance is at a point in time and does not reflect timing differences that occur within the year. The ending Fund balance on June 30, 2021 is still projected to be at budget level. The primary difference in the expenditures as compared to the prior year is the timing of the payment to CalPERS for the annual UAAL contribution. Last year it was paid in one lump sum in Q1.

GENERAL FUND	FISCAL YEAR 2020-21			FISCAL YEAR 2019-20		
	Annual Budget	YTD Actual to 9/30/20	YTD %	YTD Actual to 9/30/19	\$ Variance CY vs. PY	% Variance CY vs. PY
Revenue	\$29,111,203	\$7,034,140	24%	\$6,637,394	\$396,746	6%
Expenditures	28,341,203	6,449,467	23%	7,460,811	(1,011,344)	-14%
Capital Transfer	950,000	287,500	30%	287,500	-	0%
EXCESS(DEFICIT)	(180,000)	297,173		(1,110,917)	(1,408,090)	
Beginning Fund Balance	733,232	733,232		1,203,793		
Ending Fund Balance	\$553,232	\$1,030,405		\$92,876	\$937,529	

### GENERAL FUND REVENUE

General Fund revenues for the first quarter are 24% of budget and are 6% higher when compared to the same period last fiscal year. The increase from last year is primarily due to the increased city contributions in the adopted FY 2020-21 budget as well as timing of strike team and workers' compensation reimbursements. Permitting and license revenue was 7% of budget and 27% below the same period last year. Permitting activity timing varies throughout the year, and the Q1 results are not necessarily indicative of a long-term trend.

GENERAL FUND REVENUE	FISCAL YEAR 2020-21			FISCAL YEAR 2019-20		
	Annual Budget	YTD Actual to 9/30/20	YTD %	YTD Actual to 9/30/19	\$ Variance CY vs. PY	% Variance CY vs. PY
Permits and Licenses	\$300,000	\$21,633	7%	\$29,436	(\$7,803)	-27%
Intergovernmental Revenues	27,954,754	6,933,808	25%	6,663,090	270,717	4%
Charges for Services	418,714	22,460	5%	19,686	2,773	14%
Others	437,735	56,240	13%	(74,819)	131,058	-175%
TOTAL	\$29,111,203	\$7,034,140	24%	\$6,637,394	\$396,746	6%



## CENTRAL COUNTY FIRE DEPARTMENT 2020-21 Quarterly Financial Report (Unaudited) First Quarter Ending September 30, 2020

### GENERAL FUND EXPENDITURES

General Fund expenditures are at 23% of budget at the first quarter and 13% below the same period last year. Salaries and benefits are in line with budget but are lower than last year due to timing of payment of CalPERS retirement contributions and timing of workers' compensation contributions to the Self-Insurance Fund. Overtime is at 47% of budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for special assignments. Materials and services are below budget due to timing of spending. The General Fund expenditures, based on Q1 results, are still projected to be at budget level for the fiscal year 2020-21.

GENERAL FUND EXPENDITURES	FISCAL YEAR 2020-21			FISCAL YEAR 2019-20		
	Annual Budget	YTD Actual to 9/30/20	YTD %	YTD Actual to 9/30/19	\$ Variance CY vs. PY	% Variance CY vs. PY
Salaries & Benefits	\$26,240,254	\$6,098,974	23%	\$7,109,683	(\$1,010,709)	-14%
Materials and Services	2,100,949	350,493	17%	351,128	(635)	0%
Capital Outlay/Reserve	950,000	287,500	30%	287,500	-	0%
TOTAL	\$29,291,203	\$6,736,967	23%	\$7,748,311	(\$1,011,344)	-13%



# CENTRAL COUNTY FIRE DEPARTMENT

## 2020-21 Quarterly Financial Report (Unaudited)

### First Quarter Ending September 30, 2020

**DETAILED TABLES:** The following table shows the detail line items of General Fund revenue and expenditures.

Central County Fire Department Quarterly Financial Report Q1 FY 2020-21 (July 1, 2020 to September 30, 2020)							
	GL Account Number	Budget 2020-21	Actual 2020-21	% to Budget	Actual 2019-20	\$ Variance CY v. PY	% Variance CY v. PY
REVENUES:							
PERMITS & LICENSES							
Construction Permits	00.320.101	\$ 265,000	\$ 19,657	7%	\$ 23,745	\$ (4,088)	-17%
Fire Code Permit	00.320.102	35,000	1,976	6%	5,570	(3,594)	-65%
Penalty Fees	00.320.150	-	-		121	(121)	-100%
Total Permits & Licenses		300,000	21,633	7%	29,436	(7,803)	-27%
INTERGOVERNMENTAL REVENUES							
Burlingame	00.330.100	11,892,419	2,973,105	25%	2,870,589	102,516	4%
Hillsborough	00.330.200	7,928,279	1,982,070	25%	1,913,727	68,343	4%
Millbrae	00.330.300	7,604,468	1,901,118	25%	1,834,311	66,807	4%
Sub-total from City Contributions		27,425,166	6,856,293	25%	6,618,627	237,666	4%
Othe Agencies							
ALS JPA	00.341.100	271,236	44,463	16%	44,463	-	0%
WUI Revenue	00.341.200	140,000	-	0%	-	-	
Joint Training Program	00.342.100	118,352	29,588	25%	-	29,588	
State Grants	00.334.000	-	3,463		-	3,463	
Sub-total from Other Agencies		529,588	77,515	0	44,463	33,051	74%
Total Intergovernmental Revenues		27,954,754	6,933,808	25%	6,663,090	270,717	4%
CHARGES FOR SERVICES							
Fire Plan Review	00.340.200	150,000	13,062	9%	13,398	(336)	-3%
Inspections/ReInspections	00.340.203	100,000	9,315	9%	32,324	(23,009)	-71%
Fire Flow Inspection	00.340.205	1,182	(146)	-12%	3,609	(3,755)	-104%
Alternate Means of Protection	00.340.206	2,070	229	11%	876	(647)	-74%
Licensed Facility Inspection	00.340.207	-	-		5	(5)	-100%
Other Reimb. Revenue	00.340.220	90,462	-	0%	(31,612)	31,612	-100%
Station 34 Mechanic Shop	00.342.400	75,000	-	0%	1,087	(1,087)	-100%
Total Charges for Services		418,714	22,460	5%	19,686	2,773	14%
OTHERS							
Workers Compensation Reimb	00.340.219	402,000	106,165	26%	87,500	18,665	21%
Investment Earnings	00.361.100	299	119	40%	101	18	18%
Strike Team Reimbursement	00.340.300	-	(47,056)		(173,831)	126,775	-73%
Miscellaneous	00.364.100	35,436	(2,988)	-8%	11,377	(14,364)	-126%
Imaging/Microfiche Services	00.364.102	-	-		35	(35)	-100%
Total Others		437,735	56,240	13%	(74,819)	131,058	-175%
TOTAL REVENUES		\$ 29,111,203	\$ 7,034,140	24%	\$ 6,637,394	\$ 396,746	6%



# CENTRAL COUNTY FIRE DEPARTMENT

## 2020-21 Quarterly Financial Report (Unaudited)

### First Quarter Ending September 30, 2020

Central County Fire Department  
Quarterly Financial Report  
Q1 FY 2020-21 (July 1, 2020 to September 30, 2020)

GL Account Number	Budget 2020-21	Actual 2020-21	% to Budget	Actual 2019-20	\$ Variance CY v. PY	% Variance CY v. PY
<b>EXPENDITURES:</b>						
<b>SALARIES &amp; BENEFITS</b>						
Regular Salaries - Safety	00.410.100	\$ 11,219,551	\$ 2,248,707	20%	\$ 2,246,821	\$ 1,886 0%
Regular Salaries - Non Safety	00.410.200	1,159,606	235,049	20%	219,341	15,708 7%
Part-time Salaries	00.420.100	26,000	-	0%	2,717	(2,717) -100%
Overtime:		1,859,000	868,921	47%	682,095	186,826 27%
Miscellaneous	00.430.000	300,000	57,187	19%	194,219	(137,032) -71%
Disability Leave	00.430.100	350,000	148,831	43%	137,993	10,837 8%
Vacation Leave	00.430.200	700,000	182,622	26%	219,276	(36,654) -17%
Sick Leave	00.430.300	240,000	20,423	9%	51,876	(31,452) -61%
Family Sick Leave/Bereavement	00.430.400	125,000	7,478	6%	17,440	(9,962) -57%
Special Assignment	00.430.500	125,000	167,117	134%	29,207	137,910 472%
Shop Mechanic	00.430.600	5,000	-	0%	634	(634) -100%
Strike Team - Reimbursable	00.430.700	-	272,097		29,621	242,476 819%
Reimbursable	00.430.850	14,000	632	5%	1,829	(1,197) -65%
COVID-19 (OT)	00.441.000	-	12,535		-	12,535
COVID-19 (family leave, etc.)	00.440.000	-	12,860		-	12,860
Holiday Pay	00.440.100	549,060	105,318	19%	107,248	(1,931) -2%
FLSA	00.440.200	274,515	57,152	21%	53,459	3,693 7%
Uniform Allowance	00.440.300	70,715	9,410	13%	14,059	(4,649) -33%
Medicare/FICA	00.440.400	192,806	50,170	26%	46,834	3,336 7%
PERS Retirement	00.440.500	5,418,249	1,300,697	24%	3,098,238	(1,797,541) -58%
Health Insurance	00.440.600	1,567,305	387,151	25%	374,000	13,151 4%
Dental Insurance	00.440.700	170,532	64,643	38%	-	64,643
Vision	00.440.800	35,981	16,203	45%	-	16,203
Life Insurance	00.440.900	24,674	4,360	18%	4,275	85 2%
Long-term Disability Insurance	00.441.100	6,314	623	10%	1,500	(878) -58%
Retirement Health Savings	00.441.300	179,058	38,192	21%	32,124	6,068 19%
Technology & Wellness Benefit	00.441.320	9,000	250	3%	1,715	(1,465) -85%
Health Insurance - Retirees	00.441.350	1,343,000	176,785	13%	163,790	12,996 8%
Workers' Compensation	00.441.500	1,939,000	484,750	25%	-	484,750
Vacation Leave Buyout	00.451.100	13,940	26,257	188%	20,527	5,730 28%
Sick Leave Buyout	00.451.200	19,500	16,643	85%	12,500	4,143 33%
Leave Payout upon Retirement	00.451.300	150,000	(6,566)	-4%	20,663	(27,229) -132%
Other Payroll Charges	00.451.400	-	1,400		1,400	- 0%
Admin Leave Buyout	00.451.500	12,448	-	0%	6,376	(6,376) -100%
<b>Total Salaries &amp; Benefits</b>		<b>26,240,254</b>	<b>6,098,974</b>	<b>23%</b>	<b>7,109,683</b>	<b>(1,010,709) -14%</b>



# CENTRAL COUNTY FIRE DEPARTMENT

## 2020-21 Quarterly Financial Report (Unaudited)

### First Quarter Ending September 30, 2020

Central County Fire Department Quarterly Financial Report Q1 FY 2020-21 (July 1, 2020 to September 30, 2020)							
GL Account Number	Budget 2020-21	Actual 2020-21	% to Budget	Actual 2019-20	\$ Variance CY v. PY	% Variance CY v. PY	
<b>MATERIALS &amp; SERVICES:</b>							
Office Expense	00.510.100	19,540	3,575	18%	3,961	(386)	-10%
Expendable Supplies	00.510.400	31,827	11,597	36%	2,901	8,696	300%
Postage Expense	00.510.600	3,713	714	19%	777	(63)	-8%
EMS Supplies	00.510.800	15,450	2,103	14%	5,589	(3,486)	-62%
Respiratory Equipment Expense	00.511.100	29,700	3,251	11%	394	2,857	726%
Small Tools	00.511.500	87,000	11,070	13%	8,883	2,187	25%
Public Education	00.511.900	10,000	4,235	42%	166	4,069	2454%
Safety Equipment	00.512.300	116,000	10,477	9%	10,491	(14)	0%
Unifrom Supplies	00.512.400	6,180	996	16%	1,767	(771)	-44%
Communications	00.512.600	64,890	8,405	13%	15,272	(6,868)	-45%
Utilities	00.513.000	97,850	17,229	18%	16,441	788	5%
Building/Grounds/Facilities Maint	00.514.100	150,000	9,761	7%	13,288	(3,528)	-27%
Gas, Diesel, Oil	00.514.800	80,628	4,874	6%	9,782	(4,908)	-50%
Apparatus Maintenance (CCFD)	00.515.500	160,000	34,163	21%	40,116	(5,954)	-15%
Hose and Nozzles	00.515.700	20,000	4,127	21%	138	3,989	2889%
Radio Maintenance	00.515.900	15,500	2,569	17%	438	2,130	486%
Contractual Services	00.516.300	490,837	54,430	11%	44,111	10,319	23%
Legal Services	00.516.350	41,906	2,073	5%	2,383	(310)	-13%
Auditing	00.516.500	12,360	-	0%	-	-	-
Mechanic Shop Service Agreement	00.516.600	69,525	12,596	18%	7,033	5,563	79%
Mechanic Shop- Inventory/Stock	00.516.700	12,000	2,969	25%	4,228	(1,260)	-30%
WUI Expenses	00.516.800	75,000	-	0%	3,658	(3,658)	-100%
USAR Program	00.516.900	10,000	874	9%	-	874	-
Dues & Subscriptions	00.517.000	9,389	3,219	34%	3,619	(400)	-11%
Travel, Conferences & Meetings	00.517.400	15,000	1,608	11%	3,978	(2,370)	-60%
HR (Hiring etc.)	00.517.420	26,780	1,945	7%	4,879	(2,934)	-60%
Training & Safety	00.517.800	148,000	4,295	3%	17,979	(13,684)	-76%
Emergency Preparedness	00.517.900	35,000	1,498	4%	940	557	59%
CERT Program Expense	00.517.950	-	12,060	-	-	12,060	-
Wellness & Safety	00.518.200	50,000	1,261	3%	595	666	112%
Weed Abatement	00.518.500	9,425	-	0%	9,150	(9,150)	-100%
Liability, Property, Other Ins	00.518.900	97,909	112,026	114%	95,583	16,443	17%
Computer, Telephone & Other IT	00.519.300	50,000	13,935	28%	21,389	(7,454)	-35%
Mobile Technology	00.519.400	5,000	905	18%	-	905	-
Miscellaneous	00.520.400	14,540	(5,457)	-38%	1,198	(6,655)	-556%
COVID Expense	00.520.401	20,000	1,115	6%	-	1,115	-
<b>Total Materials and Services</b>		<b>2,100,949</b>	<b>350,493</b>	<b>17%</b>	<b>351,128</b>	<b>(635)</b>	<b>0%</b>
<b>TOTAL OPERATIONS COST</b>		<b>28,341,203</b>	<b>6,449,467</b>	<b>23%</b>	<b>7,460,811</b>	<b>(1,011,344)</b>	<b>-14%</b>



# **CENTRAL COUNTY FIRE DEPARTMENT** **2020-21 Quarterly Financial Report (Unaudited)** **First Quarter Ending September 30, 2020**

Central County Fire Department Quarterly Financial Report Q1 FY 2020-21 (July 1, 2020 to September 30, 2020)							
	<u>GL Account Number</u>	<u>Budget 2020-21</u>	<u>Actual 2020-21</u>	<u>% to Budget</u>	<u>Actual 2019-20</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>
CAPITAL TRANSFERS:							
Transfer to Capital Project	00.710.100	-	50,000		50,000	-	
Transfer to Vehicle Replacement	00.710.200	950,000	237,500	25%	237,500	-	
<b>Total Capital Outlay/Reserve</b>		<b>950,000</b>	<b>287,500</b>	<b>30%</b>	<b>287,500</b>	<b>-</b>	
<b>TOTAL INCLUDING CAPITAL</b>		<b>\$ 29,291,203</b>	<b>\$ 6,736,967</b>	<b>23%</b>	<b>\$ 7,748,311</b>	<b>\$ (1,011,344)</b>	<b>-13%</b>



AGENDA ITEM: 8b

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Disposition of Surplus RV Trailer

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**Recommendation:**

Staff recommends the Board of Directors adopt a resolution authorizing the disposition of one surplus RV trailer.

**Background:**

In 2018, during the remodel of fire station 35, CCFD purchased a RV trailer as sleeping accommodations for firefighter crews assigned at that station.

The remodel is now complete and CCFD no longer has a use for the RV trailer. Staff recommends that the RV trailer be sold through a third-party vendor, GovDeals, and the proceeds be returned to the CCFD general fund. GovDeals is a web-based service that provides public agencies the opportunity to surplus equipment through an online auction experience similar to e-bay. All associated fees are paid by the purchaser. The funds are collected by GovDeals and remitted to CCFD.

**Fiscal Impact:**

The estimated value of the RV trailer is between \$10k and \$14k. Any revenues received from the disposition of the RV trailer will be returned to the CCFD general fund.

**Attachments:**

1. Resolution Authorizing the Disposition of Surplus RV Trailer
2. Release and Waiver of Liability and Indemnification Agreement for Receipt of Donated or Purchased Apparatus or Vehicle

**RESOLUTION NO. 20-23**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT AUTHORIZING THE DISPOSITION OF SURPLUS RV TRAILER**

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

**WHEREAS**, the Central County Fire Department (CCFD) has one RV trailer that is no longer utilized by the Department; and

**WHEREAS**, the RV trailer was purchased by CCFD in 2018; and

**WHEREAS**, the disposition will be through a third-party vendor; and

**WHEREAS**, any revenues received from this disposition will be returned to the CCFD general fund.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors declares the RV trailer as surplus property; and

**BE IT FURTHER RESOLVED** that the Board of Directors finds disposing of this surplus property will benefit CCFD, by freeing up storage space currently occupied by this surplus property; and

**BE IT FURTHER RESOLVED** that the Board of Directors finds that the Fire Chief of the CCFD is authorized to execute the Release and Waiver of Liability and Indemnification Agreement for Receipt of Donated or Purchased Apparatus or Vehicle between CCFD and recipient of said apparatus or vehicle.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department held by teleconference this 9<sup>th</sup> day of December, 2020.

Signed: \_\_\_\_\_  
Jess E. Benton, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-23 adopted by the Board of Directors of the Central County Fire Department, at a regular meeting held on the 9<sup>th</sup> day of December 2020 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____





## Release and Waiver of Liability and Indemnification Agreement For Receipt of Donated or Purchased Apparatus or Vehicle

This Agreement is entered into between Central County Fire Department, (CCFD) and (Name of entity) for the donation/purchase of a (apparatus or vehicle).

Pursuant to this Agreement, (Name of entity) will take receipt of the (apparatus or vehicle) listed above, subject to the following conditions:

- The express understanding that the CCFD assumes no responsibility whatsoever for the condition, use, performance or maintenance of the (apparatus or vehicle).
- (Name of entity) hereby acknowledges receipt of the (apparatus or vehicle) and that (Name of entity) has examined the (apparatus or vehicle) to inspect the condition and identify any defects. (Name of entity) hereby accepts the (apparatus or vehicle) "as is", and agrees that any repairs or replacements are to be made at (Name of entity) expense and not at the expense of CCFD.
- As consideration for receipt of the (apparatus or vehicle), (Name of entity) agrees to waive any and all claims against CCFD, and its employees, officers or members for damage to persons or property which may occur in any way due to the (apparatus or vehicle), including as a result of a product defect or the negligence of any party. (Name of entity) also agrees to save and hold harmless CCFD and its employees, officers or members, from any and all liability, claims or expenses whatsoever arising from the (apparatus or vehicle), including to third persons. (Name of entity) expressly assumes all risks related in any way to the possession, use and maintenance of the (apparatus or vehicle).

I, \_\_\_\_\_ (NAME OF ENTITY) HAVE CAREFULLY READ AND UNDERSTOOD THE ABOVE AGREEMENT. BY SIGNING THIS AGREEMENT, I EXEMPT AND RELEASE CCFD, ITS EMPLOYEES, OFFICERS AND MEMBERS, FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH AS A RESULT OF ACCEPTING AND RECEIVING THE (APPARATUS OR VEHICLE), HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO PRODUCT LIABILITY OR NEGLIGENCE OF ANY PARTY.

(Name of entity): (please print) \_\_\_\_\_

(name of entity) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CCFD Fire Chief: (please print) \_\_\_\_\_

CCFD Fire Chief's Signature \_\_\_\_\_

Date: \_\_\_\_\_



AGENDA ITEM: 8c

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Resolution Approving the Amendments to the Class Specification for Fire Captain

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**Recommendation:**

Adopt a resolution approving the amendments to the class specification of Fire Captain.

**Background:**

Class specifications are established to give a written description of duties, responsibilities, and desirable knowledge, skills, and qualifications for each position in the department. Periodically, class specifications are reviewed to ensure that current best practices are updated, and that requirements for the position are necessary and relevant. The Department will be having a testing process to establish an eligibility list for the Fire Captain position in early 2021, and staff has recommended some changes to the class specification prior to the testing process.

The red-lined class specification is included in the Board's materials, as well as a clean copy, for review. The changes include formatting and grammatical clean up, as well as broader language to define the position and update essential duties and requirements. Additionally, clarifying language was added to address the new State of California requirements for Company Officer certification.

Staff has discussed the noted changes with the union and received their support.

**Fiscal Impact:**

There is no fiscal impact associated with the item.

**Attachments:**

1. Resolution Approving Amendments to the Class Specification of Fire Captain
2. Red-lined class specification for Fire Captain
3. Clean copy class specification for Fire Captain

**RESOLUTION 20-24**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT APPROVING CHANGES TO THE CLASS SPECIFICATION OF FIRE CAPTAIN**

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

**WHEREAS**, the Central County Fire Department has approved Personnel Rules; and

**WHEREAS**, the Personnel Rules specify the process for changing Class Specifications;  
and

**WHEREAS**, the Department wishes to update the Class Specification for Fire Captain to reflect current requirements that are necessary and relevant.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department approves the changes to the Class Specification of Fire Captain.

Approved at a regular meeting of the Board of Directors held by teleconference this 9<sup>th</sup> day of December 2020.

SIGNED: \_\_\_\_\_  
                    Jess E. Benton, Chair

ATTEST: \_\_\_\_\_  
                    Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-24 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 9<sup>th</sup> day of December 2020 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



Bargaining Unit: Central County Firefighters' Union

Revision Date: 12/01/~~2020~~2019

FLSA Status: Non-Exempt

### DEFINITION

~~Under direction, to have responsibilities for fire station operations on an assigned shift and to supervise subordinate personnel engaged in firefighting and other related activities.~~

Under general supervision, is responsible for the care and accountability of department resources, facilities, apparatus, and equipment on an assigned shift, and supervision of subordinate personnel engaged in fire suppression, emergency medical response, rescue operations, fire personnel training, and other related activities.

### ESSENTIAL DUTIES

- Respond to fire, emergency rescue, EMS alarms and public service calls
- Manage emergency scene operations, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage
- Establish command and direct fire suppression and control operations using proper fire ground tactics unless relieved by a superior
- Assign firefighters and equipment
- ~~Designate route to be taken to emergency and order placement of equipment in proper position for efficient operation~~
- ~~Direct fire control operations until relieved by supervisor~~
- Direct subordinates and personally assist in extinguishing fires and in performing life saving and property protection work
- Care and accountability for department resources, facilities, apparatus, and equipment
- ~~Supervise the return and servicing of equipment after calls~~
- Follow CCFD rules and regulations, policies and procedures and maintain discipline of subordinate personnel
- ~~Take charge of fire station and supervise and participate in the maintenance of quarters and equipment~~
- ~~Evaluate performance of subordinates~~
- ~~Maintain records and submit reports~~
- ~~Conduct drills and classes~~
- Develop and present training to improve the service and safety level of fire ~~personnel~~fighting force
- Maintain records and submit reports
- Conduct drills and classes
- Conduct fire prevention inspections to eliminate fire hazards through enforcement of fire codes and providing fire safety education
- Participate in public education and fire safety programs
- Maybe assigned a department program or project
- Be a positive role model for subordinates in dress, actions and attitude

## ESSENTIAL REQUIREMENTS:

### Knowledge of:

- Principles, practices and procedures of modern fire fighting and protection of lives and property
- Current trends and innovations for fire suppression, hazardous materials, urban search and rescue, emergency medical services and other areas relevant to assigned responsibilities
- CCFD Policies and standards and operation and maintenance of the types of apparatus and equipment used in fire fighting
- CCFD Personnel Rules and Policies and Procedures
- Operation and maintenance of fire apparatus and equipment utilized by the department
- Local geography including location of mains, hydrants and major fire hazards of the local jurisdictions
- EMS, rescue and resuscitation equipment and protection
- Principles of employee development, supervision and training
- Fire code and local codes
- Extrication procedures, hose evolutions, and ladder principles
- Fire ground tactics and strategy, salvage and overhaul techniques, ventilation practices and sprinkler operations
- Rescue practices, knots and ropes
- Software programs utilized by the Department.

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### Ability to:

- Lead firefighters people effectively under normal and emergency conditions
- Analyze emergency situations and take effective course of action
- Function in fast-paced, stressful situations
- Effectively apply local, state, and federal prevention codes and regulations
- Interpret and explain fire prevention laws and regulations
- Prepare clear, concise and complete reports
- Conduct training and drill sessions
- Understand and carry out written directions
- Communicate effectively in writing and orally to convey information in a manner consistent with job functions
- Instruct, direct and evaluate employees in the performance of modern firefighting principles, practices and procedures
- Exhibit tolerance, tact and respect for others
- Support Department policies and procedures
- Establish and maintain cooperative relationships with employees, supervisors, and the public
- Understand the Firefighter Bill of Rights (FBOR)

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### Skills:

- Ability to safely and efficiently use hydraulic rescue tool, rescue ropes and pulley, EMS equipment, ventilation, salvage and communication equipment, manual forcible entry tools, and power saws
- Ability to use and manipulate a variety of hand and power tools, rescue ropes and appliances, medical equipment and fire apparatus
- Ability to apply rescue operations, methods, and techniques
- Knowledge of computer operations and appropriate work-related applications
- Drive motorized apparatus defensively and in a safe manner

License:

- Possession of a valid Class C with firefighter endorsement Driver's License issued by the California DMV

Education & Experience:

- ~~Requires at least five years fire fighting experience as a paid fire fighter with at least three years with the Central County Fire Department~~
- Completion of 60-units college level courses leading to an Associate of Arts or Associate of Science or Bachelors degree
- Completion of the State Officer Certification classes or Fire Officer I certification by the State of California
- Completion of G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, Rope Rescue Technician (Rescue Specialist) ~~isare~~ highly desirable

**SPECIAL QUALIFICATIONS:**

Ability to crawl, twist upper body, climb ladders and work at heights and to lift up to 75-pounds and drag up to 150-pounds. Ability to work in a hazardous environment including electrical and mechanical hazards, to work in confined spaces; to work with hazardous materials and the ability to produce extreme effort/energy for short periods of time plus endurance. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with all those contacted in the course of work, tolerate others and their attitudes and get along in a community living environment. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform the aforementioned duties.

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Chief Administrative Officer

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12/12/18  
Date



Bargaining Unit: Central County Firefighters' Union

Revision Date: 12/09/2020

FLSA Status: Non-Exempt

## **DEFINITION**

Under general supervision, is responsible for the care and accountability of department resources, facilities, apparatus, and equipment on an assigned shift, and supervision of subordinate personnel engaged in fire suppression, emergency medical response and rescue operations, fire personnel training, and other related activities.

## **DISTINGUISHING CHARACTERISTICS**

This is the first-line supervisory classification in the fire service responsible for the supervision of subordinate personnel.

## **ESSENTIAL DUTIES**

- Respond to fire, rescue, EMS and public service calls
- Manage emergency scene operations, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage
- Establish command and direct fire suppression and control operations using proper fire ground tactics until relieved by a superior
- Assign firefighters and equipment
- Direct subordinates and personally assist in extinguishing fires and performing lifesaving techniques and property protection work
- Care and accountability for department resources, facilities, apparatus, and equipment
- Follow CCFD rules and regulations, policies and procedures and maintain discipline of subordinate personnel
- Conduct drills and classes
- Develop and present training to improve the service and safety of fire personnel
- Supervise, train, coach and evaluate performance of subordinates and complete employee performance evaluations
- Maintain records and submit reports
- Conduct fire prevention inspections to eliminate fire hazards through the enforcement of fire codes
- Participate in public fire safety and education programs
- May be assigned a department program or project
- Set example for subordinates in dress, actions and attitude

## **ESSENTIAL REQUIREMENTS:**

### Knowledge of:

- Principles, practices and procedures of modern firefighting and the protection of lives and property
- Current trends and innovations for fire suppression, hazardous materials, urban search and rescue, emergency medical services and other areas relevant to assigned responsibilities
- CCFD Personnel Rules and Policies and Procedures
- Operation and maintenance of fire apparatus and equipment utilized by the department



- Local geography including location of mains, hydrants and major fire hazards of the local jurisdictions
- EMS, rescue and resuscitation equipment
- Principles of employee development, supervision, and training
- Fire codes and local codes
- Extrication procedures, hose evolutions, and ladder principles
- Fire ground tactics and strategy, salvage and overhaul techniques, ventilation practices and sprinkler operations
- Rescue practices, knots and ropes
- Software programs utilized by the Department

Ability to:

- Lead firefighters effectively under normal and emergency conditions
- Analyze emergency situation and take effective course of action
- Function in fast-paced, stressful situations
- Effectively apply local, state, and federal prevention codes and regulations
- Prepare clear, concise and complete reports
- Understand and carry out written and oral directions
- Communicate effectively in writing and orally to convey information in a manner consistent with job functions
- Instruct, direct and evaluate employees in the performance of modern firefighting principles, practices and procedures
- Exhibit tolerance, tact and respect for others
- Support department policies
- Establish and maintain cooperative relationships with employees, supervisors, and the public
- Understand the Firefighter Bill of Rights (FBOR)

Skills:

- Ability to use and manipulate a variety of hand and power tools, rescue ropes and appliances, medical equipment and fire apparatus
- Ability to apply rescue operations, methods, and techniques
- Basic computer operations and appropriate work-related applications, including word processing, and calendaring
- Drive motorized apparatus defensively and in a safe manner

License:

- Possession of a valid Class C with firefighter endorsement Driver's License issued by the California DMV

Education & Experience:

- Requires at least five years firefighting experience as a paid fire fighter with at least three years with the Central County Fire Department
- Completion of 60-units college level courses leading to an Associate of Arts or Associate of Science or Bachelors' degree
- Completion of the State Officer Certification classes (Company Officer certification from the State of California within two years of appointment) or Fire Officer I certification by the State of California
- Completion of G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, Rope Rescue Technician (Rescue Specialist) is highly desirable



**SPECIAL QUALIFICATIONS:**

Ability to crawl, twist upper body, climb ladders and work at heights and to lift up to 75-pounds and drag up to 150-pounds. Ability to work in a hazardous environment including electrical and mechanical hazards, to work in confined spaces; to work with hazardous materials and the ability to produce extreme effort/energy for short periods of time plus endurance. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with all those contacted in the course of work, tolerate others and their attitudes and get along in a community living environment. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform the aforementioned duties.



AGENDA ITEM: 8d

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department

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### **Recommendation:**

Staff recommends that the Board of Directors adopt a resolution authorizing the Chief Administrative Officer to execute a side letter of agreement between the Central County Firefighters Union and the Central County Fire Department.

### **Background:**

Labor and Management have ascertained that the current required minimum qualifications in the Memorandum of Understanding (MOU) for the Acting Captain position do not fully address the specific tasks that may be asked of a Captain on a daily basis. Members of Labor and Management were charged with reviewing and amending the CCFD Acting Captain task book, which employees need to complete before being eligible to fill an Acting Captain role. The task book is a compilation of skills that a Captain would need to be successful in this position. An Acting Captain position not only covers a vacancy due to illness or vacation, but it also gives staff opportunity for stretch assignments and experience so that they are better prepared to take on a full-time Captain role. It is necessary to amend the language in the MOU to clarify the required competencies pertaining to the Acting Captain position.

Labor and Management have met and conferred and have mutually agreed that a minor modification is needed to the MOU language in section 9.4.4 (Attachment 2).

### **Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

**Attachments:**

1. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department
2. Section 9.4.4 of CCF MOU (redlined)
3. Side Letter of Agreement between the Central County Firefighters and the Central County Fire Department

**RESOLUTION NO. 20-25**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE A SIDE LETTER OF  
AGREEMENT BETWEEN THE CENTRAL COUNTY FIREFIGHTERS UNION  
AND THE CENTRAL COUNTY FIRE DEPARTMENT**

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

**WHEREAS**, the Central County Firefighters Union (Union) and the Central County Fire Department are parties to a Memorandum of Understanding (MOU) valid until June 30, 2022; and

**WHEREAS**, representatives of the Union and the Department have met and conferred in good faith and in accordance with State law; and

**WHEREAS**, the Union and the Department have mutually agreed a minor modification is needed to the MOU language in section 9.4.4; and

**WHEREAS**, the Union has provided a side letter acknowledging the agreed upon language modification.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central County Fire Department adopts a resolution authorizing the Chief Administrative Officer to execute a side letter of agreement modifying section 9.4.4 in the current MOU between the Central County Firefighters Union and the Central County Fire Department.

Approved at a regular meeting of the Board of Directors held by teleconference this 9th day of December, 2020.

Signed: \_\_\_\_\_  
Jess E. Benton, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-25 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9<sup>th</sup> day of December, 2020 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____

#### 9.4 Eligibility Priority Definition

The following numbered sequence should be used in listed order to provide personnel when acting officers are required:

1. Employees who are on a current certified classification list shall, by shift, normally be requested to perform such duties.
2. Telestaff shall be used to keep track of the names and hours of those on the acting list. The list shall initially start in order of their position/band on the promotional eligibility list. The list shall keep track of total hours, with the person having the fewest hours moving to the top of the list. The acting list shall be reset each year immediately following the new shift bid. Acting Officers and the Staffing Officer may mutually agree to deviate from the list to help minimize unnecessary movement.
3. Higher scoring employees may request to change shifts to avail themselves of the opportunity for acting time.

To avoid dislocation of personnel who would be required to change shifts, the person requesting the change shall only move if someone for the shift affected volunteers to change. Should the Fire Chief deem a move in the best interest of the department, such volunteer(s) may be asked for, but are not a requirement for transfer(s). Any change pursuant to this section will be subject to the approval of the Fire Chief.

4. Should some shift(s) not have certified employees, then other employees may be requested to work in the higher classification if they ~~meet the minimum qualifications required to apply for that classification~~they have completed the current Position Task Book.
5. Seniority by shift with the approval of the Fire Chief or designee.

## 10. HOLIDAYS

### 10.1 Holiday Benefit for Forty (40) Hour Workweek Employees

The holidays to be observed are as follows and employees who work a forty (40) hour workweek schedule shall not be required to be on duty unless the Department has so indicated:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4

SIDE LETTER OF AGREEMENT  
Between  
CENTRAL COUNTY FIREFIGHTERS UNION  
And  
CENTRAL COUNTY FIRE DEPARTMENT

November 5, 2020

This Side Letter Agreement is entered into by and between the Central County Firefighters Union (“Union”) and the Central County Fire Department (“Department”) (collectively the “Parties”).

- A. The Union and Department are parties to a valid and enforceable Memorandum of Understanding (“MOU”) setting forth terms and conditions of employment for employees represented by the Union through June 30, 2022.
- B. Representatives of the Union and the Department have met and conferred in accordance with Government Code Section 3500 et seq. and mutually agree to modify Section 9.4.4, “*Eligibility Priority Definition*” to state as follows:

*“Should some shift (s) not have certified employees, then other employees may be requested to work in the higher classification if they have completed the current Position Task Book”*

- C. Nothing in this side letter alters any other existing provision of the MOU.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Approved and Accepted

Date: \_\_\_\_\_

For Central County Firefighters Union

For Central County Fire Department

\_\_\_\_\_  
Marc Symkowick

\_\_\_\_\_  
Ann Ritzma, CAO

\_\_\_\_\_  
Ryan Klarich



AGENDA ITEM: 10a

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief  
Jan Cooke, Finance Director

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Resolution to Accept the Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2020

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### **Recommendation:**

Adopt a Resolution to accept the Comprehensive Annual Financial Report for fiscal year ended June 30, 2020.

### **Background:**

Pursuant to Section 16.2 (Records and Accounts) of the Joint Powers Agreement establishing the Central County Fire Department, the Department shall cause to be kept accurate and correct books of the account, showing capital costs (if any), special services costs, and maintenance and operation costs of the Department. The Department shall maintain accurate and correct books of the account showing all Department Personnel costs and the costs of maintenance and operation of the Fire Stations and Equipment, including liability, casualty and workers' compensation insurance and a reasonable depreciation reserve for capital items. The aforescribed books and records shall be open to inspection at all times during normal business hours by Member Agencies. The Treasurer shall cause all financial records of the Department to be audited by an independent public accountant or certified public accountant at least once a fiscal year and a copy of the audit be delivered promptly to each Member Agency.

An audited report presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards (GAAS) by Badawi & Associates, Oakland, CA. is hereby submitted. The Department has received an unmodified opinion on the financial statements.

### **General Fund**

The financial highlights for FY 19/20 are summarized in the Management's Discussion and Analysis (MD&A) that can be found from page 19 through 29 of the financial report. The General Fund is the main operating account of CCFD.

The General Fund revenue is better than adopted budget by \$0.5 million; expenditures including transfers out are higher than budget by \$1 million; and net deficit over expenditures is \$0.5 million.

The General Fund revenue was better than adopted budget by \$0.5 million primarily due to permitting revenue, reimbursements for strike teams, and reimbursements from the self-insurance fund.

The General Fund expenditures were higher than adopted budget by \$1 million primarily due to overtime as well as increases in salaries for cost of living and equity increases. The increased overtime is attributable to coverage for vacancies, strike team backfill, training, meetings, and COVID-19 coverage.

Page 25 of the report shows a comparison of the General Fund expenditures and transfers between FY 19/20 and FY 18/19. Expenditures and transfers increased \$2.1 million (8%), primarily driven by salary increases, increased contractual rates for pension contributions, and workers' compensation costs.

The General Fund ending fund balance is \$0.7 million on June 30, 2020.

Capital asset additions of \$0.3 million in FY 19/20 included two vehicles, safety equipment, and building key systems at stations.

#### Statement of Net Position

The Statement of Net Position (page 34) as of June 30, 2020 reflects a deficit net position of \$47.6 million. The net position decreased by \$5.6 million in FY 19/20 primarily due to increased pension and workers' compensation liabilities. The negative net position of CCFD is primarily due to the pension and Other Post-Employment Benefits (OPEB) liabilities of the Department.

The Statement of Net Position – Proprietary Funds (page 39) shows a net position of \$2.1 million on June 30, 2020. This is primarily comprised of cash and capital assets in the Vehicle Replacement Fund, and cash and offsetting workers' compensation actuarial claims liability in the Self-Insurance Fund. The Self-Insurance Fund is 63% funded to the actuarial valuation on June 30, 2020. The Vehicle Replacement Fund holds \$1.5 million in cash for future engine, vehicle, and equipment replacements.

#### **Fiscal Impact:**

There is no fiscal impact associated with this submission.

#### **Attachments:**

1. Resolution Accepting the [Comprehensive Annual Financial Report](#) for fiscal year ended June 30, 2020
2. Comprehensive Annual Financial Report for fiscal year ended June 30, 2020
3. Auditors' Communication with Those Charged with Governance June 30, 2020



**RESOLUTION NO. 20-26**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
TO ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR  
YEAR ENDING JUNE 30, 2020**

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

**WHEREAS**, the Board of Directors of the Central County Fire Department adopted the budget for Fiscal Year 2019-2020; and

**WHEREAS**, the Comprehensive Annual Financial Report for Fiscal Year 2019-2020 was reviewed at the December 9, 2020 Regular Board of Directors Meeting; and

**WHEREAS**, the Board of Directors of the Central County Fire Department accepts the Comprehensive Annual Financial Report for the year ending June 30, 2020.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central County Fire Department adopts the Resolution to Accept the Comprehensive Annual Financial Report for the Year Ending June 30, 2020;

Approved at a regular meeting of the Board of Directors held by teleconference this 9th day of December, 2020.

Signed: \_\_\_\_\_  
Jess E. Benton, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-26 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9th day of December, 2020 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



AGENDA ITEM: 10b

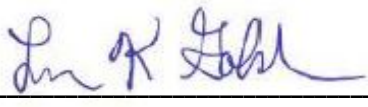
## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute an Agreement with the California Office of Emergency Services (Cal-OES) for the Temporary Transfer of Vehicular Equipment

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### **Recommendation:**

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Chief Administrative Officer to execute an agreement with the California Office of Emergency Services (Cal OES) for the Temporary Transfer of Vehicular Equipment – Type VI Fire Engine (Agreement).

### **Background:**

The State of California has entered into an agreement with HME Ahrens-Fox for the purchase of 79 Type VI Fire Engines (Fire Engine), to respond to incidents per the California Fire Service and Rescue Emergency Mutual Aid Plan. Cal OES is authorized to assign this equipment to local jurisdictions to be staged for responses by both Cal OES and local jurisdictions.

### **Analysis:**

Each of these Type VI Fire Engines serves as initial attack wildland apparatus equipped with a 300 gallon water tank and 20 gallon foam tank, capable of pumping 500 gallons per minute, as well as two booster hose reels and a full complement of advanced rescue tools. If approved, the Agreement with Cal OES requires that CCFD house, staff, operate, maintain, repair, and insure the apparatus. The Agreement may be terminated by either party by giving 14 days' written notice.

In light of the fact that CCFD has designated wildland urban interface (WUI) areas within its jurisdiction, these specialized fire-fighting resources will provide CCFD with the opportunity to enhance services within the three cities it serves.

**Fiscal Impact:**

Costs associated with entering into this Agreement include maintenance and repairs (if necessary) and insurance for the Fire Engine. Maintenance/repair costs are estimated to be minimal as the Fire Engine is new and repairs over \$100 are the responsibility of Cal OES. Yearly fuel costs are estimated to be between \$3,000 and 5,000. The yearly insurance premium is estimated to be \$1,400.

**Attachments:**

1. Resolution Authorizing the Chief Administrative Officer to Execute an Agreement with the California Office of Emergency Services (Cal OES) for the Temporary Transfer of Vehicular Equipment – Type VI Fire Engine
2. Type VI Agreement

**RESOLUTION NO. 20-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE AN  
AGREEMENT WITH THE CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES) FOR THE  
TEMPORARY TRANSFER OF VEHICULAR EQUIPMENT – TYPE VI FIRE ENGINE**

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

**WHEREAS**, the State of California has entered into an agreement with HME Ahrens-Fox for the purchase of 79 Type VI Fire Engines (Fire Engine), to respond to incidents per the California Fire Service and Rescue Emergency Mutual Aid Plan; and

**WHEREAS**, the California Office of Emergency Services (Cal OES) is authorized to assign these Fire Engines to local jurisdictions to be staged for responses by both Cal OES and local jurisdictions; and

**WHEREAS**, these Fire Engines serve as initial attack wildland apparatus; and

**WHEREAS**, one of these Fire Engines is available for assignment to, and use by, CCFD; and

**WHEREAS**, CCFD has designated wildland urban interface (WUI) areas within its jurisdiction, and so these specialized Fire Engines will provide CCFD with the opportunity to enhance services within the three cities it serves; and

**WHEREAS**, in order to take advantage of this capability, CCFD is required to enter into an agreement with the State of California to house, staff, operate, maintain, repair, and insure the assigned Fire Engine; and

**WHEREAS**, the Board has reviewed the Agreement for Temporary Transfer of Vehicular Equipment – Type VI Fire Engine, a copy of which is attached to this resolution as Exhibit A, and finds its terms acceptable.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central County Fire Department does hereby approve the Agreement for Temporary Transfer of Vehicular Equipment – Type VI Fire Engine, and authorizes the Chief Administrative Officer to execute the agreement on behalf of CCFD.

Approved at a regular meeting of the Board of Directors held by teleconference this 9th day of December, 2020.

Signed: \_\_\_\_\_  
Jess E. Benton, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-27 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9th day of December, 2020, by the following vote of the members thereof:

AYES:                      Board Members: \_\_\_\_\_

NOES:                     Board Members: \_\_\_\_\_

ABSENT:                 Board Members: \_\_\_\_\_

ABSTAIN:                Board Members: \_\_\_\_\_



Date

[INSERT NAME OF FIRE CHIEF], Fire Chief  
[ADDRESS]  
[City], CA, [Zip Code]

Dear Chief [INSERT NAME FO FIRE CHIEF]

You will find enclosed two copies of Assignment of Equipment Form, and Agreement for Temporary Transfer of Vehicular Equipment covering the transfer of Cal OES Fire Engine Number: [INSERT FIRE ENGINE NUMBER] to the [INSERT FIRE AGENCY]. The agreement is effective [INSERT DATE].

***Please have the authorized official sign both copies of the above-mentioned documents and return one original set to our office. Cal OES cannot transfer the fire engine to your agency until this signed agreement is returned.***

Cal OES must also be furnished with a Certificate of Insurance, or a letter certifying self-insurance in the amounts required, in accordance with Paragraph 11 of the Agreement for Temporary Transfer of Vehicular Equipment.

If you have any questions regarding this transfer, please feel free to contact our office.

Sincerely,

BRIAN S. MARSHALL  
State Fire and Rescue Chief

BSM/ro-b  
Enclosures

Cc: [INSERT NAME], Region [INSERT REGION] Fire and Rescue Coordinator  
[INSERT NAME] Operational Area Coordinator  
[INSERT NAME], Cal OES Fire and Rescue Deputy Chief, North or South Operations  
[INSERT NAME], Cal OES Fire and Rescue Assistant Chief  
[INSERT NAME], Cal OES fire and Rescue Assistant Chief

**AGREEMENT FOR TEMPORARY TRANSFER OF  
VEHICULAR EQUIPMENT-TYPE VI FIRE ENGINE**

**THIS AGREEMENT**, entered into this [INSERT DATE], by and between the **STATE OF CALIFORNIA** acting by and between its duly appointed, qualified Director of the Governor's Office of Emergency Services (Cal OES), hereinafter called the "**STATE**," and the [INSERT NAME OF FIRE AGENCY], acting by and through its duly appointed, qualified and acting officers, hereinafter called "**TRANSFeree**",

**WITNESSETH:**

**IT IS HEREBY MUTUALLY AGREED** between the parties hereto as follows:

1. The **STATE** hereby transfers possession to **TRANSFeree** and **TRANSFeree** hereby accepts possession from **STATE** of the fire engine and equipment listed on the attached Exhibit "A" which is by this reference made a part hereof, for the period commencing [INSERT DATE] through [INSERT DATE], for the following all-hazard events, emergency incidents, civil defense, and disaster purposes, namely:

Mutual aid, multiple alarm events and emergency incidents, emergency incidents threatening properties vital to national defense or important military installations, parades and displays, training of regular, volunteer and auxiliary firefighters and temporary standby for assignee's regular fire engine and the regular fire engines of other fire departments while out of service for repairs.

- a. Vehicle Description: 2020 HME/Ahrens-Fox Type 6 Wildland Fire Engine  
Vehicle Designation: [INSERT VEHICLE DESIGNATOR]  
Vehicle License Number: [INSERT LICENSE NUMBER]  
Vehicle Identification Number: [INSERT VIN]  
Value of Vehicle: \$215,599.00  
Value of Hose and Appliances: \$41,826.00

- b. Equipment inventories (Exhibit "A") may by mutual concurrence of the **STATE** and **TRANSFeree** be changed during the term of this agreement, utilizing property accountability procedures established or approved by the **STATE**.

A. Transfer of Possession

The following outlines the steps required to complete the transfer of the fire engine from the **STATE** to the **TRANSFeree**:

- a. The **STATE** shall send two copies of the Assignment of Equipment Form and Agreement for Temporary Transfer to the **TRANSFeree** for signatures.
- b. The **TRANSFeree** shall obtain the necessary signatures from the Fire Chief.
- c. The **TRANSFeree** shall send the completed Assignment of Equipment Form and Agreement for Temporary Transfer forms back to the **STATE**.
- d. The **STATE** shall then contact the **TRANSFeree** to schedule a date for the

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Fire and Rescue Division

transfer to take place.

- e. The **TRANSFeree** shall travel to the Cal OES Fire and Rescue Fleet Services Division, located at:  
3791 Bradview Drive  
Sacramento, California 95827
- f. **TRANSFeree** shall be responsible for all travel expenses (to and from) including, vehicle, fuel, food, and lodging.
- g. The **STATE** shall provide the **TRANSFeree** with a comprehensive training session specific to the operation and maintenance of the fire engine.
- h. **TRANSFeree** shall notify the **STATE** and the appropriate CAL OES Fire and Rescue Region Assistance Chief(s), Operational Area and Region Dispatch centers of the fire engine assignment and entering the fire engine information into the resource ordering system of record.

The following outlines the steps required to complete the return of the fire engine from the **TRANSFeree** to the **STATE**:

- a. This section does not apply to the return of the fire engine from the **TRANSFeree** to the **STATE** when a new or replacement fire engine is assigned by the **STATE** to the **TRANSFeree**.
- b. The **TRANSFeree** shall notify the **STATE** of the intent to return the fire engine to the **STATE**.
- c. The **STATE** shall coordinate a pre-inspection to be performed on the fire engine to determine the condition of the fire engine and equipment inventory of equipment. This pre-inspection shall be performed by the Cal OES Fire and Region Division Assistance Chief.
- d. The **TRANSFeree** shall return the fire engine to the Cal OES Fire and Rescue Fleet Services Division, located at:  
3791 Bradview Drive  
Sacramento, California 95827
- e. **TRANSFeree** shall be responsible for all travel expenses (to and from) including, vehicle, fuel, food, and lodging.
- f. The **STATE** shall preform a final inspection on the fire engine and the equipment inventory.

B. Housing, Maintenance, Repair and Replacement

During the term of this transfer, **TRANSFeree** agrees to adequately house in an enclosed secure structure, staff, operate, maintain and repair (consistent with section 2 b.) said fire engine and equipment (hereinafter collectively referred to as the "fire engine" except where it is desired to refer to equipment alone, in which case the term "equipment" will be used) at its sole cost and expense, save as otherwise expressly provided in this agreement. Fire engine shall be housed on property of the **TRANSFeree** in a manner to provide reasonable protection against inclement weather, sabotage, theft or malicious damage. Fire engine shall be maintained in accordance with manufacturer's recommendations, and in such condition that it is available for immediate emergency use. Maintenance shall include care of hose, batteries, tires, appliances, lubrication and fuel, general cleaning and polishing, minor body repairs and periodic



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testing. Repairs shall include, without being limited to, motor tune-ups, pump repairs, transmission, differential and all running gears, brake and exhaust systems, cooling devices including radiator, pump packing, equipment assigned to apparatus and so forth.

- a. Repairs up to and including \$100.00 for each individual item of repair shall be the responsibility of **TRANSFEE**.
- b. Repairs exceeding \$100.00 for each individual item of repair shall be the responsibility of **STATE**; however, a \$100.00 deductible shall apply, unless in the judgment of the **STATE** the repairs results from misuse or negligence on the part of **TRANSFEE** in the maintenance or use of the fire engine, in which event the cost of each such item of repair above \$100.00 shall also be the responsibility of **TRANSFEE**. In no event shall **TRANSFEE** arrange for repairs costing above \$100.00 for any item of repair, whether it deems the same to be the responsibility of **STATE** or **TRANSFEE**, without first obtaining authorization in writing from **STATE**.
- c. Notwithstanding the foregoing, replacement of hose, batteries and tires shall be the responsibility of **STATE**, save to the extent **STATE** deems damage thereto to be the result of negligence or misuse on the part of **TRANSFEE**, in which event **TRANSFEE** will bear such portion of the replacement cost thereof as the **STATE** deems equitable. Procurement of tires, hose and batteries is subject to State fiscal policies and procedures, and written approval must be obtained by **STATE** prior to procurement.
- d. Maintenance and repairs must be requested and authorized pursuant to Cal OES, Fire and Rescue Division Operations Bulletin # 18, which is here by incorporated into this agreement by reference.
- e. Repair or replacement of the fire engine transferred hereunder which is consumed, lost, stolen, damaged or destroyed during mutual aid operations when **STATE** has dispatched or directed the dispatch of said apparatus through Regional or Operational Area Fire and Rescue Coordinators, or when **STATE** has reassigned said apparatus pursuant to the provisions of paragraph 10 of this agreement, shall be the responsibility of **STATE** However, in the event that any such loss or damage is due to the negligence of **TRANSFEE**, under such circumstances, **TRANSFEE** shall be liable therefore to the extent that the **STATE** deems equitable. **TRANSFEE** agrees that it will assume responsibility in full for the repair or replacement of equipment which has been consumed, lost, stolen, damaged or destroyed in operations other than referred to in this paragraph.

3. Inspection of Apparatus

**TRANSFEE** agrees that representatives of **STATE** and other authorized State personnel may inspect the fire engine at any time, with or without advance notice.

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4. Staffing

Reasonable and continual training shall be carried on so that trained personnel shall at all times be available to staff and operate said fire engine. The **TRANSFeree** shall provide personnel to staff the transferred fire engine per FIREScope ICS standards with the expectation of staffing with three trained fire personnel for out of operational area assignments.

Per the California Fire Assistance Agreement, personnel under this Agreement are expected to be available for a minimum of seven (7) days (elapsed time) excluding travel, before needing replacement, regardless of the number of assignments from original dispatch. When local government personnel, staffing the fire engine, are committed to extended assignments there may be a need to replace or rotate personnel. Personnel rotation will follow the direction outlined in the California Fire Assistance Agreement when assigned to an incident within California. Crew rotation for incidents outside of California shall be consistent with the appropriate forest's agencies policy and coordinated by **STATE**.

5. Personal Protective Equipment (PPE) and Specialized Equipment

In addition to providing the standard complement of firefighting PPE, it shall be the **TRANSFeree's** responsibility to provide its personnel with all other PPE that may be required by NFPA 1901, other NFPA Standards, and 8 CA ADC § 3401 et seq. This shall include, but not be limited to, one Traffic Vest (ANSI / ISEA 207) for each seating position. In addition, we recommend chainsaw chaps be provided.

6. Training

Personnel assigned shall meet wildland fire and ICS standards established in the California Incident Command Certification System (CICCS) (January 2014 version) or NWCG 310-1 (October 2020 version). Personnel staffing **STATE** Type VI Fire Engines shall include the following qualifications: Company Officer (Engine Boss/ENGB), Apparatus Operator (engineer), and Firefighter (FFT1 or FFT2). **TRANSFeree** agrees to participate in an off-road train-the-trainer course and to adopt an off-road training program for their respective agencies.

7. Dispatching

All movement of the fire engine shall be handled through the official dispatching channels of **TRANSFeree**. **TRANSFeree** dispatchers will recognize and act on all official requests for movement of the fire engine in conformance with the Fire and Rescue Annex (California Fire and Rescue Mutual Aid System) to the State Emergency Plan and its subsequent revisions. **STATE** reserves the right to dispatch, direct the dispatch of, or temporarily reassign the said apparatus and equipment whenever, in the opinion of the Director of the Governor's Office of Emergency Services, their representatives, or Operational Area and Regional Fire

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and Rescue Coordinators, such equipment and apparatus is essential to the protection of life and property in another jurisdiction or in the best interest of the **STATE**.

8. Mutual Aid Response

Procedures for mutual aid response shall be in accordance with California Fire Service and Rescue Emergency Mutual Aid Plan.

9. Reimbursable Response

Reimbursement for mutual aid may be provided pursuant to a governor's disaster proclamation or when conditions warrant invoking the California Fire Assistance Agreement, the State of Nevada Cooperative Agreement, the Emergency Management Assistance Compact, or the Interstate Compact as appropriate. There is no other existing provision for mutual aid reimbursement.

10. Temporary Use

**TRANSFeree** shall be permitted to use the fire engine for temporary cover of fire stations when emergency conditions warrant, or when regular fire engine is out of service for repairs. In either case, the **TRANSFeree** shall immediately notify the Operational Area Dispatch Center. The **TRANSFeree** further agrees that Cover-in or Standby of the fire engine exceeding 90 days is at the discretion of the **STATE**.

11. Temporary Transfer

- a. A transfer of the fire engine or any portion thereof by **TRANSFeree** for any period not exceeding seven consecutive days within a given Operational Area may be made with the consent of the Operational Area Fire and Rescue Coordinator and the **STATE**, providing that at the time such fire engine is received, such Temporary Transferee furnish **TRANSFeree** and **STATE** a letter to the effect that Temporary Transferee assumes all obligations and criteria of **TRANSFeree** with respect to such fire engine under this agreement during the period of transfer, including insurance coverage in accordance with Paragraph 13 or 14, as appropriate, and a copy of this Agreement is provided to the Temporary Transferee. Any transfer by **TRANSFeree** for a period of more than seven consecutive days shall be subject to authorization by the **STATE** and execution of an "Agreement for the Temporary Transfer of Vehicular Equipment", with the agency requesting the transfer.
- b. Whenever fire engine is transferred in accordance with the provisions of paragraph 11.a, regular **TRANSFeree** shall be relieved of its obligations under this agreement during such period of transfer.

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- c. Complete a written Temporary Cal OES Fire Engine Transfer Record, Exhibit "B". The **TRANSFeree** will retain one copy, the Temporary Transferee will retain one copy, and one copy will be forwarded to the **STATE**.

12. Reports and Records

**TRANSFeree** shall maintain daily and monthly reports on the details of fire engine Use on OES F-101 Form. A Smoke Opacity Test, Pump Test, and Hose Test, and Ladder Test shall be completed annually. Written results of all tests and reports shall be forwarded to the **STATE**, by the end of the calendar year. A recent copy of the tests and reports shall be maintained in the vehicle logbook.

13. Report of Accidents

**TRANSFeree** shall immediately notify **STATE** following any and all accidents involving this fire engine. It shall be the responsibility of **TRANSFeree** to fill out State Form 270, "Report of Automobile Accident," and file the report with the **STATE**. A copy of this report shall be retained by the **TRANSFeree** and the original and four copies forwarded to the **STATE**.

14. Insurance Protection (Non- State Agencies)

- a. **TRANSFeree** agrees forthwith to furnish evidence of insurance protecting the legal liability of the **TRANSFeree** and the **STATE** for liability and/or property damage with a combined single limit of 1,000,000.00 per occurrence, by means of a Certificate of Insurance naming State of California as Additional Insured. Said certificate shall contain an agreement by the insurance company that it will not cancel said policy without 15 days prior written notice to the **STATE** and that the **STATE** is not liable for the payment of any premiums or assessments thereon. Said certificate must include the description of the fire engine including VIN, state license number and fire engine number.
- b. In the event the **TRANSFeree** is self-insured, **TRANSFeree** in lieu of a certificate of insurance shall furnish the **STATE** a written statement of such fact. In such event **TRANSFeree** agrees to hold the **STATE** harmless from any personal injury or property damage claims arising out of its maintenance, use or operation of the fire engine under the terms of this agreement.
- c. Physical damage insurance, including collision coverage and comprehensive coverage, shall be obtained. The **STATE** will be named as a loss payee. The description of the vehicle and the necessary amount of insurance required is outlined in attached Exhibit "C" which is by this reference made a part hereof.

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15. Insurance Protection (State Agencies)

Any insurance necessary for coverage of the fire engine shall be the sole responsibility of the department having custody of the vehicle. **TRANSFeree** agrees to report apparatus as being under its control to the Insurance Officer, Department of General Services.

16. Termination of Agreement

- a. Either party may terminate this agreement upon 14 days written notice to other party, or **TRANSFeree** may relinquish or **STATE** may repossess any portion of the fire engine upon like notice to the other party, except that **STATE** may repossess any portion thereof without written notice whenever it deems the same is not being maintained in accordance with this agreement.
- b. Upon the termination of this agreement, **TRANSFeree** agrees to return said fire engine in the same condition as received, reasonable wear and tear excepted.
- c. As inventory changes occur, or items of equipment are replaced, deleted or added by the **STATE** or replaced by **TRANSFeree**, it is mutually agreed that no amendment to this agreement need be made at the time of the change; provided however, at the termination of this agreement a complete reconciliation of all equipment will be made. **TRANSFeree** further agrees that all replacements for fire engine or equipment will be made with identical or substantially like items as approved by the **STATE**.
- d. Nothing in this agreement shall be construed to create a new property interest or right of action for the **TRANSFeree**.

17. Unauthorized Use of **STATE** Fire Engine and Equipment

Use of this fire engine other than as specified in paragraph 1 will be considered a breach of this agreement.

18. Use of Radio Equipment

- a. **STATE** will furnish at **STATE's** sole cost, radio equipment installed in the fire engine to be operated on the current approved State radio load.
- b. **STATE** agrees to maintain said radio equipment without cost to **TRANSFeree**.
- c. The **TRANSFeree** agrees to operate said radio equipment in accordance with the Rules and Regulations of the Federal Communications Commission.

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- d. Ownership of said equipment is in the **STATE**, and all applications to the Federal Communications Commission seeking authority to add, modify or replace radio equipment covered by this agreement shall be made by and in the name of the State of California. To activate this agreement and in compliance with the control requirements of the Communications Act of 1934, as amended, the **STATE** hereby deputizes the Chief of the agency of said **TRANSFeree**, and such volunteers, regularly employed and salaried assistants as shall be designated by the Chief of the agency as his agents to operate said radio equipment as specified in paragraph "c" above.
- e. **STATE** assumes no liability hereunder for claims or losses accruing or resulting to any person, firm or corporation furnishing or supplying work, services or material or services in connection with the performance of this agreement or for any claims and losses accruing or resulting to any person, firm or corporation injured or damaged by performance of either party hereunder.

19. Notices

All notices herein provided to be given, or which may be given by either party to the other shall be deemed to have been fully given when made in writing and deposited in the U.S. mail, registered and postage prepaid and addressed as follows: To the **TRANSFeree** at [INSERT NAME AND ADDRESS OF FIRE AGENCY] and to the **STATE** at Governor's Office of Emergency Services, Fire and Rescue Division, 3650 Schriever Avenue, Mather, CA 95655. The address to which notices shall or may be mailed as aforesaid to either party may be changed by written notice given by such party to the other, as hereinabove provided; but nothing herein contained shall preclude the giving of any such notice by personal service.

20. Alterations and Variations

It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

21. Waivers

The **STATE** may in its sole discretion and for such good cause as it determines waive in writing in whole or in part any requirement of this agreement that fire engine and/or equipment shall be maintained in operating condition, or repaired, or replaced, providing that any such waiver shall be applicable only to the specific fire engine or equipment to which it refers. No failure to enforce any provision of this Agreement shall be construed as a waiver of the provision. Any waiver, in order to be effective, must be in writing and shall only be effective for the instance specified in the writing.

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Fire and Rescue Division

**IN WITNESS WHEREOF** the parties hereto have executed this agreement upon the date first above written.

**TRANSFeree:**

\_\_\_\_\_

By: \_\_\_\_\_

**STATE OF CALIFORNIA:**

\_\_\_\_\_ *Mark S. Ghilarducci* \_\_\_\_\_

**Director**  
**Governor's Office of Emergency Services**

By: \_\_\_\_\_

**Brian S. Marshall**  
**State Fire and Rescue Chief**

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Fire and Rescue Division

**EXHIBIT "A"**  
**EQUIPMENT INVENTORY: Type VI Fire Engine**

QUAN	DESCRIPTION	OES NUMBER	SERIAL NUMBER
<b>FIRE HOSE</b>			
3	1 ½" NH X 50', Structural Hose		
1	1 ½" NH X 35', Structural Hose		
1	1 ½" NH X 35', Wildland Hose		
1	3" NH X 15' Soft Suction Hose		
8	3" NH X 50 Structural Hose		
3	1 ½" NH X 100', Wildland Hose		
3	1" NPSH X 100', Wildland Hose		
3	5/8" GHT X 100', Wildland Hose		
<b>HOSE REEL FIRE HOSE</b>			
2	¾" NPSHX 50', Hose Reel		
<b>SUCTION HOSE</b>			
2	3" NH X 9', Suction Hose		
1	1 ½" NH X 8, Suction Hose		
<b>NOZZLES</b>			
1	1 ½" NH Nozzle Structural, 30-125 GPM, Pistol Grip		
1	1 ½" NH Nozzle, Structural, 30-125 GPM, Break-Apart		
2	1 ½" NH Nozzle, Wildland, 20-60 GPM		
1	1" NPSH Foam Nozzle, Pistol Grip		
1	¾" GHT Nozzle, Wildland		
4	1" NPSH Nozzle, Wildland, 10-23 GPM		
1	1 ½" NH Nozzle, Wildland w/ Foam Nozzle Attached		
<b>ADAPTERS AND FITTINGS</b>			
1	2 ½" NH Double Male		
1	2 ½" NH Double Female		
1	2 ½" NH-F X 1 ½" NH-M Reducer		
1	1 ½" NH Double Male		
2	1 ½" NH Double Female		
1	1" NPSH Double Male		
1	1" NPSH Double Female		
1	1 ½" NH-F X 1" NH-M Reducer		
2	1 ½" NH-F X 1" NPSH-M Reducer		
3	1" NPSH-F X ¾" GHT-M Reducer		
1	1 ½" NH-F X 2 ½" NH-M Increaser		
1	¾" GHT-F X 1" NPSH-M Increaser		
1	1" NPSH-F X 1 ½" NH-M Increaser		
1	3" NH-F X 2 ½" NH-F Adapter		
1	1 ½" NPSH-F X 1 ½" NH-M Adapter		
1	1 ½" NH-F X 1 ½" NPSH-M Adapter		
1	1" NH-F X 1" NPSH-M Reducer		
1	1 ½" NH-F X 1 ½" NH-M In-Line Shut-Off		
1	1" NPSH-F X 1" NPSH-M In-Line Shut-Off		
5	¾" GHT-F X ¾" GHT-M In-Line Shut-Off		
<b>HOSE APPLIANCES</b>			
1	2 ½" NH-F X 1 ½" NH-F X 1 ½" NH-F Gated Wye		
2	1 ½" NH-F X 1 ½" NH-M X 1 ½" NH-M Gated Wye		



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1	1" NPSH-F X 1" NPSH-M X 1" NPSH-M Gated Wye		
1	¾" GHT-F X ¾" GHT-M X ¾" GHT-M Gated Wye		
3	1 ½" NH-F X 1 ½" NH-M X 1" NPSH-M Tee		
3	1" NPSH-F X 1" NPSH-M X 1" NPSH-M Tee		
1	3" NH Suction Hose Strainer		
1	1 ½" NH Strainer/Foot Valve		
1	1 ½" NH Floating Strainer		
<b>LADDERS</b>			
1	Little Giant Ladder, 20'		
<b>HAND TOOLS</b>			
1	Pick-Head Axe, 6 LB, 36" Handle		
1	Flat-Head Axe, 6 LB, 36" Handle		
1	Pike Pole, 6'		
1	Rubbish Hook, 6'		
2	Forest Fire Shovel		
1	McLeod		
1	Pulaski		
1	Fire Rake		
1	Council Combination Tool		
2	Hay Hooks		
1	Pipe Wrench, 24"		
1	Bolt Cutters, 24"		
1	Fence Pliers		
<b>HOSE ACCESSORIES</b>			
2	Forestry Spanner Wrench, Combination		
1	Dead-Blow Hammer, 2 LB		
1	Hydrant Wrench		
2	Spanner Wrench		
1	Foam Can Wrench		
1	Hose Roller		
2	Wildland Hose Clamp		
<b>PORTABLE PUMP</b>			
1	Portable Pump, 119 GPM, 64 PSI		
2	2" NPT-F X 1 ½" NH-M Adapter		
1	Fuel Can, 2 ½ Gallon, Regular Fuel		
<b>BACKPACK PUMP</b>			
1	Backpack Pump, 5 Gallon		
<b>DRIP TORCH</b>			
1	Drip Torch		
<b>TRUCK EQUIPMENT</b>			
2	Chock Blocks		
1	Triangle Warning Reflectors		
1	Electronic Road Flare Kit		
1	Traffic Cones, Collapsible Kit,		
1	Jack, 8-Ton		
1	Tow Chain, 25' X 3/8", 6,660 LB Working Load		
<b>CHAIN SAW</b>			
1	Chain Saw, 24" Bar, Standard Chain		
1	Spark Plug, Spare		
1	Air Filter, Spare		
1	Bar, 24", Spare		

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1	Bar Oil, 1 Gallon		
1	Chain Saw Tool Kit		
<b>FIRE EXTINGUISHERS</b>			
1	30 LB BC Fire Extinguisher		
1	5 LB ABC Fire Extinguisher		
<b>EXTRICATION EQUIPMENT</b>			
1	Spreader, eDRAULIC		
1	Cutter, eDRAULIC		
1	Ram, eDRAULIC		
	Rechargeable Battery		
1	Battery Charger, Multi-Bank		
<b>MEDICAL EQUIPMENT</b>			
1	Trauma Kit		
1	Burn Kit		
<b>ROPE</b>			
1	Utility Rope, ½" X 100'		
1	Rope Bag		
<b>G.P.S.</b>			
1	Garmin		

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**EXHIBIT "B"**  
**RADIO INVENTORY: Type VI Fire Engine**

QUAN	DESCRIPTION	OES NUMBER	SERIAL NUMBER
<b>MOBILE RADIOS</b>			
1	Mobile Radio, Bendix-King, KNG M-150		
<b>PORTABLE RADIOS</b>			
1	Portable Radio, Bendix-King, KNG P-150		
1	Speaker Microphone		
1	Battery Holder		
1	Carrying Case, Leather		

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**EXHIBIT "C"**  
**TEMPORARY CAL OES FIRE ENGINE TRANSFER RECORD**

NO.	ARTICLE	OES DECAL	QUANTITY
1.	500 GPM Type IV Fire Engine, complete with equipment per attached Exhibit "A" of Agreement for Temporary Transfer of Vehicular Equipment.	OES -	1
2.	License No:		
3.	VIN No:		
4.	Engine Number:		
5.	Proof of Insurance:		
6.	Inventory Completed:		
7.			
8.			
9.			
10.			
11.			

REASON FOR TEMPORARY TRANSFER: \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
PERMANENT TRANSFEREE

Date\_\_\_\_\_

\_\_\_\_\_  
TEMPORARY TRANSFEREE

Date\_\_\_\_\_

**EXHIBIT "D"**  
**INSURANCE REQUIREMENTS**

Part of the agreement through which the **STATE** makes a temporary transfer of vehicular equipment is the agreement on the part of the **TRANSFeree** to furnish certain evidence of insurance. Your organization, as a transferee of equipment, will want to be mindful of these requirements and assure they are complied with.

**Liability Insurance**

A certificate of insurance shall be furnished to the **STATE** providing minimum limits of insurance as follows:

**BODILY INJURY and PROPERTY DAMAGE LIABILITY \$1,000,000.00 PER OCCURANCE**

A certificate of insurance will have the following provisions included:

1. The State of California shall be named Loss Payee and Additional Insured.
2. The insurance company shall agree that in the event of cancellation, 15 days prior written notice will be given to the **STATE**.
3. The **STATE** shall not be responsible for premium or assessments.
4. Certificate of Insurance must include the description of the fire engine including identification number, State license number and Cal OES unit number.

**Physical Damage Insurance**

The transfer agreements place certain responsibilities upon your organization for the safekeeping of the vehicle and equipment. The **STATE** will look to your organization for reimbursement for repair or replacement cost in the event the vehicle or equipment is damaged by misuse or negligence or by other causes, except normal wear and tear, acts of God and conditions over which your organization has no control.

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**Description of Fire Engine**

**VEHICLE**

\_\_\_\_\_

**VALUE**

\$215,599.00

License Number: \_\_\_\_\_

VIN Number: \_\_\_\_\_

Engine Number: \_\_\_\_\_

**EQUIPMENT**

Hose and Appliance

\$41,826.00

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Fire and Rescue Division

**EXHIBIT "E"**

Original text of letter addressed to the California Fire Service outlining the specifications to be considered for a Type VI fire engine assignment:

As a result of the Governor's Blue-Ribbon Commission of the 2003 Fire Siege, the Governor's Office of Emergency Services, Fire and Rescue Division has purchased seventy-nine Type VI fire engines.

Cal OES, Fire and Rescue Division is notifying agencies that are interested in becoming a transferee of the new Type VI fire engines. These fire engines will be assigned within the Cal OES Regions. Agencies desiring to house and staff these fire engines must meet the following criteria for consideration of transfer. All these items must be addressed in your fire engine request.

**Training:**

- Personnel responding with the fire engine shall meet wildland fire and ICS training standards established in the California Incident Command Certification System (CICCS) or NWCG 310-1 (Current version) for the following positions;
  - 1 Engine Boss or Company Officer
  - 1 Apparatus Operator (Engineer)
  - 1 Firefighter (Type 1 or 2 Firefighter)
- The department has or will adopt a 4X4 Driver Training Program

**Cal OES, Fire and Rescue Division Type VI TRANSFeree will be expected to meet and accept the following work assignments & staffing:**

- Backfire, Burnout, Holding, and Mop-Up
- Progressive Hose Lays, Hose Lays supplemented with portable pumps
- Construct Hand lines
- Mobile Pumping
- Operate in Off-Road Environment
- Meet the expected 7-Day minimum assignment period in compliance with the California Fire Assistance Agreement.
- Meet FIREScope compliant 3-person staffing
- The ability to staff 3-person staffing for out of Operational Area dispatches
- The transfer agreement that transfers the fire engine requires that a fire department staff the fire engine for immediate need with 3 fully trained personnel.
- The department should assess if it has the staffing capability to send the engine out (minimum 3 fire fighters) for 7-14 days (excluding travel time)



AGENDA ITEM: 10c

## STAFF REPORT

MTG. DATE: December 9, 2020

TO: Board of Directors

DATE: December 9, 2020

FROM: Jan Cooke, Finance Director  
Bruce Barron, Fire Chief

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Preliminary Fiscal Year 2021-22 Budget Discussion

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### **Recommendation:**

Receive the presentation and provide any feedback to staff for further analysis or actions.

### **Background:**

The economy continues to impact the cities' budgets, and it is likely that this impact will continue into fiscal year 2021-22. A preliminary discussion with the Board on the Department's fiscal year 2021-22 budget level is beneficial when submitting the proposed budget for Board approval. Staff will review the preliminary budget with the Board.

The preliminary budget is estimated at a \$1.6 million increase (6%), primarily due to negotiated employee cost of living increases and the CalPERS annual required contribution. Because services/employees represent 90% of the budget, it is difficult to reduce the required contributions from the cities below 6%. Staff may be able to defer reserves and asset replacements and reduce some other operating costs. However, if these steps are taken, then there will need to be a significant step up in fiscal year 2022-23 and future years to fully fund the deferred asset replacements, workers' compensation reserves, and other programs.

Key assumptions include:

#### 1) Salary and benefits

- No new headcount
- MOU-required cost of living increase of 3% effective July 1, 2021
- CalPERS annual contribution rate at contractual amounts
- Health benefits increase of 5% effective January 1, 2022
- Workers' compensation cost of \$900k, which maintains the same funding level as fiscal year 2020-21



- 2) Materials and Services - no material changes
- 3) Vehicle and Equipment Capital - There is a \$950k transfer from the General Fund into the Asset Replacement Fund in fiscal year 2021-22 and spending of \$1.2 million from the Fund in FY 2021-22. This spending necessitates using \$234k from the Asset Replacement Fund reserves in FY 2021-22 and depleting the reserves to approximately \$0.7 million by the end of the fiscal year. In FY 2022-23, the Department plans to spend \$1.3 million on vehicle and equipment replacements. Respiratory equipment costing \$1 million is required to be replaced in 2023. While a grant may cover 80% of the cost, the first grant application was denied. The Department is re-submitting the grant, but there is no guarantee that it will be approved. Should the request be denied, an additional contribution from the cities would be needed to maintain the Asset Replacement Fund reserve levels.

In summary, the preliminary budget for fiscal year 2021-22 is estimated at an increase of \$1.6 million (6%) over FY 2020-21. Given the financial difficulties associated with COVID-19, the Board may wish to direct staff to reduce the increase for next year. For discussion purposes only, the increase would be as follows at different funding levels:

- \$1.4 million at a 5% funding level (\$264k lower than the preliminary projection)
- \$1.1 million at a 4% funding level (\$538k lower than preliminary projection)
- \$0.8 million at a 3% funding level (\$812k lower than preliminary projection)

**Fiscal Impact:**

There is no fiscal impact with the discussion item.

**Attachments:**

1. Preliminary Projection – Fiscal Year 2021-22

**Central County Fire Department**  
**Preliminary Projection - Fiscal Year 2021-22**  
**DRAFT - FOR DISCUSSION PURPOSES ONLY**

	2020-21	2021-22	\$ Incr./ (Decr.)	% Incr./ (Decr.)	
Operating Revenues	\$ 1,686,037	\$ 1,527,139	\$ (158,898)	-9.4%	(1)
Expenditures					
Personnel Costs	(26,240,254)	(27,536,376)	(1,296,122)	4.9%	
Materials and Services	(2,100,949)	(2,101,265)	(316)	0.0%	
Vehicle and Equipment Capital	(950,000)	(950,000)	-	0.0%	
Total Expenditures	(29,291,203)	(30,587,641)	(1,296,438)	4.4%	(2)
Use of Reserves	180,000	-	(180,000)	-100.0%	
Net Funding Requirement	\$ (27,425,166)	\$ (29,060,502)	\$ (1,635,336)	6.0%	
Funding:					
Contribution - Burlingame	11,892,419	12,602,187	709,768	6.0%	
Contribution - Hillsborough	7,928,279	8,401,458	473,179	6.0%	
Contribution - Millbrae	7,604,468	8,056,857	452,389	5.9%	
Total Contributions	\$ 27,425,166	\$ 29,060,502	\$ 1,635,336	6.0%	
General Fund - Ending Fund Balance	553,232	553,232			(3)

(1) Decrease in workers' compensation reimbursement from Self-Insurance Fund and other reimbursement revenue.

(2) Assumes no new headcount; Step and COLA increase (\$640k); CalPERS increase (\$675k); Other net (-\$19k). Assumes no pension pre-funding (additional discretionary payment to CalPERS or funding a pension 115 trust)

(3) Assumes no additional funding of General Fund Reserve level and no additional funding of Building Capital Reserve.

	<b><u>Contributions At 5% Funding Level</u></b>		
	<b>2021-22</b>	<b>\$ Incr./ (Decr.)</b>	<b>vs. 6%</b>
Contribution - Burlingame	12,487,040	594,621	(115,147)
Contribution - Hillsborough	8,324,693	396,414	(76,765)
Contribution - Millbrae	7,984,691	380,223	(72,166)
Total Contributions	28,796,424	1,371,258	(264,078)

	<b><u>Contributions At 4% Funding Level</u></b>		
	<b>2021-22</b>	<b>\$ Incr./ (Decr.)</b>	<b>vs. 6%</b>
Contribution - Burlingame	12,368,116	475,697	(234,071)
Contribution - Hillsborough	8,245,410	317,131	(156,048)
Contribution - Millbrae	7,908,647	304,179	(148,210)
Total Contributions	28,522,173	1,097,007	(538,330)

	<b><u>Contributions At 3% Funding Level</u></b>		
	<b>2021-22</b>	<b>\$ Incr./ (Decr.)</b>	<b>vs. 6%</b>
Contribution - Burlingame	12,249,192	356,773	(352,995)
Contribution - Hillsborough	8,166,127	237,848	(235,331)
Contribution - Millbrae	7,832,602	228,134	(224,255)
Total Contributions	28,247,921	822,755	(812,581)

Draft for discussion purposes only