



BOARD OF DIRECTORS MEETING AGENDA

Wednesday February 10, 2021
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/83580407500?pwd=d3pqRUx2NVdXRWhYNU5NK1ZGQjA4UT09>

Meeting ID: 835 8040 7500

Passcode: 460995

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TELECONFERENCE PARTICIPANTS

Board Members Ricardo Ortiz, Michael Brownrigg, Marie Chuang, and Sophie Cole 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 Ricardo Ortiz, Michael Brownrigg, Marie Chuang, and Sophie Cole participating by teleconference.

Any requests for reasonable accommodation should be addressed to Rubina Ellam at 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 of December 9, 2020
- b. Special meeting of January 25, 2021

5. REPORT FROM CLOSED SESSION

- a. Report out from closed session of January 25, 2021

6. PUBLIC COMMENTS – NON-AGENDA

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. 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 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:

- o Clearly indicate the Agenda Item No. or specify “Public” in the Subject Line for items not on the agenda
- o 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. CONSENT CALENDAR

- a. Fiscal Year 2020/21 Mid-Year Financial Report for the Central County Fire Department
- b. Approval to Pay the Tablet Command Invoice for Software



8. STAFF REPORTS

- a. Fire Chief's Update

9. BOARD OF DIRECTORS COMMENTS

10. ADJOURN TO CLOSED SESSION

11. CLOSED SESSION

- a. Conference with Legal Counsel – Existing Litigation (Gov't Code Sec 54956.9(d)(1)):
Name of Case: Jerry Goff vs. Central County Fire Department; WCAB No. ADJ12184114
and ADJ12352533

- b. Conference with Labor Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, and Administrative Services Manager), 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, (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

12. ADJOURN FROM CLOSED SESSION



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

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present.

4. APPROVAL OF MINUTES

a. Regular meeting minutes of September 9, 2020

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

5. REPORT FROM CLOSED SESSION

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

Jean Savaree, General Counsel, stated there was nothing to report.

6. PUBLIC COMMENTS

There were no public comments.

7. PRESENTATIONS

a. Recognition for Board Chair Jess E. Benton

Chief Barron stated that members of CCFD met with Mr. Benton at Station 33 in Hillsborough and presented him with a fire helmet as is tradition for recognition in the fire service. Chief Barron shared some photos from the meeting. Chief Barron expressed his appreciation for Mr. Benton's support for CCFD during his time on the Fire Board. Mr. Benton was also presented with a CCFD challenge coin. Chief Barron shared the history and tradition behind the challenge coin.

Board Members Brownrigg, Chuang and Ortiz all spoke and expressed their appreciation and gratitude for Mr. Benton's many years of service to CCFD and the Hillsborough Council.

Chair Benton stated he has enjoyed serving on the Fire Board and appreciates all he has learned about the fire service over the years. He expressed his appreciation for the Board members and members of CCFD.

CAO, Lisa Goldman, stated for the record, that this meeting is being recorded.

b. Recognition for Chief Administrative Officer Lisa Goldman

Chief Barron thanked Ms. Goldman for her mentorship and leadership. Chief Barron stated that Ms. Goldman has been the CAO from 2015 through 2020. There is usually a two-year rotation but due to personnel changes and retirements Ms. Goldman served for five years with a short break in 2017.

Chair Benton expressed his appreciation for Ms. Goldman and her leadership. Board Member Chuang echoed the sentiments shared by Chief Barron and Chair Benton. Board Member Ortiz and Board Member Brownrigg also expressed their appreciation for Ms. Goldman's leadership for both CCFD and the City of Burlingame.

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

Board Member Brownrigg commented on item 9c and asked for clarification of the attachments. Chief Barron clarified some of the changes that were made and stated that changes to the requirements in the job description were discussed with the Union. Ms. Ellam stated that she will ensure the clean copy matches the redlined version.

Chair Benton asked if there were any requests from the public to pull an item from the consent calendar. There were no public requests to pull any consent items.

Board Member Brownrigg motioned to approve the consent calendar items with the proviso that the redlined version of the Fire Captain job description is the one approved. Board Member Ortiz seconded the motion. Approved as amended, 4-0-0.

9. STAFF REPORTS

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

Chief Barron gave the annual report for 2020 which included updates on COVID-19, the 2020 wildland season, Zonehaven, and other general CCFD updates.

- COVID-19
 - Following State, Local and Department protocols
 - All personnel have been extremely diligent
- Wildland Season
 - Responded to eight wildfires in 2020
 - The USAR team was also deployed for search and rescue operation
 - The average deployment was 14 days
- Zonehaven
 - The public side is now live

- There is some additional training for the agency side
- CCFD Personnel Updates
The next two slides showed personnel changes (new hires and retirements)
- Goals for 2021
 - The new County CAD system will go live in January
 - Hillsborough WUI program will also begin in January
 - First Due software up and running
 - Two new firefighters scheduled to start Academy in March
 - RFP for the Standard of Cover study scheduled for June

Chair Benton asked Board Members for questions. Board Member Ortiz asked about the outreach for First Due program to encourage residents to provide for the data base. Chief Barron replied and stated that First Due will be working with each agency in the County utilizing the program. They will work in collaboration with BNN and HNN to compile data. Further details about the outreach and collection of data are forthcoming from First Due. Chief Barron stated that Battalion Chief Pelk is overseeing the implementation. Chair Benton asked Battalion Chief Pelk if he would like to add anything. Battalion Chief Pelk stated that the First Due software is also being utilized by Menlo Park and other agencies in the County. BC Pelk also stated that he will be reaching out to Hillsborough and Burlingame PD for assistance in data collection.

Chair Benton thanked Chief Barron for the presentation.

10. NEW BUSINESS

a. Resolution Accepting the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020

Ms. Jan Cooke, Finance Director, briefly summarized the year end results.

- General Fund revenue was better than budget by \$500k due to permitting and construction related revenues
- General Fund expenditures were higher than budget due to overtime and cost of living increases
- General Fund ending fund balance is \$700k
- Overall net position reflects a deficit of \$47.6 million due to pension and Other Post-Employment Benefits (OPEB) liabilities
- The self-insurance fund is funded at 63% of actuarial valuation
- \$1.5 million in vehicle replacement fund
- Received the GFOA award for the CAFR ended June 30, 2019

Ms. Cooke introduced Mitesh Desai, Principal at Badawi & Associates, auditors for the Central County Fire Department.

Mr. Desai gave a brief presentation outlining the CAFR and CCFD audit. The key points addressed included:

- A risk-based audit was performed
- Three main areas of focus; revenues, pension and OPEB liabilities, and management overrides

- Auditors have issued an unmodified opinion for the CCFD audit
- Financial statements are fairly presented in all material respects
- Significant accounting policies have been consistently applied
- Estimates are reasonable
- Disclosures are properly reflected in the financial statements

Mr. Desai's PowerPoint presentation is available on the CCFD website.

Chair Benton thanked Mr. Desai for his presentation and asked Board Members for questions. Board Member Brownrigg stated that it would be beneficial to include headcount and number of stations on the charts showing financials over a ten-year period to accurately show that some increases are due to the addition of personnel from Millbrae. Mr. Brownrigg added it would be helpful to annotate where the change occurred, so it is easier to see the correlation between increased liabilities and addition of personnel. Board Member Brownrigg also added that CCFD "runs a tight ship" and both the Department and the Board are fortunate to have a strong partnership with personnel and partner agencies. Mr. Brownrigg thanked Ms. Cooke and the auditors.

Board Member Ortiz stated that it would be beneficial to revisit the upcoming increases in pension contributions and how to address the effects of these increases to cash flow. Board Member Brownrigg agreed with Mr. Ortiz and added that Millbrae officials and City Manager be invited to participate in the discussions.

Chair Benton asked Ms. Cooke to comment on the pre-funding of the pension liabilities. Ms. Cooke stated that the item was discussed at an earlier Board meeting and the Board agreed to revisit it later in the year after the economic repercussions of the pandemic are a little clearer.

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

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

- 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

Chief Barron stated the agreement has been reviewed by General Counsel.

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

- c. Discussion on the Preliminary Projection for FY21/22 Budget

CAO, Lisa Goldman, explained that because the preliminary projection for FY21/22 shows a significant increase, so staff wanted to have an early discussion with the Board to get some direction as they prepare the budget.

Ms. Cooke summarized the staff report and FY21/22 projection that was included in the agenda packet. Key points included:

- Personnel costs are the biggest increase
 - MOU increases

- COLA increases
- Health benefits increase of 5%
- \$1.6 million increase, approximately 6%

Ms. Goldman (CM for Burlingame) and Ms. Ritzma (CM for Hillsborough) met with Mr. Williams, CM for Millbrae on Monday to let him know that of the possibility of an increase greater than 3%. Per the agreement between CCFD and the City of Millbrae, any increase over 3% is required to be discussed prior to budget approval. Ms. Goldman stated that there may not be room to make a reduction similar to the one made for FY20/21. For the FY20/21 budget staff was directed to make cuts down to the 3% level. Ms. Goldman stated that in the meeting with Mr. Williams, he stated that an increase over 3% would be very challenging for Millbrae. Mr. Williams was in attendance and addressed the Board. Mr. Williams stated that Millbrae is facing some financial challenges due to the impacts of the COVID pandemic. Mr. Williams added that he negotiated a salary freeze with the labor groups in his city and further stated that at this time, the City of Millbrae would not be able to afford an increase greater than 3%.

Chair Benton thanked Mr. Williams for his comments and asked Board Members for questions. Board Member Brownrigg commented that the additional contributions required by the State are immutable and only having a 3% increase would potentially require catch-up in the future. Mr. Williams commented that his recommendation would be to go to the Union and ask if they would consider deferring increases and then manage it quarter by quarter. Mr. Williams added the City of Millbrae has some things in place to increase the tax base, such as a car dealership and land exchanges. Mr. Williams stated that the City of Millbrae is 3-3½ years away from normalizing revenues.

Board Member Brownrigg asked if the Town of Hillsborough and City of Burlingame were to put in more than 3% for fiscal reasons would Millbrae be open to the debt accruing and be able to pay it in 3-3½ when they are in a better financial situation. Mr. Williams replied that he would need to do an analysis and could not give a definitive answer at this time.

Chair Benton asked about the decrease in revenues in the preliminary projection. Ms. Cooke replied that the decrease is due to decreases in permitting revenues, mechanic shop revenues and workers comp reimbursement revenues. Chair Benton commented that the increase in salaries only accounts for \$300k of the \$1.6 million increase. There are other costs associated with the overall increase. Mr. Benton stated that staff should consider reducing some of the other costs such as overtime and workers compensation and defer costs as much as possible to try and balance the budget at a 3% increase. Mr. Benton also added that he would be reluctant to draw on reserves again.

Board Member Ortiz stated that there are quite a few new projects being completed in Burlingame and Millbrae and asked if any additional resources are being added. CAO Lisa Goldman, stated that the Standards of Cover study that will be done later in the year will address if additional resources will be needed in the future. Ms. Ritzma added that there is a high probability that the new buildings will not be occupied right away, giving staff some time to complete the Standards of Cover study.

Mr. Williams added that the City of Millbrae has adopted development impact fees to ensure adequate planning for future growth.

Board Member Chuang appreciated staff bringing this item to the Board for early discussion. Mr. Williams added that he would like the Board to know that Millbrae is not balancing their budget on the back of CCFD and really appreciates the relationship between Millbrae and CCFD. Mr. Williams stated he would work with staff to schedule a Fire Sub-Committee in January.

Chair Benton asked if any Millbrae Council Members were present. There were no Council Members present.

d. Rotation of Board Officers

Since there is an established order, Board Member Ortiz will be the new Chair and Board Member Chuang will be Vice-Chair. Ms. Ritzma will be the new CAO.

11. BOARD OF DIRECTORS' COMMENTS

Chair Ortiz asked for comments. There were no additional comments from Board Members.

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

Meeting adjourned at 5:44 p.m.

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
- b. 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

Adjourned to closed session at 5:46 p.m.

15. REPORT FROM CLOSED SESSION

The report out will be given at the next Board meeting

16. ADJOURNMENT

Meeting adjourned at 6:28 p.m.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Special Meeting , January 25, 2021

1. CALL TO ORDER

The meeting was called to order by Chair Ortiz at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present. Ms. Sophie Cole, Hillsborough Council Member, has joined the Board.

4. REPORT FROM CLOSED SESSION

a. Report out from closed session of December 9, 2020

General Counsel, Jean Savaree, reported that no action was taken in the closed session.

5. PUBLIC COMMENTS

There were no public comments.

6. NEW BUSINESS

a. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of One Aerial Ladder Truck

Chief Barron explained that the purchase of the ladder truck is budgeted for in the replacement fund of the FY20/21 budget.

There were no questions on this item. Approved 4-0-0.

7. BOARD OF DIRECTORS' COMMENTS

Board Members welcomed Board Member Cole. Board Member Cole thanked everyone and commented that she is looking forward to serving on the Board.

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

Meeting adjourned to closed session at 1:15 p.m.

9. CLOSED SESSION

- a. Conference with Labor Negotiator for Central County Firefighters Union (Fire Captains, Firefighters, Fire Inspector and Deputy Fire Marshal) and Fire Administrators (Battalion Chiefs and Fire Marshal), 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.

10. ADJOURN CLOSED SESSION

Closed session was adjourned at 2:03 p.m.

11. REPORT FROM CLOSED SESSION

The report out will be given at the February 10th Board meeting.

12. ADJOURNMENT

Meeting adjourned at 2:03 p.m.



AGENDA ITEM: 7a

STAFF REPORT

MTG. DATE: February 10, 2021

TO: Board of Directors

DATE: February 10, 2021

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

APPROVED BY: Ann Ritzma
Ann Ritzma, CAO

SUBJECT: Central County Fire Department FY 20/21 Mid-year Financial Report

Recommendation:

It is recommended that the Board of Directors receive the FY 20/21 Mid-Year Financial Report for Central County Fire Department (CCFD).

Background:

CCFD mid-year review indicates that FY 20/21 net expenditures (expenditures net of operating revenue) are projected to be in line with adopted budget. Revenues are projected to be \$443k higher than budget primarily due to reimbursement of cost for strike team participation in statewide fires. Expenditures are projected to be \$445K higher than adopted budget primarily due to higher overtime for strike teams (reimbursable).

The following summarizes the primary differences in the mid-year projection as compared to the adopted budget.

1. Revenue:

- Fire code permit revenue is projected to be lower for conservatism based on current trend. (-\$20k)
- State grants for CERBT program were received in 20/21. (+\$20k)
- Fire plan review revenue is projected to be lower for conservatism based on current trend. (-\$30k)
- Wildland Urban Interface (WUI) revenue is projected to be lower for conservatism. Original budget assumed 2,800 inspections with 50% of the revenue received in 20/21. Although this is a conservative estimate, the mid-year projection assumes additional conservatism. (-\$40k)
- Station 34 mechanic shop revenue is revised downward due to San Mateo Consolidated Fire no longer using the shop. The remaining cities have not required the level of services as budgeted. (-\$30k)

- Reimbursements for strike team participation in national and statewide events are pending receipt. (+\$572k)
- Miscellaneous revenue is reduced as compared to budget for conservatism based on current trend. (-\$30k)

2. Expenditures:

- Salary and benefits are projected to exceed budget primarily due to overtime costs. (+\$518k)
 - Regular salaries are in line with budget. There are no budget amendments for salaries or new personnel as compared to the adopted 20/21 budget.
 - COVID payroll for family leave was paid in FY 20/21. (+\$35k)
 - The additional overtime costs are attributable to strike team deployments (reimbursable), special assignments, and COVID-19 overtime. (+\$753k)
 - Health, dental and vision insurance projection is adjusted downward for actuarial and experience rate changes. (-\$195k)
 - Leave payouts projection is adjusted downward based upon retirement information. (-\$100k)
 - Other, net, are small adjustments based upon current year trends. (+\$25k)
- Materials and services are projected to be lower than budget by \$73k, primarily for lower mechanic shop costs (-\$30k), lower costs in training/safety program (-\$38k) and wellness program (-\$19k), offset somewhat by higher liability insurance annual premium (+\$14k).

3. Contributions:

- The mid-year projection shows no change to annual contributions.

Fiscal Impact:

There is no fiscal impact by receiving this report.

Attachments:

1. CCFD Mid-Year Financial Report for FY 20/21

**CENTRAL COUNTY FIRE DEPARTMENT
MID-YEAR PROJECTION - FISCAL YEAR 2020-2021
GENERAL FUND**

	A	B	C	C-A
	Adopted Budget 2020-2021	Year to Date as of 12/31/20 2020-2021	Revised Projection 2020-2021	\$ Change 20/21 Projection versus 20/21 Budget
REVENUES:				
PERMITS & LICENSES				
Construction Permits	\$ 265,000	\$ 51,393	\$ 265,000	\$ -
Fire Code Permit	35,000	3,449	15,000	(20,000)
Penalty Fees			-	-
Total Permits & Licenses	300,000	54,842	280,000	(20,000)
INTERGOVERNMENTAL REVENUES				
Burlingame	11,892,419	5,946,210	11,892,419	-
Hillsborough	7,928,279	3,964,140	7,928,279	-
Millbrae	7,604,468	3,802,236	7,604,468	-
Sub-total from Partner Cities	27,425,166	13,712,586	27,425,166	-
ALS JPA	271,236	133,390	271,236	-
Joint Training Program	118,352	59,176	118,352	-
State Grants		20,239	20,239	20,239
Sub-total from Other Agencies	389,588	212,805	409,827	20,239
Total Intergovernmental Revenues	27,814,754	13,925,391	27,834,993	20,239
CHARGES FOR SERVICES				
Fire Plan Review	150,000	34,256	120,000	(30,000)
Inspections/Reinspections	100,000	16,799	100,000	-
After Business Hours/Unscheduled	-		-	-
Fire Flow Inspection	1,182	412	1,182	-
Alternate Means of Protection	2,070	229	2,070	-
WUI Fees	140,000		100,000	(40,000)
Station 34 Mechanic Shop	75,000	375	45,000	(30,000)
Total Charges for Services	468,252	52,071	368,252	(100,000)
OTHERS				
Workers Compensation Reimb	402,000	206,665	402,000	-
Others Reimb Revenue	90,462	914	90,462	-
Investment Earnings	299	224	299	-
Strike Team Reimbursement	-	(12,416)	572,965	572,965
COVID Reimbursement	-		-	-
Donations & Other Contributions	-		-	-
Miscellaneous	35,436	(545)	5,000	(30,436)
Imaging/Microfiche Services	-		-	-
Total Others	528,197	194,842	1,070,726	542,529
TOTAL REVENUES				
	\$ 29,111,203	\$ 14,227,146	\$ 29,553,971	\$ 442,768
EXPENDITURES:				
SALARIES & BENEFITS				
Regular Salaries - Safety	\$ 11,219,551	\$ 5,201,927	\$ 11,219,551	-
Regular Salaries - Non Safety	1,159,606	540,927	1,159,606	-
Part-time Salaries	26,000	-	26,000	-
COVID (Payroll)	-	35,104	35,104	35,104
Overtime:	1,859,000	1,798,563	2,611,961	752,961
Disability Leave	350,000	214,496	350,000	-
Vacation Leave	700,000	396,444	700,000	-
Sick Leave	240,000	50,179	185,000	(55,000)
Family Sick Leave/Bereavement	125,000	17,204	80,000	(45,000)
Special Assignment	125,000	337,204	337,204	212,204
Shop Mechanic	5,000	822	5,000	-
Reimbursable	14,000	1,607	14,000	-
Strike Team - Reimbursable	-	572,965	572,965	572,965
COVID (Overtime)	-	37,792	67,792	67,792
Miscellaneous	300,000	169,850	300,000	-
Holiday Pay	549,060	242,792	549,060	-
FLSA	274,515	125,890	274,515	-
Uniform Allowance	70,715	24,992	70,715	-
Medicare/FICA	192,806	113,969	192,806	-
PERS Retirement	5,418,249	2,689,904	5,418,249	-
Health Insurance	1,567,305	772,846	1,416,334	(150,971)
Dental Insurance	170,532	49,070	135,000	(35,532)
Vision	35,981	14,166	25,000	(10,981)
Life Insurance	24,674	6,279	24,674	-
Long-term Disability Insurance	6,314	1,869	6,314	-
Retirement Health Savings	179,058	83,091	179,058	-
Technology and Wellness Benefit	9,000	3,234	9,000	-
Health Insurance - Retirees	1,343,000	349,770	1,344,000	1,000
Workers' Compensation	1,939,000	969,500	1,939,000	-
Vacation Leave Buyout	13,940	26,257	26,260	12,320
Sick Leave Buyout	19,500	16,643	19,500	-
Leave payouts at retirement	150,000	13,333	50,000	(100,000)
Other Payroll Charges	-	2,996	2,996	2,996
Admin Leave Payout	12,448	22,597	23,000	10,552
Total Salaries & Benefits	26,240,254	13,105,719	26,757,703	517,449

	A	B	C	C-A
	Adopted Budget 2020-2021	Year to Date as of 12/31/20 2020-2021	Revised Projection 2020-2021	\$ Change 20/21 Projection versus 20/21 Budget
MATERIALS & SERVICES:				
Office Expense	19,540	7,184	19,540	-
Expendable Supplies	31,827	23,143	31,827	-
Postage Expense	3,713	972	3,713	-
EMS Supplies	15,450	9,050	15,450	-
Respiratory Equipment Expense	29,700	11,218	29,700	-
Small Tools	87,000	28,296	87,000	-
Public Education	10,000	4,235	10,000	-
Safety Equipment	116,000	35,766	116,000	-
Uniform Supplies	6,180	1,455	6,180	-
Communications	64,890	20,812	64,890	-
Utilities	97,850	42,863	97,850	-
Building/Grounds/Facilities Maint	150,000	30,524	150,000	-
Gas, Diesel, Oil	80,628	26,198	80,628	-
Apparatus Maintenance (CCFD)	160,000	90,181	160,000	-
Hose and Nozzles	20,000	7,784	20,000	-
Radio Maintenance	15,500	4,615	15,500	-
Contractual Services	490,837	127,261	490,837	-
Legal Services	41,906	10,552	41,906	-
Auditing	12,360	12,000	12,360	-
Mechanic Shop Service Agreement	69,525	17,147	39,525	(30,000)
Mechanic Shop (Stock)	12,000	5,710	12,000	-
WUI Program	75,000	1,882	75,000	-
USAR Program	10,000	2,836	10,000	-
Dues & Subscriptions	9,389	8,298	9,389	-
Travel, Conferences & Meetings	15,000	7,477	15,000	-
HR (Hiring etc.)	26,780	3,989	26,780	-
Training & Safety	148,000	9,422	110,000	(38,000)
Emergency Preparedness	35,000	3,657	35,000	-
CERBT Program (Reimbursable)	-	15,903	-	-
Wellness & Safety	50,000	1,981	31,000	(19,000)
Weed Abatement	9,425	-	9,425	-
Liability, property and other insurances	97,909	112,026	112,026	14,117
Computer, Telephone & Other IT Costs	50,000	28,651	50,000	-
Mobile Technology	5,000	1,773	5,000	-
COVID Expenses	20,000	6,810	20,000	-
Miscellaneous	14,540	575	14,540	-
Total Materials and Services	<u>2,100,949</u>	<u>722,246</u>	<u>2,028,066</u>	<u>(72,883)</u>
TOTAL OPERATIONS COST	28,341,203	13,827,965	28,785,769	444,566
CAPITAL:				
Transfer to Capital Project Fund	-	-	-	-
Transfer to Vehicle Replacement Fund	950,000	475,000	950,000	-
Total Capital Outlay/Reserve	<u>950,000</u>	<u>475,000</u>	<u>950,000</u>	<u>-</u>
TOTAL EXPENDITURES	\$ 29,291,203	\$ 14,302,965	\$ 29,735,769	\$ 444,566
NET EXCESS (DEFICIT) REV. OVER EXPEND.	<u>(180,000)</u>	<u>(75,819)</u>	<u>(181,798)</u>	<u>(1,798)</u>
BEGINNING FUND BALANCE	733,232	733,232	733,232	
ENDING FUND BALANCE	\$ 553,232	\$ 657,414	\$ 551,434	



AGENDA ITEM: 7b

STAFF REPORT

MTG. DATE: February 10, 2021

TO: Board of Directors

DATE: February 10, 2021

FROM: Bruce Barron, Fire Chief

APPROVED BY: Ann Ritzma
Ann Ritzma, CAO

SUBJECT: Approve the Tablet Command Software Invoice for all Fire Agencies

Recommendation:

Staff recommends that the Board of Directors approve payment of the invoice for the Tablet Command Software and direct staff to invoice participating agencies for their share.

Background:

Tablet Command is the standardized operational software that has been approved by the San Mateo County Fire Chiefs for use on all fire engines in the County. Since the Tablet Command software is implemented through the Mobile Device Management (MDM), the most efficient and cost-effective way to pay for the software is for one agency to pay and then invoice the other San Mateo County Fire Agencies along with the MDM. The CCFD Board of Directors previously approved the Tablet Command software at the April 13, 2016 meeting. With the implementation of the new CAD system and an increase in the number of apparatus and licenses for the software, the cost of the contract has increased significantly and requires approval from the Board.

CCFD currently hosts the MDM system software for all the tablets on all fire engines in San Mateo County. It was found that implementing this software across the county would be far more cost effective and would maintain standardization. Per the agreements with other fire agencies, CCFD will invoice all participating agencies for their share.

Due to the budget impact and administrative time associated with managing this program, this will be the last year CCFD will manage the program and invoicing.

Fiscal Impact:

The invoice is for \$163,725 and CCFD's share is \$12,110 which was budgeted in contractual services (\$75,000). Participating agencies will reimburse CCFD for the additional \$151,615 of the total cost of the software and associated costs.

Attachments:

1. Tablet Command invoice



INVOICE

Central County Fire Department Attn: Rubina Ellam rellam@ccfd.org

Invoice Date
Jan 29, 2021

Tablet Command
PO Box 151467

Invoice Number
INV-0418

San Rafael, CA 94915

Reference
Reference Quote

Description	Quantity	Unit Price	Amount USD
ONE TIME COST			
Tablet Command - Versaterm Interface development, deployment, and testing -One time cost-	1.00	12,000.00	12,000.00
RECURING COSTS			
Tablet Command Enterprise Pro 2 Way Agency License Annual Subscription -Single Point Billing- -Maintenance and updates -Ongoing support	1.00	5,000.00	5,000.00
Tablet Command Enterprise Pro 2 Way CAD Integration Annual Subscription - Custom API -24/7/365 Monitoring -Maintenance and updates -Ongoing support	1.00	6,250.00	6,250.00
TC Mobile End User License Annual Subscription iPhone/Android Enterprise License Unlimited Users -Application updates -End user support	1.00	3,000.00	3,000.00
AGENCY LICENSES			
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Bruno Fire Department (SBR) -Application updates -End user support	2.00	450.00	900.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription San Bruno Fire Department (SBR) -Application updates -End user support	5.00	675.00	3,375.00

Description	Quantity	Unit Price	Amount USD
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Mateo Consolidated (BFS) -Application updates -End user support	7.00	675.00	4,725.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription San Mateo Consolidated (BFS) -Application updates -End user support	15.00	675.00	10,125.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription South San Francisco Fire Department (SSF) -Application updates -End user support	16.00	450.00	7,200.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription South San Francisco Fire Department (SSF) -Application updates -End user support	8.00	675.00	5,400.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Woodside Fire Protection District (WOD) -Application updates -End user support	7.00	450.00	3,150.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Woodside Fire Protection District (WOD) -Application updates -End user support	8.00	675.00	5,400.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Colma Fire Protection District (CLM) -Application updates -End user support	6.00	675.00	4,050.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Central County Fire Department (CEN) -Application updates -End user support	10.00	450.00	4,500.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Central County Fire Department (CEN) -Application updates -End user support	9.00	675.00	6,075.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Coastside Fire Department (CFR) -Application updates -End user support	7.00	450.00	3,150.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Coastside Fire Department (CFR) -Application updates -End user support	8.00	675.00	5,400.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Menlo Park Fire Protection District (MNL) -Application updates -End user support	22.00	450.00	9,900.00

Description	Quantity	Unit Price	Amount USD
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Menlo Park Fire Protection District (MNL) -Application updates -End user support	20.00	675.00	13,500.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription North County Fire Authority (NFA) -Application updates -End user support	9.00	450.00	4,050.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription North County Fire Authority (NFA) -Application updates -End user support	12.00	675.00	8,100.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Redwood City Fire Department (RWO) -Application updates -End user support	9.00	450.00	4,050.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription Redwood City Fire Department (RWO) -Application updates -End user support	12.00	675.00	8,100.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Mateo County (CFS) -Application updates -End user support	15.00	450.00	6,750.00
Tablet Command Enterprise Pro 2 Way End User License Annual Subscription San Mateo County (CFS) -Application updates -End user support	25.00	675.00	16,875.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Public Safety Communications (PSC) -Application updates -End user support	5.00	450.00	2,250.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Life Flight -Application updates -End user support	1.00	450.00	450.00
Service Term 2/1/2021 - 1/31/2022			
		Subtotal	163,725.00
		TOTAL USD	163,725.00

Due Date: Feb 28, 2021

* * * * * Please note our remit address has changed to: PO Box 151467 San Rafael, CA 94915



[View and pay online now](#)



PAYMENT ADVICE

To: Tablet Command
PO Box 151467
San Rafael, CA 94915

Customer	Central County Fire Department Attn: Rubina Ellam rellam@ccfd.org
Invoice Number	INV-0418
Amount Due	163,725.00
Due Date	Feb 28, 2021
Amount Enclosed	

Enter the amount you are paying above