



**BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA**

Tuesday September 21, 2021  
3 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. Members of the public may join the meeting by logging onto the Zoom meeting listed below.*

Topic: Special Board Meeting  
Time: Sep 21, 2021, 03:00 PM Pacific Time (US and Canada)

<https://us02web.zoom.us/j/87823669256?pwd=bmZnOFI5bExSd0tNZlVMbEi5K3B6QT09>

Meeting ID: 878 2366 9256  
Passcode: 1034

One tap mobile  
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Find your local number: <https://us02web.zoom.us/j/ki4k1e1Sb>



## **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](mailto:publiccomment@ccfd.org) or 650-558-7600.

### **1. CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL**

### **4. 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](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. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 2 p.m. on Tuesday September 21, 2021.

### **5. CONSENT CALENDAR**

There are no consent calendar items for this agenda.

### **6. NEW BUSINESS**

- a. Resolution authorizing salary increases for the Management, Clerical, Emergency Vehicle Technician and Community Risk and Resiliency Employees
- b. Resolution Adopting the Salary Schedule for the Central County Fire Department

### **7. BOARD OF DIRECTORS’ COMMENTS**

### **8. ADJOURNMENT**

*NOTICE: Any members of the public wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. and on the CCFD website at [www.ccfdonline.org](http://www.ccfdonline.org)*



# Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

AGENDA ITEM: 6a

## STAFF REPORT

MTG. DATE: Sept. 21, 2021

TO: Board of Directors

DATE: September 21, 2021

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY: *Ann Ritzma*  
Ann E. Ritzma, CAO

SUBJECT: Resolution Authorizing Salary Increases for Unrepresented Employees

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### **Recommendation:**

Staff recommends that the Board of Directors approve the budgeted cost of living increases for the unrepresented employees: Management, Clerical, Community Risk & Resiliency Specialist and Emergency Vehicle Technicians.

### **Background:**

The Fiscal Year 20/21 approved budget contains 3.0% cost of living increases for unrepresented staff, which includes Management, Clerical, Emergency Vehicle Technicians and Community Risk & Resiliency Specialist. Due to the financial uncertainty during the COVID-19 pandemic, the Fire Board, in an abundance of caution, reduced the amount of the increases that were effective in July 2021 to 0% for Management staff and 1.5% for the remaining unrepresented staff. Since that time, the Board has received further information regarding the current financial picture, projected annual revenues and member agency activities, and now feels able to restore the increases back to the budgeted figures.

This resolution memorializes the following salary increases, retroactive to July 5, 2021:

- Adding the remaining cost of living increases of 1.5% for the following positions:
  - Office Assistant
  - Management Assistant
  - Senior Accounting Technician
  - Fire Prevention Specialist
  - Administrative Assistant
  - Accounting Technician
  - Community Risk and Resiliency Specialist
  - Emergency Vehicle Technician I, II, III
- Cost of living increases of 3.0% for the following positions:
  - Fire Chief
  - Deputy Fire Chief
  - Administrative Services Manager

**Fiscal Impact:**

Sufficient funds are included in the approved FY 2021-22 budget to accommodate these salary increases.

**Attachments:**

1. Resolution Authorizing Salary Increases for the Management, Clerical, Community Risk & Resiliency Specialist and Emergency Vehicle Technician Unit Employees

**RESOLUTION 21-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING SALARY INCREASES FOR THE MANAGEMENT, CLERICAL, EMERGENCY VEHICLE TECHNICIAN, AND COMMUNITY RISK AND RESILIENCY EMPLOYEES**

**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 strives to provide fair compensation and benefits for the Central County Fire Department employees; and

**WHEREAS**, the Board of Directors has determined that cost of living adjustments are appropriate; and

**WHEREAS**, staff recommends periodically updating benefits provided to employees to reflect current practices and trends.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department authorizes the following changes retroactive to July 5, 2021:

- 3.0% cost of living increase for the employees in the Management unit
- The remaining 1.5% cost of living increase for the Clerical, Community Risk & Resiliency Specialist, and Emergency Vehicle Technician unit employees

Approved at a special meeting of the Board of Directors, held by teleconference, this 21<sup>st</sup> day of September, 2021.

SIGNED: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 21-07 adopted by the Board of Directors of Central County Fire Department, at its special meeting held on the 21<sup>st</sup> day of September 2021 by the following vote of the members thereof:

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



AGENDA ITEM: 6b

## STAFF REPORT

MTG. DATE: Sept. 21, 2021

TO: BOARD OF DIRECTORS

DATE: September 21, 2021

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY: *Ann Ritzma*  
Ann E. Ritzma, CAO

SUBJECT: Resolution to Adopt the Salary Schedule for the Central County Fire Department

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**Recommendation:**

Adopt the Resolution adopting the salary schedule for the Central County Fire Department.

**Background:**

This resolution memorializes the following changes to the salary schedule, retroactive to July 5, 2021:

- A 3.0% salary increase to the Management employees
- Adding the remaining 1.5% salary increase for the Clerical, Emergency Vehicle Technician and Community Risk & Resiliency Specialist employees

The California Public Employees Retirement System requires the governing body to adopt the pay schedule at a public meeting.

**Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

**Attachments:**

1. Resolution Adopting the Salary Schedule for Central County Fire Department
2. Central County Fire Department Salary Schedule, effective July 2021

**RESOLUTION 21-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT ADOPTING THE SALARY SCHEDULE FOR 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**, Central County Fire Department has established compensation rates for all positions in Central County Fire Department; and

**WHEREAS**, California Public Employees Retirement System requires a pay schedule to be adopted by the governing body of the agency at a public meeting; and

**WHEREAS**, the Central County Fire Department desires to meet the requirements of the Public Employees Retirement System

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department adopts the Salary Schedule with changes effective July 5, 2021:

Approved at a regular meeting of the Board of Directors at held by teleconference this 21<sup>st</sup> day of September, 2021.

SIGNED: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 21-08 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held by teleconference on the 21<sup>st</sup> day of September 2021 by the following vote of the members thereof:

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

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

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

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

**Central County Fire Department**  
**Salary Schedule - Adopted September 21, 2021**

<b>Clerical Unit</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Effective Date</b>							
<b>Office Assistant I</b>	Bi-weekly		<b>2,134</b>	<b>2,241</b>	<b>2,353</b>	<b>2,471</b>	<b>2,595</b>
7/5/2021	Monthly		4,624	4,856	5,098	5,354	5,622
	Annually		55,484	58,266	61,178	64,246	67,458
<b>Office Assistant II</b>	Bi-weekly		<b>2,349</b>	<b>2,466</b>	<b>2,589</b>	<b>2,718</b>	<b>2,854</b>
7/5/2021	Monthly		5,090	5,343	5,610	5,889	6,184
	Annually		61,074	64,116	67,314	70,668	74,204
<b>Administrative Assistant</b>	Bi-weekly		<b>2,641</b>	<b>2,773</b>	<b>2,912</b>	<b>3,058</b>	<b>3,211</b>
7/5/2021	Monthly		5,722	6,008	6,309	6,626	6,957
	Annually		68,666	72,098	75,712	79,508	83,486
<b>Management Assistant</b>	Bi-weekly		<b>3,170</b>	<b>3,329</b>	<b>3,495</b>	<b>3,670</b>	<b>3,853</b>
7/5/2021	Monthly		6,868	7,213	7,573	7,952	8,348
	Annually		82,420	86,554	90,870	95,420	100,178
<b>Accounting Technician</b>	Bi-weekly		<b>2,975</b>	<b>3,124</b>	<b>3,280</b>	<b>3,444</b>	<b>3,616</b>
7/5/2021	Monthly		6,446	6,769	7,107	7,462	7,835
	Annually		77,350	81,224	85,280	89,544	94,016
<b>Senior Accounting Technician</b>	Bi-weekly		<b>3,273</b>	<b>3,437</b>	<b>3,609</b>	<b>3,789</b>	<b>3,978</b>
7/5/2021	Monthly		7,092	7,447	7,820	8,210	8,619
	Annually		85,098	89,362	93,834	98,514	103,428
<b>Community Risk and Resiliency Specialist</b>	Bi-weekly		<b>3,754</b>	<b>3,942</b>	<b>4,139</b>	<b>4,346</b>	<b>4,563</b>
7/5/2021	Monthly		8,134	8,540	8,967	9,416	9,887
	Annually		97,604	102,484	107,608	112,988	118,638
<b>Fire Prevention Specialist</b>	Bi-weekly		<b>3,612</b>	<b>3,793</b>	<b>3,983</b>	<b>4,182</b>	<b>4,391</b>
7/5/2021	Monthly		7,827	8,218	8,629	9,061	9,514
	Annually		93,924	98,621	103,552	108,729	114,166
<b>Temp - clerical</b>	Hourly		15.00				35.00
7/5/2021							
<b>Temp - Technician</b>	Hourly		29.00				38.00
7/5/2021							

**Management Employees**

<b>Effective Date</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Deputy Fire Chief</b>	Bi-weekly		<b>7,666</b>	<b>8,049</b>	<b>8,451</b>	<b>8,874</b>	<b>9,318</b>
7/5/2021	Monthly		16,610	17,440	18,311	19,227	20,189
	Annually		199,316	209,274	219,726	230,724	242,268
<b>Fire Chief</b>	Bi-weekly		<b>8,649</b>	<b>9,082</b>	<b>9,536</b>	<b>10,012</b>	<b>10,513</b>
7/5/2021	Monthly		18,740	19,677	20,660	21,693	22,778
	Annually		224,876	236,120	247,926	260,322	273,338
<b>Administrative Services Manager</b>	Bi-weekly		<b>4,849</b>	<b>5,091</b>	<b>5,346</b>	<b>5,613</b>	<b>5,894</b>
7/5/2021	Monthly		10,506	11,031	11,583	12,162	12,770
	Annually		126,074	132,366	138,996	145,938	153,244



**Central County Fire Department**  
**Salary Schedule - Adopted September 21, 2021**

**Shop Services**

Effective Date

		A	B	C	D	E
<b>Emergency Vehicle Technician I</b>	Bi-weekly	<b>3,128</b>	<b>3,284</b>	<b>3,448</b>	<b>3,620</b>	<b>3,801</b>
	7/5/2021 Monthly	6,777	7,115	7,471	7,843	8,235
	Annually	81,328	85,384	89,648	94,120	98,824
<b>Emergency Vehicle Technician II</b>	Bi-weekly	<b>3,439</b>	<b>3,611</b>	<b>3,792</b>	<b>3,982</b>	<b>4,181</b>
	7/5/2021 Monthly	7,451	7,824	8,216	8,628	9,059
	Annually	89,414	93,886	98,592	103,532	108,706
<b>Emergency Vehicle Technician III</b>	Bi-weekly	<b>4,128</b>	<b>4,334</b>	<b>4,551</b>	<b>4,779</b>	<b>5,018</b>
	7/5/2021 Monthly	8,944	9,390	9,861	10,355	10,873
	Annually	107,328	112,684	118,326	124,254	130,473

**Fire Units**

Effective Date

For those hired prior to May 1, 2012

		A	B	C	D	E
<b>Fire Fighter 56 hour</b>	Bi-weekly	<b>4,016.07</b>	<b>4,216.87</b>	<b>4,427.71</b>	<b>4,649.10</b>	<b>4,881.55</b>
	7/5/2021 Monthly	8,701.49	9,136.55	9,593.37	10,073.05	10,576.69
	Annually	104,417.82	109,638.62	115,120.46	120,876.60	126,920.30
<b>Fire Fighter 40 hour</b>	Bi-weekly	<b>4,397.59</b>	<b>4,617.47</b>	<b>4,848.34</b>	<b>5,090.76</b>	<b>5,345.30</b>
	7/5/2021 Monthly	9,528.11	10,004.52	10,504.74	11,029.98	11,581.48
	Annually	114,337.34	120,054.22	126,056.84	132,359.76	138,977.80

For those hired after May 1, 2012

		Trainee	Probationary	A	B	C	D	E
<b>Fire Fighter 56 hour</b>	Bi-weekly	<b>3,477.11</b>	<b>3,650.97</b>	<b>4,016.07</b>	<b>4,216.87</b>	<b>4,427.71</b>	<b>4,649.10</b>	<b>4,881.55</b>
	7/5/2021 Monthly	7,533.74	7,910.44	8,701.49	9,136.55	9,593.37	10,073.05	10,576.69
	Annually	90,404.86	94,925.22	104,417.82	109,638.62	115,120.46	120,876.60	126,920.30
<b>Fire Fighter 40 hour</b>	Bi-weekly	<b>3,807.44</b>	<b>3,997.81</b>	<b>4,397.59</b>	<b>4,617.47</b>	<b>4,848.34</b>	<b>5,090.76</b>	<b>5,345.30</b>
	7/5/2021 Monthly	8,249.45	8,661.92	9,528.11	10,004.52	10,504.74	11,029.98	11,581.48
	Annually	98,993.44	103,943.06	114,337.34	120,054.22	126,056.84	132,359.76	138,977.80
		total of 18 months	18 months	12 months	12 months	12 months	12 months	12 months

		A	B	C	D	E
<b>Fire Captain 56 hour</b>	Bi-weekly	<b>4,824.14</b>	<b>5,065.35</b>	<b>5,318.62</b>	<b>5,584.55</b>	<b>5,863.77</b>
	7/5/2021 Monthly	10,452.30	10,974.93	11,523.68	12,099.86	12,704.84
	Annually	125,427.64	131,699.10	138,284.12	145,198.30	152,458.12
<b>Fire Captain 40 hour</b>	Bi-weekly	<b>5,234.19</b>	<b>5,495.90</b>	<b>5,770.70</b>	<b>6,059.23</b>	<b>6,362.19</b>
	7/5/2021 Monthly	11,340.75	11,907.78	12,503.18	13,128.33	13,784.75
	Annually	136,088.94	142,893.40	150,038.20	157,539.98	165,416.94
<b>Battalion Chief 56 hour</b>	Bi-weekly	<b>6,594.57</b>	<b>6,924.30</b>	<b>7,270.51</b>	<b>7,634.04</b>	<b>8,015.74</b>
	7/5/2021 Monthly	14,288.24	15,002.65	15,752.77	16,540.42	17,367.44
	Annually	171,458.82	180,031.80	189,033.26	198,485.04	208,409.24
<b>Battalion Chief 40 hour</b>	Bi-weekly	<b>7,154.68</b>	<b>7,512.41</b>	<b>7,888.03</b>	<b>8,282.43</b>	<b>8,696.55</b>
	7/5/2021 Monthly	15,501.81	16,276.89	17,090.73	17,945.27	18,842.53
	Annually	186,021.68	195,322.66	205,088.78	215,343.18	226,110.30
<b>Fire Marshal 40 hour</b>	Bi-weekly	<b>7,154.68</b>	<b>7,512.41</b>	<b>7,888.03</b>	<b>8,282.43</b>	<b>8,696.55</b>
	7/5/2021 Monthly	15,501.81	16,276.89	17,090.73	17,945.27	18,842.53
	Annually	186,021.68	195,322.66	205,088.78	215,343.18	226,110.30

