



BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday September 8, 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. Members of the public may join the meeting by logging onto the Zoom meeting listed below.

Join Zoom Meeting

<https://us02web.zoom.us/j/85392053227?pwd=bnR0dkM4TzdES2lnUlpWSTVOV0Nldz09>

Meeting ID: 853 9205 3227

Passcode: 433173

One tap mobile

+19292056099,,85392053227# US (New York)

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Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 853 9205 3227

Find your local number: <https://us02web.zoom.us/j/kseDCIQNx>

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 minutes of April 14, 2021

5. 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. 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 3 p.m. on Wednesday, April 14, 2021.

6. CONSENT CALENDAR

- a. Central County Fire Department Treasurer's Report for Fiscal Year 2020-21

7. STAFF REPORTS

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

8. NEW BUSINESS

- a. Resolution adopting the modification of the ICMA-RC 457 Deferred Compensation program

9. BOARD OF DIRECTORS' COMMENTS**10. ADJOURN TO CLOSED SESSION****11. CLOSED SESSION**

- a. 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

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

Any writings or documents provided to a majority of the Joint Powers Authority Board of Directors regarding any item on this agenda will be made available for public inspection at the Fire Administration Offices, 1399 Rollins Road, Burlingame, CA 94010



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting, Wednesday, April 14, 2021

1. CALL TO ORDER

The meeting was called to order at 4:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present.

4. APPROVAL OF MINUTES

- a. Regular meeting minutes of February 10, 2021. Board Member Brownrigg motioned to approve. Board Member Cole seconded the motion. Approved 4-0-0.

5. REPORT OUT FROM CLOSED SESSION

- a. Jean Savaree, legal counsel, reported that direction was given and no action was taken.

6. PUBLIC COMMENTS – NON-AGENDA

No public comments.

7. CONSENT CALENDAR

There are no consent calendar items for this meeting.

8. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2021-2022 Budget for the Central County Fire Department

Chief Barron gave a brief overview of the 2021-2022 Budget (Staff Report, PowerPoint)

- There is a reclassification of an Office Assistant position to a Management Assistant position for succession planning purposes; no addition of personnel.
- 5.1% increase in this budget, which is a 1.1% change from last year.
- Operating revenue is at a deficit of 3.8% with permits/licensing, and city business down across the board due to COVID-19; Shop revenue is down as we no longer service San Mateo's rigs; Joint Training is a bit of a wash as we supply personnel to Training (one Battalion Chief) at about the same cost of training for engine companies; with WUI inspections on a calendar year, and the budget on a fiscal year, half of the revenue is from last year with this 21-22 budget projecting \$140,000.
- The main driver of operating expenditures is wages and benefits, with PERS/OPEP costs increasing and a 3% contractual COLA increase for firefighters; there is a slight decrease in overtime costs due to retirements and, of note, with credit to Ann and Lisa, we pre-hired personnel and used personnel and not overtime to cover vacancies. Last year, we had to use some of our reserves to pick up some of the deficits to balance the budget, but not this year.
- Some of the capital expenditures we are expecting this year are replacement of an engine; a new command vehicle at about \$65,000, radio equipment at approx. \$75,000; new PPE (turnouts) at about \$4,000 - \$5,000 per set.

Member Chuang commended Administrative Officer Ritzma, City Manager Goldman and Chief Barron on the strategy of pre-hiring personnel.

Member Brownrigg inquired about briefing Millbrae on the proposed budget. CAO Ritzma indicated that the Millbrae City Manager and Finance Director are aware of the increase in the budget and they understand we are not deferring this year and that the cost to be paid is 5.1%.

Member Brownrigg gave kudos to the team for keeping personnel costs manageable in light of obligations and mandates.

Board Chair Ortiz inquired about the reimbursement of worker's compensation costs. Finance Director Cooke stated that it is the accounting between the worker's compensation insurance fund and the general fund. The general fund incurs associated disability costs and then the worker's compensation insurance fund reimburses for that.

- i. Open Public Hearing and receive comments
 1. No public comments.
- ii. Approve the Resolution to Adopt the Fiscal Year 2021-2022 Budget for the Central County Fire Department
 1. Board Member Chuang motioned to approve the resolution and adopt the 2021-2022 budget. Board Member Brownrigg seconded the motion. Approved 4-0-0.
- b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for Central County Fire Department
 - iii. Staff Report
 1. Fire Marshal Reed provided a quick synopsis:
 - a. Overall, general cost increases based on staff time cognizant of who is doing the work, how much time it is taking Fee schedule....admin fee
 - b. Items of note permit fee of \$207 for multi-residential/commercial alarm; CCFD administrative fee of \$39.00 for fire flow requests
 - iv. Open Public Hearing and receive comments
 1. No public comments.
 - v. Close Public Hearing
 - vi. Approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department
 1. Board Member Chuang motioned to approve the resolution and adopt the Master Fee Schedule for Fiscal Year 2021-2022. Board Member Cole seconded the motion. Approved 4-0-0.

9. STAFF REPORTS

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

Chief Barron gave a brief update:

- **Donation to CCFD**

- Earlier this year, a local Burlingame family, The Betts', donated \$15,027.78 to the department for the purchase of two thermal imaging cameras (TIC). The cameras have been ordered and the intent is to thank and host the Betts family and show them how the cameras work.

- **First Responder COVID-19 Vaccination Clinics**
 - CCFD has assisted in 13 mass vaccination clinics at SFO and the San Mateo County Event Center. CAL OES has agreed to reimburse all Fire agencies that assisted, which is about \$20,000 to CCFD. Similarly, reimbursement of \$189,000 for the Strike Teams deployed in January has been submitted.
- **New Computer-Aided Dispatch (CAD) System**
 - New dispatch system is up and running. All officers have been encouraged to give constructive feedback to County Dispatch to help improve the program.
- **OES Type VI**
 - Apparatus now expected at the end of April.
- **Standards of Cover Study**
 - CCFD will be going out to bid at the end of April for a Standards of Cover Study, which is a study done by an outside agency that dives deep in to all things CCFD from staffing, call volume, station locations, traffic patterns, dispatch run times, future community development, present development, department facilities, population and more. The study is expected to take about 3-4 months, looking at September-October to receive the study and recommendations.
- **Classification Study for CCFD Operation Battalion Chief Position**
 - In the past, CCFD had nine on-duty Battalion Chiefs. At present, there are three on-duty 48-hour Battalion Chiefs with 7 stations to manage but the workload has not been reduced. Together with HR Manager Armbruster, a classification study that will be done to take a look at where a bit of time can be saved in the Battalion Chief's day to day of managing personnel, coaching, counseling and developing our future leaders to bring CCFD in to the future.
- **New Firefighters**
 - Two new Firefighters in the academy, Christian Kadash and Joe Plume, have just completed their first major evaluation in their 15 week long program. CCFD is very proud of their progress thus far.
- **Captain's Test**
 - 12 applicants for Captain's promotional test.
 - Written exam held March 29th, assessment center scheduled for April 28th and 29th.
 - Chief's interviews scheduled for May 5th and 6th.
- **Town of Hillsborough WUI Program**
 - Goal to complete 2,832 inspections by end of year; as of April 9th we're at 25% completion.
 - Kudos to Fire Marshal Reed and the entire Prevention staff for all of their hard work.
- **New Ladder Truck**
 - Order placed for new aerial ladder truck.
 - Chassis fabrication is expected to begin in September with final assembly set for January 2022, delivery expected by spring 2022.
- **Recruitment Efforts**
 - Recruitment process for new hires underway, looking to hire two Firefighters for two upcoming retirements and three firefighters for a fall 2021 San Mateo County Fire Academy. One firefighter will be leaving to Oakland Fire Department.

Chief Barron gave kudos to the CCFD Administrative staff for their ongoing work behind the scenes.

Board Chair Ortiz thanked all involved with the budget.

Board Member Cole extended thanks to Chief Barron and staff for all of the work at the vaccination sites and also inquired about the new TIC cameras made possible by Betts family donation and how they work.

Chief Barron explained that TIC cameras (thermal imaging camera) have a lifespan of 3-4 years and that CCFD uses them to "see" with infrared technology through darkness or smoke, allowing firefighters to quickly find the heat signature of visually obscured victims or objects.

Board Member Chuang expressed her gratitude for the work of Fire Marshal Reed and the Prevention staff for getting the WUI program up and running, the inspections and for the behind-the-scenes educational aspect of the entire endeavor.

10. NEW BUSINESS

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

Human Resources Manager Kristin Armbruster presented the resolution to adopt the salary schedule and stated that any time changes are made to the salary schedule, PERS requires approval by the Board in public session which is then made available on the Central County Fire Department website. The salary schedule includes the contractual increases for the labor represented groups and the cost of living (COLA) increases for the non-represented groups and a new temporary classification to meet the wage requirements in 2022.

Board Member Chuang motioned to approve and adopt item 10a. Board Member Cole seconded the motion. Approved 4-0-0.

b. Resolution Authorizing the Execution of an Agreement Between the Central County Fire Department and the City of South San Francisco for Provision of Maintenance and Repair Services for Fire Apparatus and Fleet Vehicles

Chief Barron shared that South San Francisco Fire was down a few of their Fire Mechanics and this temporary maintenance and repair agreement with CCFD would be to assist them while new Fire Mechanics are trained and certified.

Board Chair Ortiz asked if this was a budget neutral arrangement. Chief Barron confirmed that it is a temporary agreement as a back up resource in the event that rigs are inoperable.

Board Member Brownrigg motioned to approve item 10b. Board Member Chuang seconded the motion. Approved 4-0-0.

11. BOARD OF DIRECTORS' COMMENTS

No comments.

12. ADJOURNMENT



AGENDA ITEM: 6a

STAFF REPORT

MTG. DATE: September 8, 2021

TO: Board of Directors

DATE: September 8, 2021

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

APPROVED BY: Ann Ritzma
Ann Ritzma, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Fiscal Year 2020-21

Recommendation:

Staff recommends that the Board of Directors receive the Central County Fire Department Treasurer's Report for Fiscal Year 2020-21

Background:

The Treasurer's Report is provided to the Central County Fire Department's Board for Fiscal year 2020-21. The primary investment prioritizes safety and liquidity. The investments are in keeping with the adopted Investment Policy.

The interest rate was as follows for FY 2020-21:

Q1 .84%

Q2 .63%;

Q3 .44%

Q4 .33%

The fund is primarily invested in:

Treasuries (70.61%)

Agencies (14.00%)

Certificates of Deposits/Bank Notes (7.68%)

All others combined (7.71%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (e) "For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of

the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local agency from these institutions in lieu of the information required by paragraph (1) of subdivision(b) regarding investments in these institutions.”

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Central County Fire Department Treasurer’s Report for Fiscal Year 2020-21

CENTRAL COUNTY FIRE DEPARTMENT

TREASURER'S REPORT

Fiscal Year End | June 30, 2021



PREPARED BY

Jan Cooke

Finance Director and Treasurer

1399 Rollins Road
Burlingame, CA 94010

(650) 558-7600
www.ccfid.org



PMIA/LAIF Performance Report as of 08/13/21



PMIA Average Monthly Effective Yields⁽¹⁾

Jul	0.221
Jun	0.262
May	0.315

Quarterly Performance Quarter Ended 06/30/21

LAIF Apportionment Rate ⁽²⁾ :	0.33
LAIF Earnings Ratio ⁽²⁾ :	0.00000897371743018
LAIF Fair Value Factor ⁽¹⁾ :	1.00008297
PMIA Daily ⁽¹⁾ :	0.22%
PMIA Quarter to Date ⁽¹⁾ :	0.30%
PMIA Average Life ⁽¹⁾ :	291

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 07/31/21 \$181.8 billion

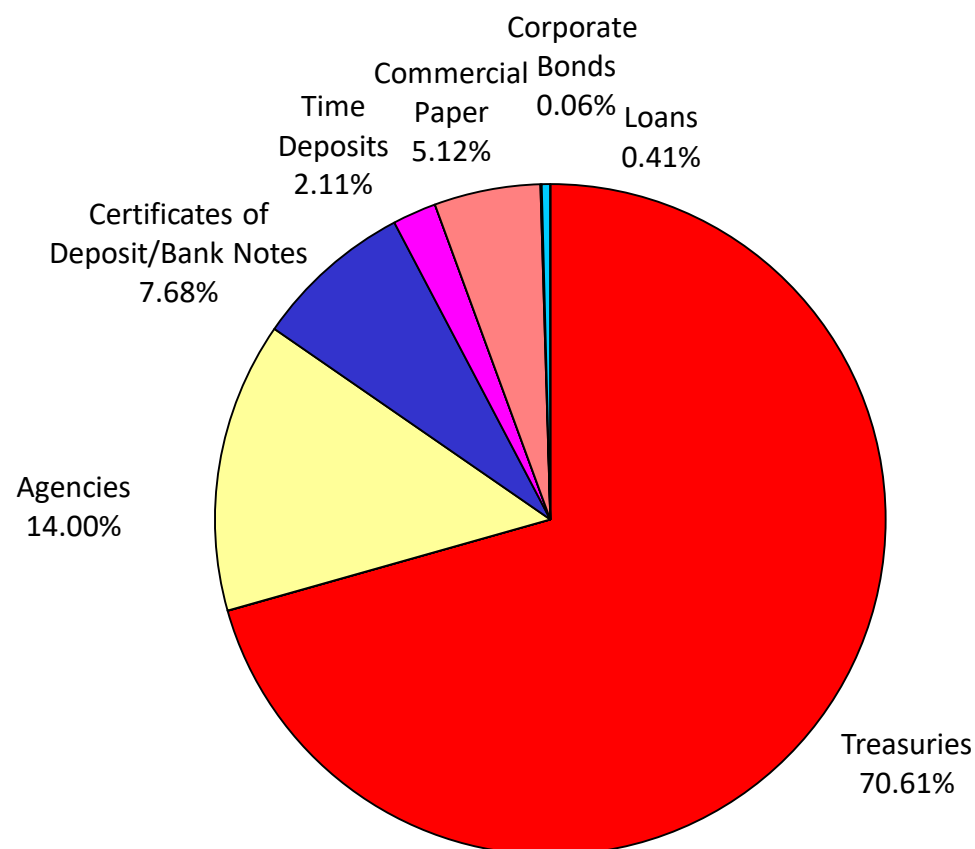


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

August 17, 2021

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CENTRAL COUNTY FIRE DEPARTMENT

FINANCE DIRECTOR
 1399 ROLLINS ROAD
 BURLINGAME, CA 94010

Agency Confirmation as of 06/30/21

<u>FISCAL_QUARTER</u>	<u>QUARTER_DATE</u>	<u>BALANCE</u>	<u>INTEREST</u>
1st	9/30/2020	\$2,000,000.00	\$3,186.98
2nd	12/31/2020	\$2,003,186.98	\$3,167.55
3rd	3/31/2021	\$2,006,354.53	\$2,191.92
4th	6/30/2021	\$2,008,546.45	\$1,639.92

Balance as of 06/30/21 is : \$2,008,546.45

Total Interest is: \$10,186.37

The funds deposited in the Local Agency Investment Fund are invested in accordance with Government Code Sections 16430 and 16480, the stated investment authority for the Pooled Money Investment Account. Interest is posted to the LAIF account quarterly on the 15th of the month following the quarter end. Please go to our website www.treasurer.ca.gov/pmia-laif for more program information and reporting documents



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 10/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2020.

Earnings Ratio		.00002309407394024
Interest Rate		0.84%
Dollar Day Total	\$	138,000,000.00
Quarter End Principal Balance	\$	2,000,000.00
Quarterly Interest Earned	\$	3,186.98



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 01/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2020.

Earnings Ratio		.00001719170547343
Interest Rate		0.63%
Dollar Day Total	\$	184,248,584.44
Quarter End Principal Balance	\$	2,003,186.98
Quarterly Interest Earned	\$	3,167.55



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 04/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2021.

Earnings Ratio		.00001214175683392
Interest Rate		0.44%
Dollar Day Total	\$	180,527,562.00
Quarter End Principal Balance	\$	2,006,354.53
Quarterly Interest Earned	\$	2,191.92



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 07/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2021.

Earnings Ratio		.00000897371743018
Interest Rate		0.33%
Dollar Day Total	\$	182,747,040.07
Quarter End Principal Balance	\$	2,008,546.45
Quarterly Interest Earned	\$	1,639.92



AGENDA ITEM: 8a

STAFF REPORT

MTG. DATE: September 8, 2021

TO: BOARD OF DIRECTORS

DATE: September 8, 2021

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY: Ann Ritzma
Ann E. Ritzma, CAO

SUBJECT: Resolution adopting the modification of the ICMA-RC 457 Deferred Compensation program

Recommendation:

Adopt the Resolution allowing the addition of a Roth feature and a loan program to the existing 457 Deferred Compensation plan.

Background:

The Central County Fire Department has an existing Deferred Compensation 457 ("457") plan which allows participants to defer a portion of their pay on a pre-tax basis into an account that can be drawn upon after retirement. These benefits are essential to support employee's goals toward saving and providing for their retirement needs.

The Department now wishes to add two components to the 457 plan:

- A loan program, whereby an employee can borrow against their account balance for things like a home purchase down payment and educational expenses.
- A Roth component, whereby an employee can make after-tax contributions to their 457 plan. Contributions and associated earnings to a Roth account can be withdrawn tax-free in certain circumstances, further increasing an employee's retirement security.

Fiscal Impact:

There are no fiscal impacts to the department other than administrative time as the fees for each program are passed to the participants.

Attachments:

1. Resolution Adopting the modification of the ICMA-RC 457 Deferred Compensation program

RESOLUTION 21-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING THE MODIFICATION OF THE ICMA-RC 457 DEFERRED
COMPENSATION PLAN**

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 an ICMA-RC 457 Deferred Compensation Plan ("Plan") for all employees of the Central County Fire Department; and

WHEREAS, the Department supports its employees' efforts to financially prepare for retirement; and

WHEREAS, the Department wishes to activate additional plan options of the Roth Plan and the Loan Program within the Plan for employees to participate and save for retirement; and

WHEREAS, the assets of the Plan shall be held in trust, with the Central County Fire Department serving as trustee ("trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose; and

WHEREAS, the Central County Fire Department agrees to serve as Trustee under the Plan.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department adopts the Resolution Adopting the Modification of the ICMA-RC 457 Deferred Compensation Plan.

BE IT FURTHER RESOLVED that the Central County Fire Department hereby amends and restates the Plan in the form of The ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust.

Approved at a regular meeting of the Board of Directors at held by teleconference this 8th 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 21-06 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held by teleconference on the 8th day of September 2021 by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____