



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

Wednesday April 13, 2022  
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.*

<https://us02web.zoom.us/j/82286775262?pwd=b1Y0TXVZNc8rd2YvVkJldW94V1Q4UT09>

Meeting ID: 822 8677 5262

Passcode: 455600

One tap mobile

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Meeting ID: 822 8677 5262

Find your local number: <https://us02web.zoom.us/j/knc0wzs46>

## **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. APPROVAL OF MINUTES**

- a. Regular meeting minutes of February 9, 2022
- b. Special meeting minutes of March 15, 2022

**5. REPORT OUT FROM CLOSED SESSION**

- a. Report out from closed session of March 15, 2022

**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](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 3 p.m. on Wednesday, April 13, 2022.

**7. CONSENT CALENDAR**

- a. Central County Fire Department Treasurer's Report for Q1 and Q2 Fiscal Year 2021-22
- b. Resolution finding that meetings of the Central County Fire Department Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)
- c. Resolution adopting salary increases and changes to benefits for the Unrepresented employees of the Central County Fire Department

**8. PUBLIC HEARING**

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2022-2023 Budget for the Central County Fire Department
  - i. Staff Report (includes PowerPoint)
  - ii. Open Public Hearing and receive comments
  - iii. Close Public Hearing
  - iv. Approve the Resolution to Adopt the Fiscal Year 2022-2023 Budget for the Central County Fire Department
- b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for Central County Fire Department
  - v. Staff Report
  - vi. Open Public Hearing and receive comments
  - vii. Close Public Hearing
  - viii. Approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department



**9. STAFF REPORTS**

Fire Chief's Update (*Oral Report*)

**10. NEW BUSINESS**

- a. Resolution to Adopt the Salary Schedule for the Central County Fire Department
- b. Resolution approving the amendments to the Class Specification for Training Battalion Chief
- c. Resolution authorizing the Chief Administrative Officer to execute procurement of Self-Contained Breathing Apparatus

**11. BOARD OF DIRECTORS' COMMENTS**

**12. ADJOURN TO CLOSED SESSION**

**13. 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) (GC#54957.6(a)). Agency Negotiators: Kristin Armbruster, HR Manager, Town of Hillsborough, and Timothy Davis, Attorney, Burke, Williams & Sorensen

**14. 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](http://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, February 9<sup>th</sup>, 2022

**1. CALL TO ORDER**

The meeting was called to order by Chair Ortiz at 4:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All members were present.

**4. APPROVAL OF MINUTES**

- a. Regular Meeting minutes of December 8, 2021
- b. Special Meeting minutes of January 5, 2022

Board Member Chuang motioned to approve the meeting minutes of December 8, 2021, and January 5, 2022. Board Member Cole seconded the motion. Approved 4-0-0.

**5. REPORT OUT FROM CLOSED SESSION**

- a. Report out from closed session of January 5, 2022

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

**6. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**7. CONSENT CALENDAR**

- a. Fiscal Year 2021/22 Mid-Year Financial Report for the Central County Fire Department
- b. Resolution Finding that Meetings of the Central County Fire Department Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

Board Member Chuang motioned to items 7a and 7b. Board Member Brownrigg seconded the motion. Approved by roll call, 4-0-0.

**8. PUBLIC HEARING**

There were no public hearing items for this meeting.

## 9. STAFF REPORTS

### a. Fire Chief's Update

Chief Barron gave a brief update:

- **History**

- Station 35 presented with the last 48-star flag to fly over the station in January 1960. Burlingame Firefighter Ed Matt thoughtfully saved the flag in the closet of his home on Linden Ave. in Burlingame. Ed worked as a Firefighter from 1945-1973 and died in 1984. His wife, Bernadine Puccio-Matt, was a call taker for the Fire Department. She also worked for BFD in the late 40's and 50's, before finishing her career with the City of Burlingame. Bernadine passed away on June 20, 2020, three days shy of her 105th birthday.

Ed and Bernadine's niece, Vicki Metzger, found the flag in 2020, in the back of that same closet on Linden Ave. With the flag was the following note: "This was the last 48-star flag to fly over Station 2 on Hillside Drive in Burlingame before Hawaii and Alaska were added to the Union." -Ed Matt. Vicki graciously returned the flag to us so that CCFD could display it at Station 35 once again.

- **Priorities and Goals for 2022**

- CCFD has identified 4 major priorities:
  - Fire Prevention and Inspection Program
  - New Central County Training Division
  - Community Risk Assessment / Standards of Cover
  - Succession Planning for CCFD

- **Fire Prevention and Inspections**

- Fire Prevention is always at the top of priorities and goals and, despite COVID, has never really slowed down
- 1757 annual inspections, these are conducted by Fire crews and prevention personnel
- 1400 +/- Hillsborough Wildland-Urban Interface area inspections
  - Ongoing 2021 reinspections of approximately 300 properties
- Plus, all of the day-to-day responsibilities including, but not limited to: smaller commercial developments, residential construction projects, complaints, code enforcement, and business licenses
- As COVID is decreasing major construction is increasing. Inspections required at major construction projects ongoing or anticipated to begin in 2022:
  - 5 major construction projects in Millbrae:
    - Millbrae Station, N. Rollins Rd. - 4 buildings
    - 30 Rollins/230 Adrian - 3 high rise life sciences buildings, 1 amenities building
    - 959 El Camino - 5-story 232 unit residential
    - 1031 Broadway - 6-story 98 unit residential
    - 210 Adrian Rd. - 5-story life sciences building
  - 7 Major Construction Projects in Burlingame
    - 1095 Rollins - 6-story 150 unit residential
    - 1-45 Adrian Ct. - 7-story 265 unit residential

- 567 Airport - 8-story office (Facebook)
  - 920 Bayswater - 4-story 128 unit residential
  - 250 California - 4-story office
  - 220 Park - 6-story office
  - 250 Anza - Top Golf
- **New Central County Training Division**
    - San Mateo Consolidated gave verbal notice December 2021 and has recently given official notice not to renew the Central San Mateo County Training Division agreement
    - December 2021 - staff informed the CAO and Fire Board about San Mateo and requested the formation of the Central County Training Division
    - CCFD is actively consulting with General Counsel, Jean Savaree, to establish a new agreement for Training with San Bruno Fire Department
    - Get our Training staff in place as soon as possible
    - Negotiate a new partnership with San Bruno Fire Department
    - Hit the ground running July 1st, 2022 (all while maintaining all day-to-day training requirements including probation and EMS)
- **Community Risk Assessment / Standards of Cover**
    - Our consultant, AP Triton, is scheduled to be at CCFD for three days, March 7, 8 and 9 to see all the facilities, apparatus, equipment and to conduct interviews with our Command Staff, Prevention, Operations Divisions and some City staff members
    - CCFD is working with the City Managers to develop the interview list for Burlingame, Hillsborough, and Millbrae
    - The project should be complete in April 2022 and CCFD will have a presentation to the Board on its conclusion
- **Succession Planning for CCFD**
    - Over the last two years, department wide, CCFD has hired 15 new people and hope to hire 15 more over the next two years.
    - Another piece of this is that in California as well as nationally, there is a shortage of Paramedics. Some agencies are actively recruiting medics and offering higher pay and incentives. CCFD is also recruiting although the numbers applying are low and we are looking into options to training our own personnel in Paramedicine. County Fire Chiefs and AMR are also looking into these options
    - Hoping this is a short-term issue. Paramedic schools are back from a COVID break, although it takes between 18 and 24 months to get certified, then some time to gain the experience
    - This is one of the many reasons CCFD needs to get our Training Division up and running as soon as possible

Board Member Chuang inquired about the shortage of Paramedics. Chief Barron affirmed that while AMR is fulfilling their contract, the anticipated shortage is stemming from multiple issues such as large numbers of Medics participating in various Fire Academies throughout the county and state, upcoming retirements and promotions and agencies offering higher pay and incentives. Chief Barron stated that CCFD is looking at feasibility of offering training for current Firefighters interested in becoming Medics and looking into working with the County and AMR, Foothill College, South Bay Regional and NCTI (owned by AMR) for training classes. Chief

Barron further stated that at present, CCFD has enough Medics and will be ok, but this situation is a “moving target” and that it is important to look ahead and plan for the future.

Chair Ortiz asked whether CCFD anticipates losing trained Medics to other agencies. Chief Barron stated that there are always rumors about people are testing out and given the shortage and other agencies actively recruiting, higher pay and incentives will continue to be a draw.

Board Member Brownrigg inquired about staff morale across the department. Chief Barron stated that other than COVID burnout, facilities upgrades have played a big part in improved morale and that a majority of people are happy, but there is always room for improvement. With the new Training Division, CCFD is looking at dedicating staff to mental and physical health. From the line personnel, to volunteer interns, there is a long line of people that continue to step up to make it all work and move the department forward.

Chair Ortiz asked about opportunities to share in training and equipment with other agencies. Chief Barron confirmed that CCFD will continue to share equipment and participate in training with other agencies. For example, there are four Urban Search and Rescue teams in the county and CCFD is getting a program together for training quarterly with those other agencies.

Board Member Chuang asked about whether there is a “sweet spot” for the number of engine companies involved in training. Chief Barron stated that between the “sweet spot” is between 10 and 12 engine or truck companies. San Mateo had 12, and CCFD and San Bruno together have a total of 10. CCFD is still open to sharing specific aspects of training, like certain EMS classes and other mandated training but in-house training is an area that CCFD would really like to focus on as well.

## 10. NEW BUSINESS

- a. Resolution approving the Amendments to the Class Specifications for Training Battalion Chief and Training Captain and approving a new Class Specification of Emergency Medical Services (EMS) Manager

HR Manager Kristin Armbruster briefly outlined the class specification amendments:

- The existing job descriptions for Training Battalion Chief and Training Captain were updated for current standards and practices and pertinent for today
- The Emergency Medical Services (EMS) Manager position was updated to reflect the envisioned restructured Training Division as an employee of CCFD (previously held by an employee of San Mateo Consolidated)

Board Member Brownrigg inquired about whether the training division positions would add to the headcount. Ms. Armbruster confirmed that Training Captain and EMS Manager would add to the headcount and that this is to approve job descriptions only, not headcount.

Board Member Cole inquired about licensing and certifications. Ms. Armbruster clarified that possession of BLS and AHA certifications based on their position and that the employee would have to maintain them or obtain them if they do not have them at the time of employment.

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

## 11. BOARD OF DIRECTORS' COMMENTS

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

**12. ADJOURN TO CLOSED SESSION**

Meeting adjourned at 4:32 p.m.

**13. 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: Glenn Berkheimer.

**14. REPORT OUT FROM CLOSED SESSION**

The report out will be made at the next meeting.

**15. ADJOURN FROM CLOSED SESSION**

The closed session was adjourned at approximately 4:51 p.m.







BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*  
Special Meeting | Tuesday March 15<sup>th</sup>, 2022

**1. CALL TO ORDER**

Meeting was called to order at 5:09 p.m.

**2. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led Chief Administrative Officer, Ann Ritzma.

**3. ROLL CALL**

Board Members Ortiz, Brownrigg, and Cole were present. Board Member Chuang was absent.

**4. APPROVAL OF MINUTES**

There were no minutes to approve.

**5. REPORT OUT FROM CLOSED SESSION**

a. Report out from closed session of February 9, 2022

General Counsel Jean Savaree reported there was no reportable action from the closed session.

**6. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**7. CONSENT CALENDAR**

a. Resolution Finding that Meetings of the Central County Fire Department Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e).

Board Member Brownrigg motioned to approve. Board Member Cole seconded the motion.  
Approved by roll call, 3-0-1.

**8. PUBLIC HEARING**

There were no public hearing items for this meeting.

**9. STAFF REPORTS**

a. Resolution Authorizing the Fire Chief to promote a Battalion Chief and a Captain from the existing Promotional Lists, and to recruit and hire an Emergency Medical Services Manager, to establish the CCFD Training Division, prior to July 1, 2022.

Chief Barron explained that at the December 8<sup>th</sup>, 2021 meeting the Board received a presentation on the Training Division and CCFD's desire to establish its own training division. Since the Battalion Chief in the Training Division retired in December 2021 and the position is included in the FY 21-22 adopted budget there is currently a savings of \$223K. Chief Barron requested permission to use the projected savings to promote one Battalion Chief and one

Captain and hire an Emergency Medical Services Manager before July 1, 2022, to assist with establishing the new Training Division.

Board Member Cole asked if this would mean that the new Training Division would start prior to July 1, 2022. Chief Barron confirmed that if the Board approves the two promotions it would give staff the opportunity to fill the positions and start as soon as possible.

There were no public comments on this item.

Board Member Cole motioned to approve. Board Member Brownrigg seconded the motion. Approved by roll call, 3-0-1.

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

Board Member Brownrigg asked about the Standards of Cover study. Board Chair Ortiz stated it would be best to add this topic to a future agenda. Board Members Brownrigg and Cole agreed.

#### **11. ADJOURN TO CLOSED SESSION**

Regular meeting adjourned at 5:19 p.m.

#### **12. 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) (GC#54957.6(a)). Agency Negotiators: Kristin Armbruster, HR Manager, Town of Hillsborough, and Timothy Davis, Attorney, Burke, Williams & Sorensen
- 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: Glenn Berkheimer

#### **13. REPORT OUT FROM CLOSED SESSION**

The report out will be made at the next regular meeting on April 13, 2022.

#### **14. ADJOURN FROM CLOSED SESSION**

Closed session adjourned at 6:26 p.m.



AGENDA ITEM: 7a

## STAFF REPORT

MTG. DATE: April 13, 2022

TO: Board of Directors

DATE: April 13, 2022

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

APPROVED BY: Ann Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q1 and Q2 Fiscal Year 2021-22

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### **Recommendation:**

Staff recommends the Board receive the Central County Fire Department Treasurer's Report for Q1 and Q2 Fiscal Year 2021-22.

### **Background:**

The Treasurer's Report is provided to the Central County Fire Department's Board for Q1 and Q2 Fiscal year 2021-22. 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 2021-22: Q1 .24%, Q2 .23%.

At December 31, 2021 the LAIF investment is primarily invested in:

- Treasuries, (65.9%)
- Agencies (18.3%)
- Certificates of Deposits/Bank Notes (7.0%)
- All others combined (8.8%).

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 Q1 and Q2 FY 2021-22

CENTRAL COUNTY FIRE DEPARTMENT

# TREASURER'S REPORT

Fiscal Year 2021/2022  
Q1 and Q2



PREPARED BY

Jan Cooke

*Finance Director and Treasurer*

1399 Rollins Road  
Burlingame, CA 94010

(650) 558-7600  
[www.ccfid.org](http://www.ccfid.org)



# PMIA/LAIF Performance Report as of 03/08/22



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>Feb</b>	<b>0.278</b>
Jan	0.234
Dec	0.212

## Quarterly Performance Quarter Ended 12/31/21

LAIF Apportionment Rate <sup>(2)</sup> :	0.23
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000625812849570
LAIF Fair Value Factor <sup>(1)</sup> :	0.997439120
PMIA Daily <sup>(1)</sup> :	0.22%
PMIA Quarter to Date <sup>(1)</sup> :	0.21%
PMIA Average Life <sup>(1)</sup> :	340

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 02/28/22 \$199.1 billion

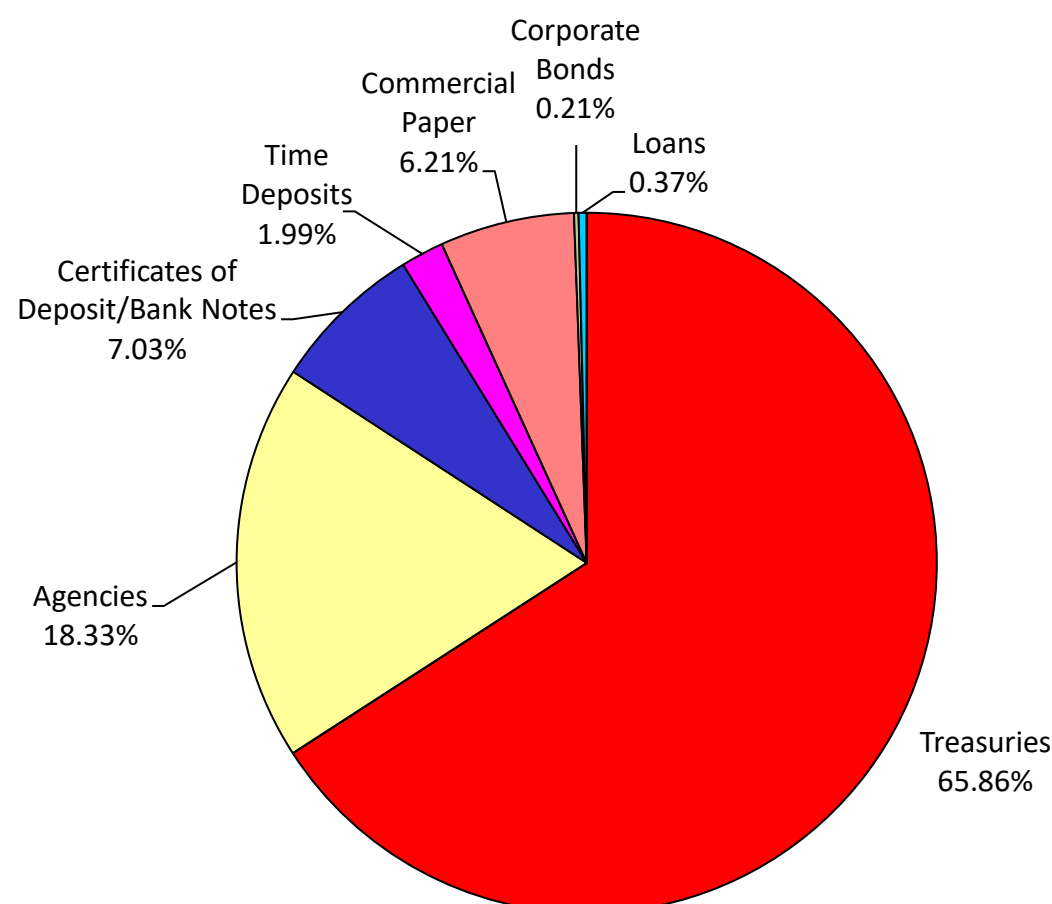


Chart does not include \$5,920,000.00 in mortgages, which equates to 0.003%. Percentages may not total 100% due to rounding.

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:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller





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

March 25, 2022

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

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CENTRAL COUNTY FIRE DEPARTMENT

FINANCE DIRECTOR  
1399 ROLLINS ROAD  
BURLINGAME, CA 94010

Agency Confirmation as of 12/31/21

<u>FISCAL_QUARTER</u>	<u>QUARTER_DATE</u>	<u>BALANCE</u>	<u>INTEREST</u>
1st	9/30/2021	\$2,010,186.37	\$1,224.06
2nd	12/31/2021	\$2,011,410.43	\$1,157.96

**Balance as of 12/31/21 is : \$2,011,410.43**

Total Interest is: \$2,382.02

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](http://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 10/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2021.

Earnings Ratio		.00000661958813242
Interest Rate		0.24%
Dollar Day Total	\$	184,914,187.16
Quarter End Principal Balance	\$	2,010,186.37
Quarterly Interest Earned	\$	1,224.06



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 01/14/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2021.

Earnings Ratio		.00000625812849570
Interest Rate		0.23%
Dollar Day Total	\$	185,032,622.72
Quarter End Principal Balance	\$	2,011,410.43
Quarterly Interest Earned	\$	1,157.96



AGENDA ITEM: 7b

## STAFF REPORT

MTG. DATE: April 13, 2022

**TO:** Board of Directors

**DATE:** April 13, 2022

**FROM:** Jean Savaree, Department Counsel

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

**SUBJECT:** Resolution Finding that Meetings of the Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

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### **Recommendation:**

Staff recommends that the Fire Board adopt the attached resolution, making the findings required under AB 361 (California Government Code Section 54953) to continue holding public meetings of the Fire Board by Zoom videoconference/teleconference to allow Board members, staff, and the public to attend meetings remotely.

### **Background and Discussion:**

On December 8, 2021, January 6, 2022, February 9, 2022, and March 15, 2022 the Fire Board approved resolutions that made the findings required to continue the Fire Board's practice of holding public meetings via Zoom videoconference pursuant to AB 361 (California Government Code Section 54953). Specifically, the resolutions found that:

- 1) the declared state of emergency related to COVID-19 remained in effect;
- 2) State or local officials imposed or recommended measures to promote social distancing; and
- 3) meeting in person would present imminent risks to the health and safety or attendees.

Pursuant to AB 361, the Board's findings and authorization to continue meeting remotely cannot remain effective for more than thirty (30) days. As such, the Board must reconsider its determination at each of its meetings and reauthorize remote meetings until the Board no longer believes remote meetings are necessary.

The attached resolution includes findings similar to those made by the Fire Board on December 8, 2021, January 6, 2022, February 9, 2022 and March 15, 2022. Staff believes that these findings can be made again.

On February 9, 2022, the San Mateo County Health Officer, in conjunction with health officers from the other Bay Area counties, announced that he would align the County with the State's masking requirements. While the State subsequently lifted its indoor masking requirements for vaccinated people on February 16, 2022, and for unvaccinated people on March 1, 2022, the California Department of Public Health (CDPH) continues to strongly recommend that all persons, regardless of vaccination status, continue indoor masking.

The San Mateo County Health Officer made a similar recommendation when announcing the County's alignment with the State. Specifically, County Health noted that "continuing to mask in indoor public settings, especially crowded or poorly ventilated spaces, remains the safest choice for an individual and protects those who are medically vulnerable or are not able to get vaccinated, like our youngest children." Further, the County recommended that "people should continue to choose layered prevention strategies, such as wearing well-fitted masks (N95 or double layer cloth over surgical are best); staying home and testing when symptomatic; testing before gatherings; and improving indoor ventilation in situations where these strategies can add protection for themselves and others."

Continuing to hold remote meetings is one of the least disruptive methods the Fire Board can utilize to protect against the ongoing threat of COVID-19 transmission. COVID-19 spreads easily and quickly through airborne droplets, particularly when indoors. While face coverings, testing, and ventilating indoor spaces can reduce transmission, they cannot eliminate the threat. Conducting remote meetings allows attendees to fully participate in each meeting without requiring that they gather in the same indoor space. Further, it allows members of public, staff, and members of the Fire Board to participate in meetings even if they have been exposed to COVID-19 or are experiencing symptoms of COVID-19.

Should the Fire Board approve the attached resolution, it would continue the practice of holding all public meetings of the Fire Board by Zoom. The Fire Board would revisit this determination at its next meeting, and each subsequent meeting, until the time that it no longer finds remote meetings necessary.

### **Conclusion**

As the California state of emergency in response to COVID-19 remains effective and because the CDPH and San Mateo County Health Officer strongly encourage face coverings for everyone in indoor public locations, Staff recommends that the Fire Board approve the attached resolution, which makes the findings required under AB 361 to continue meeting remotely by Zoom teleconference.

### **Attachments:**

1. Resolution Finding that Meetings of the Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

## **RESOLUTION NO. 22-06**

### **RESOLUTION OF THE CENTRAL COUNTY FIRE DEPARTMENT FIRE BOARD FINDING THAT MEETINGS OF THE FIRE BOARD VIA TELECONFERENCE PROTECTS AGAINST THE ONGOING AND IMMINENT HEALTH AND SAFETY RISKS POSED BY COVID-19 AND DETERMINING THAT ALL SUCH MEETINGS WILL CONTINUE TO BE BY TELECONFERENCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54953(e)**

**WHEREAS**, on March 4, 2020, the Governor declared a state of emergency in response to the COVID-19 pandemic and California remains in a declared state of emergency; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20, temporarily suspending certain provisions of the Ralph M. Brown Act to allow local agencies to hold public meetings teleconference; and

**WHEREAS**, through subsequent Executive Orders, local agencies were able to continue holding public meetings by teleconference through September 30, 2021; and

**WHEREAS**, on an emergency basis, on September 16, 2021, the State adopted AB 361, codified at California Government Code Section 54953, which allows local agencies to continue meeting by teleconference under certain circumstances and after making certain findings; and

**WHEREAS**, the Central County Fire Department Fire Board has met by videoconference since March 2020 and found it to be an effective method of receiving public input, holding deliberations, and conducting the general business of the Board; and

**WHEREAS**, remote meetings held by videoconference, which also allow attendees to participate by telephone, allow attendees of the meetings to avoid the risk of potential COVID-19 exposure and allows those that may have been exposed or experiencing symptoms of COVID-19 to participate in meetings without posing a threat to other attendees; and

**WHEREAS**, the California Department of Public Health (CDPH) and San Mateo County Health Officer lifted their respective indoor mask requirements on February 16, 2022, but still “strongly recommend” that people wear masks when in indoor public settings; and

**WHEREAS**, the San Mateo County Health Officer continues to recommend additional strategies to prevent transmission of the COVID-19 virus, including staying home and testing when symptomatic, testing before gatherings, and improving indoor ventilation; and

**WHEREAS**, on December 8, 2021, the Fire Board considered the imminent risk to the health and safety of attendees at in-person meetings and the distancing measures required and recommended by Federal, State, and local health officials; and

**WHEREAS**, after such consideration, the Fire Board directed by resolution adopted on December 8, 2021, that all meetings of the Fire Board would continue to be held remotely via Zoom videoconference; and

**WHEREAS**, the Fire Board reconsidered its determination to continue remote meetings on January 6, 2022, February 9, 2022 and March 15, 2022 and each time found again that the ongoing threat of COVID-19 transmission required the Fire Board to continue meeting remotely; and

**WHEREAS**, the Fire Board has again reconsidered its determination to continue meeting remotely and again finds that meeting remotely is necessary due to the ongoing threat of COVID-19.

**NOW, THEREFORE, BE IT RESOLVED**, that Central County Fire Department Fire Board does find and declare as follows:

1. Since March 4, 2020, and continuing through the date of this Resolution, there has been a declared state of emergency in California in response to the COVID-19 pandemic; and
2. The California Department of Public Health and the San Mateo County Health Officer both strongly recommend that everyone wear face coverings in indoor public settings and take other social distancing measures to prevent COVID-19 transmission; and
3. Holding meetings in person creates an imminent risk to the health and safety of attendees; and
4. Holding remote meetings by videoconference/teleconference will prevent the possibility of COVID-19 transmission during those meetings and allow those who are at-risk or potentially suffering COVID-19 symptoms to participate in meetings without physically attending.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Fire Board directs that, for at least the next thirty days, after which time the Fire Board will review and determine whether this action remains necessary to protect the health and safety of meeting attendees, the Fire Board shall hold meetings remotely by Zoom videoconference. Any public comment period at any such meeting shall allow comments from members of the public attending remotely in the same form and fashion as would be taken during an in-person meeting. If at any time during any such meeting the ability to broadcast the meeting and accept public comments from remote attendees is disrupted, the Fire Board shall recess until the disruption is resolved or continue the meeting to a later date when videoconference/teleconference participation can be restored.

Approved at a regular meeting of the Board of Directors held by teleconference this 13th day of April, 2022.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-06 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held by teleconference on the 13th day of April, 2022 by the following vote of the members thereof:

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



AGENDA ITEM: 7c

## STAFF REPORT

MTG. DATE: April 13, 2022

TO: Board of Directors

DATE: April 13, 2022

FROM: Kristin Armbruster, Human Resources Manager

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

SUBJECT: Resolution Adopting Salary Increases and Changes to Benefits for the Unrepresented Employees of the Central County Fire Department

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### **Recommendation:**

Staff recommends that the Board approve the salary increases and benefits modifications for the Unrepresented employees:

Management: Fire Chief, Deputy Fire Chief, Administrative Services Manager, and Emergency Medical Services Manager.

Clerical: Management Assistant, Administrative Assistant, Office Assistant, Senior Accounting Technician, Accounting Technician, and Fire Prevention Specialist.

Mechanics: Emergency Vehicle Technicians I – III; and  
Community Risk & Resiliency Specialist.

### **Background:**

Salary: Cost of living increases are considered for Unrepresented staff in conjunction with the start of the fiscal year. Additionally, Human Resources meets with each of the Unrepresented groups every two years to discuss the benefits package. Staff is recommending a 3.0% increase for all positions in the Unrepresented groups. There is a proposed me-too for the Management group that if the Firefighters' salary increase is higher than 3.0%, then the Management group will get the same increase in order to maintain the differential between positions.

Benefits: Staff is recommending changes to the benefits as follows:

Management:

- Vacation cash out – increase to ability to cash out up to 80 accrued hours twice per year. Employees must maintain a minimum balance of 200 hours in their account and meet other administrative criteria to participate.



- Increase Administrative Leave for the Administrative Services Manager to 80 hours per year. Add Administrative Leave for the Emergency Medical Services Manager of 40 hours per year.
- Eliminate the \$2000 Technology and \$1000 Wellness benefits and implement a \$3000 annual employer contribution to the employee's 457 Deferred Compensation account for the Fire Chief, Deputy Fire Chief and Administrative Services Manager. The Emergency Medical Services Manager will receive \$1500 annually.

Clerical / Mechanics / Community Risk & Resiliency Specialist:

- Implement the ability to cash out 40 hours of vacation two times per year. The employee must have a minimum balance of 100 hours and meet other administrative criteria to participate.
- Eliminate the maximum sick leave accrual balance
- Implement the ability to convert hours of accrued sick leave to the employee's deferred compensation account. The employee must pay back the conversion amount if they leave CCFD prior to retirement.
- Increase Bereavement leave to 40 hours, and further define the members that make up the employee's immediate family/household.

There is additional clean up language in each benefit summary, updating statutory amounts and clarifying current practices.

**Fiscal Impact:**

The increase to the salary equals approximately \$110,000 and is included in the proposed fiscal year 22/23 budget.

**Attachments:**

1. Resolution adopting increases and benefits changes for the unrepresented employees of the Central County Fire Department
2. Summary of Benefits for Management (red-lined)
3. Summary of Benefits for Clerical (red-lined)
4. Summary of Benefits for Mechanics (red-lined)
5. Summary of Benefits for Community Risk & Resiliency Specialist (red-lined)

**RESOLUTION NO. 22-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
ADOPTING SALARY INCREASES AND CHANGES TO BENEFITS FOR UNREPRESENTED EMPLOYEES  
OF 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 Board of Directors strives to provide fair compensation and benefits for the Central County Fire Department employees; and

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

**WHEREAS**, the Board of Directors periodically reviews benefits for Unrepresented employees and considers changes intended to be competitive within the market; and

**WHEREAS**, the Board of Directors desires to provide the recommended benefit enhancements.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department authorizes the following changes:

Salary increase: 3.0% for all Unrepresented positions (Management, Clerical, Mechanics, Community Risk & Resiliency Specialist), with a me-too provision for the Management group based on the Firefighter group salary negotiations.

Benefits:

Management: Increase vacation cash out to 80 hours two times per year; increase Administrative Leave for Administrative Services Manager to 80 hours per year; add Administrative Leave for Emergency Medical Services Manager of 40 hours per year; Eliminate \$2000 Technology and \$1000 Wellness benefits and implement \$3000 Department contribution to Deferred Compensation (\$1500 for Emergency Medical Services Manager)

Clerical/Mechanics/ Community Risk & Resiliency Specialist: Implement annual vacation cash out program of up to 40 hours two times per year; Eliminate maximum sick leave accrual; Implement sick leave conversion to Deferred Compensation program; Increase bereavement leave to 40 hours

Approved at a regular meeting of the Board of Directors of the Central County Fire Department held by teleconference this 13<sup>th</sup> day of April 2022.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-07 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held by teleconference on the 13<sup>th</sup> day of April 2022 by the following vote of the members thereof:

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

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

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

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



# Central County Fire Department

## Summary of Benefits

### **Management**

[Updated July 20202022](#)

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## 1. Eligible Employees

The classification of employees eligible to receive benefits contained in this summary are:

Fire Chief  
Deputy Fire Chief  
Administrative Services Manager  
Emergency Medical Services Manager

These positions are unrepresented and classified as at-will employees.

## 2. Salary

All positions in this group shall be adjusted in the following manner:

First full pay period in July 2022      3.0%\*

First full pay period in July 2023      3.0%\*

\*The salary increase will equal or exceed the increase given to the Firefighters to maintain current salary relationships.

## 2. Health Benefits

### 2a. Medical

The Department contracts with PERS (Public Employees Retirement System) to provide medical insurance coverage. The Department shall pay the premium cost for employees and their eligible dependents. The maximum contribution shall not exceed the three-party Blue Shield HMO premium as offered by PERS. If an employee has other medical coverage, the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if ~~s/he~~they opts out of medical coverage offered through the Department.

Employees hired prior to December 31, 2015 who retire with a minimum of five (5) years of service with the Department (years of service with the Fire Departments in the Town of Hillsborough and the City of Burlingame are also counted), will receive a retiree medical benefit equivalent to the amount necessary for actual enrollment in single, two-party or family coverage, up to the same maximum Department contribution for medical premiums as active employees.

### 2b. Dental

Employees and their eligible dependents shall be covered by the Department's dental reimbursement plan.

The maximum reimbursement is \$2,000 per year per person covered.

There is no dental benefit offered for retirees.

### 2c. Vision

Employees and their eligible dependents shall be covered by the Department's vision reimbursement plan.

Maximum reimbursement limits are as follows:

- \$600/year for employee glasses or contacts, one item only
- Disposable contacts are limited to a 12 month supply
- \$100/year for employee eye exam
- \$350/year for dependents

There is no vision benefit offered for retirees.

#### **2d. Retiree Health Savings**

Employees in this unit hired on or after 1/1/2016 are eligible to receive a contribution to a Retiree Health Savings (RHS) account in lieu of a retiree medical benefit. The Department will make a contribution on the employee's behalf.

- 0 – 5 years of service               \$75/month contribution
- 6+ years of service               \$100/month contribution

Employees must meet vesting requirements of the plan as follows:

- Year 1               20% vested
- Year 2               40% vested
- Year 3               60% vested
- Year 4               80% vested
- Year 5               100% vested

#### **3. Life Insurance**

The Department provides a term life insurance policy in the amount equal to 100% of salary for the Fire Chief and Deputy Fire Chief, and \$100,000 for the Administrative Services Manager [and Emergency Medical Services Manager](#). Coverage starts on the first day of the month following conclusion of a 30-day waiting period.

#### **4. Long Term Disability**

The Department will pay the premium for long-term disability coverage to Association member's appropriate LTD carriers for the Fire Chief and Deputy Fire Chief. The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$3500 per month for the Administrative Services Manager [and Emergency Medical Services Manager](#).

#### **5. Retirement**

Employees are enrolled in retirement benefits through PERS.

Employees who are considered "Classic" Safety members by PERS are enrolled in the 3% @ 55 Local Safety Plan, with the single highest year for compensation. Employees who are

considered “New” Safety members are enrolled in the 2.7% @ 57 Local Safety Plan, with a 3 year final average for compensation.

Employees who are considered “Classic” Miscellaneous members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered “New” Miscellaneous members are enrolled in the 2% @ 62 Miscellaneous plan, with a 3 year final average compensation.

Retirement benefits are paid for by both the employee and the Department. The Department contributes an amount on behalf of the employee, computed as a percentage of the employee’s annual salary and is actuarially determined by PERS. The Department’s contribution rates vary from year to year. For classic Safety members, the employee’s rate is fixed at 9%. For New Safety and Miscellaneous members, the rate is 50% of the total normal cost. For Classic Miscellaneous members, the employee’s rate is fixed at 8%.

## 6. Vacation

Vacation accrual rates will change on an employee’s anniversary date as follows:

Years of Service	Bi-Weekly Accrual	Annual Hours of Vacation
0 – end of 5 years	3.69	96
5 <sup>th</sup> anniversary	4.93	128
10 <sup>th</sup> anniversary	6.16	160
15 <sup>th</sup> anniversary	7.39	192
20 <sup>th</sup> anniversary	8.0	208

The maximum accrual is 456 hours. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee’s total below the accrual cap.

### 6A. Vacation Cash out

Employees in this group are eligible to submit a request to cash out up to ~~60~~ 80 hours accrued vacation pay two times per year. The employee must have a minimum balance of 200 hours as of December 31 of the election year to be eligible. All employees in the group will complete a form between December 1 and December 31 of each year. They will mark one of three choices:

- I am not eligible to participate as I have not met the criteria
- I am eligible to participate, but I choose to NOT cash out any vacation next calendar year.
- I am eligible and I choose to cash out \_\_\_\_\_ hours of vacation next calendar year.

Vacation hours cashed out applies only to hours earned in the following calendar year. Payment of vacation hours elected for cash out will be on the first paycheck in June and December of the year following the election. Vacation that is used is understood to be on a first-earned basis. Elections are irrevocable.



## 7. Sick Leave

Employees will accrue 4.62 hours of sick leave per pay period. There is no maximum accrual limit for sick leave.

### 7a. Sick Leave upon Retirement

Employees can choose:

- To convert up to one-half of 860 hours of their accrued sick leave, not to exceed a maximum of 430 hours, to cash compensation at their regular hourly rate of pay. All remaining time would be converted to PERS service credit.
- To convert to cash, up to one-half of 860 hours of their accrued sick leave, not to exceed a maximum of 430 hours, which shall be deposited in the employee's 457 Deferred Compensation Account, subject to the 457 maximum annual allowable deposit amounts. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

### 7b. Conversion of leave to Deferred Comp Plan

Management employees have the opportunity to roll over accrued sick leave and vacation into their existing 457 account each year. These rollovers are counted toward the annual 457 limit, as set by the IRS annually. (Over 50 catch-up and other additional contribution amounts are not eligible for this program.) For example, in ~~2019~~2022, the maximum amount an employee can contribute to their 457 account is ~~\$25,000~~20,500. Any conversion of accrued sick or vacation leave is counted toward that maximum; if an employee requests to roll over more than the annual 457 cap, only the amount up to the cap will be converted.

#### Sick leave

Annual conversion amount = maximum 300 hours.

Maximum lifetime amount = maximum 430 hours.

Each hour the employee converts is deducted from the total amount of sick leave payout upon retirement. Therefore, if over the course of an employee's employment he converts 430 hours of sick leave into the 457 plan, that employee is not eligible to be paid out for any sick leave upon retirement. Only accrued leave is eligible for conversion. The employee must have a remaining bank of 240 hours after the conversion, in order to be eligible to participate.

If the employee is retiring within the upcoming fiscal year, the 300-hour annual cap does not apply. Request for this conversion must still be submitted by March 1. If the request is not submitted by this date and the employee retires within the upcoming fiscal year, the option to convert to the 457 plan is not available.

If an employee separates employment from CCFD prior to retirement and has participated in the Leave Conversion program, a number of hours equal to the dollar amount that was originally converted to the 457 will be deducted from the employee's accrued vacation leave bank. If the employee does not have enough hours in the accrued

bank to cover the deduction, the employee agrees to reimburse the department the remaining balance.

#### Vacation leave

Only accrued leave is eligible for conversion.

#### Procedure

1. Request must be submitted to HR by March 1 of each year.
2. Approved conversions will take place in July of that same year.
3. Employee's leave banks will be reduced by the amount converted to the 457 plan.

### **8. Administrative Leave**

The Fire Chief ~~and~~ Deputy Fire Chief ~~and~~ Administrative Services Manager are granted 80 hours of Administrative Leave per calendar year; the ~~Administrative-Emergency Medical~~ Services Manager is granted 40 hours of Administrative Leave per calendar year. Administrative Leave balances cannot be carried forward into the next calendar year. Any unused Administrative Leave will be cashed out at the employee's regular rate of pay during the first pay period in December.

Administrative Leave will be paid out upon separation of service with the Department, prorated based upon the effective date of separation.

### **9. Holidays**

The following Holidays will be observed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
<del>Columbus</del> Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Employees shall also receive 2 floating holidays per year, with a maximum accrual of 16 hours. Holidays shall also include every day proclaimed by the President of the United States, Governor of California or governing body of the Department as a public holiday and every day declared as a national day of mourning or special day, when approved by the governing body.

If a holiday falls on a Sunday, the following Monday shall be observed. If a holiday falls on a Saturday, the preceding Friday shall be observed.

#### **10. ~~Technology Benefit~~ Deferred compensation**

~~Employees are eligible to receive up to \$2,000 per calendar year for work related technology. This includes items such as computers and accessories, software, phones, chargers and home internet access. Receipts must be included with the reimbursement request form.~~

#### **11. ~~Wellness Benefit~~**

~~Employees are eligible to receive up to \$1,000 per calendar year for wellness expenses that are designed or intended to improve overall health. Types of reimbursable items include gym fees, personal trainer, nutritional counseling or programs, smoking cessation or weight loss programs. Home fitness equipment is not included. Receipts must be included with the reimbursement request form.~~

The Department will make an annual contribution to the employee's 457 Deferred Compensation account in the following amounts:

\$3000

Fire Chief

Deputy Fire Chief

Administrative Services Manager

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\$1500

Emergency Medical Services Manager

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The deposit will be made half in January and half in July of each year.

#### **11. Uniform Allowance**

Safety Employees will receive \$995 per fiscal year, paid in accordance with PERS guidelines.

#### **12. Bereavement Leave**

The Department provides up to 3 days of paid leave for the death or critical illness in the employee's immediate family or household. This leave is not charged to the employee's sick, vacation or holiday accruals.

#### **13. Family Medical Leaves**

Employees are eligible for family and medical leaves as provided in Federal and State laws. Employees are entitled to twelve (12) weeks of Family Medical Leave (FMLA) and/or California Family Rights (CFRA) leave in a twelve (12) month period providing the employee meets the eligibility requirement of the leave(s).

During the leave, the Department shall continue to provide health benefits. The employees may use sick, vacation and/or holiday accruals while on family leaves to receive pay.

Medical reasons could include:

- Birth or placement of a child,
- To care for a spouse, child, or parent with a serious medical condition or
- To take medical leave while unable to work due to the employee's own serious health condition.

See full Family and Medical Leave policy for details.

#### **14. Pregnancy Leave**

California law allows up to a maximum of four (4) months of leave if you become disabled during your pregnancy. This leave will run concurrently when applicable with any other eligible leaves. See full Pregnancy Disability Leave policy for details.

#### **15. Jury Duty**

Employees called to serve on a jury receive their regular salary while serving. Before reporting for jury duty, employees should advise their supervisor. Employees will be paid the difference between their salary and the fees paid for jury services excluding mileage reimbursements.

#### **16. Deferred Compensation Plans**

The Department offers a voluntary employee-paid tax-qualified retirement investment plan under IRS Section 457 (deferred compensation plan). This plan allows you to save toward your retirement on a pre-tax basis, effectively lowering your current taxable income.

The Department has three 457 plan administrators and appointments to meet with the representatives can be arranged either by ~~the~~ Human Resources ~~Specialist~~ or directly by employees:

- [Mission Square \(formerly ICMA\)](#) – ~~Susan Chang at~~ (866) 620-6064  
Additional information is available at their website at [www.icmarc.org](http://www.icmarc.org).

In the Mission Square plan, there are two deferment options:

- [Before tax deferrals](#)
- [After tax \(Roth\) deferrals](#)

Mission Square also has a self-brokerage account, where the employee can direct the purchase and sales of individual stocks and equities.

- VALIC –at (800) 892-5558 X 89165.  
Additional information is available at their website at [www.valic.com](http://www.valic.com)
- PERS –at (800) 260-0659  
Additional information is available at their website at <http://calpers.ingplans.com>

Participation is optional. Employees can enroll and adjust contribution amounts at any time. Employees can make contributions to only one 457 plan at a time. You can choose the manner in which your savings are invested. Investment vehicles can be changed at any time.

#### **17. Flexible Benefit Plan (Section 125 – Cafeteria Plan)**

This optional program allows employees to use **pre-tax** income for the following:

- Dependent Care expenses up to \$5,000 per year
- Unreimbursed Medical Expenses up to \$2,~~600~~850 per year
- Medical Premiums

The Department's Section 125 Plan Administrator is Navia. To enroll, please contact ~~the~~ Human Resources.

#### **18. Employee Assistance Plan (EAP)**

The EAP is a benefit designed to provide help with personal and professional stress that affects everyone at one time or another. It is a simple way of obtaining professional help to reduce the impact of problems on your life and your job.

The free and confidential services include professional assessment, referral and counseling.

*EAP services are available to all employees, their spouses, domestic partners or dependent children.*

All services are strictly confidential and voluntary and no information regarding your use of the program will be disclosed to the Department without your authorization.

EAP services are provided by **Sutter Health**. To use the service 24 hours a day, 7 days a week, call **(800) 477-2258**.

Some of the services include:

- Counseling for anxiety and stress, drug and alcohol dependency, job burnout, marital and teenager problems
- Legal advice
- Financial planning/counseling
- Departmental Management advice
- Referrals for childcare and eldercare

19. Term

This salary and benefit plan shall cover the time period from July 1, 2022 through June 30, 2024.



# Central County Fire Department

## Summary of Benefits

### **Clerical**

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## 1. Eligible Employees

The classification of employees eligible to receive benefits contained in this summary are:

Management Assistant	Non-exempt
Administrative Assistant	Non-exempt
Office Assistant	Non-exempt
Accounting Technician	Non-exempt
Senior Accounting Technician	Non-exempt
Fire Prevention Specialist	Non-exempt

## 2. ~~Effective date of Benefit programs~~Term

~~The summary of benefits is in place as of July 6, 2020. Both parties agree to discuss compensation and benefits on a schedule to coincide with other CCFD employees. This salary and benefits plan shall cover the time period from July 1, 2022 to June 30, 2024.~~

## 3. Salary

The salary range for all positions within this group shall be increased as follows:

First full pay period of July 2022	3.0%
First full pay period of July 2023	3.0%

## 3. Health Benefits

### 3a. Medical

Central County Fire Department (Department) contracts with PERS (Public Employees Retirement System) to provide medical insurance coverage. The Department shall pay the premium cost for employees and their eligible dependents, to a maximum of the three-party Blue Shield HMO premium as offered by PERS. Beginning January 1, 2021, the Department's contribution towards the employee's medical coverage shall be determined by the coverage level the employee selects. The Department's contribution shall be as follows:

- Employee only – shall not exceed the Blue Shield Access + Health Plan Employee only
- Employee plus one – shall not exceed the Blue Shield Access + Health Plan Employee plus one
- Employee plus 2 or more - shall not exceed the Blue Shield Access + Health Plan Family

If an employee has alternate coverage such as through a spouse's employer's plan (NOT individual coverage), the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if s/he opts out of medical coverage offered through the Department.

### 3b. Retiree Medical

Current employees who were hired by the City of Burlingame prior to 1/1/2002 will retain their previous retiree medical benefit, up to a maximum of the Kaiser family premium rate.

### 3c. Retiree Health Savings

All employees ~~hired after 1/1/2002, including service with City of Burlingame and Town of Hillsborough,~~ are eligible to receive a contribution to a Retiree Health Savings (RHS) account in lieu of a retiree medical benefit. The Department will make a contribution on the employee's behalf.

0 – 5 years of service	\$75/month contribution
6+ years of service	\$100/month contribution

Employees must meet vesting requirements of the plan as follows:

Year 1	20% vested
Year 2	40% vested
Year 3	60% vested
Year 4	80% vested
Year 5	100% vested

Effective July 1, 2020, the Department contributions amounts will be:

0 – 4 years of service	2% of salary
5 – 19 years of service	3% of salary
20+ years of service	5% of salary

Employee vesting requirements will be changed to 0% until the end of the 5<sup>th</sup> year of service.

Active employees hired prior to July 1, 2020, will be placed in this schedule based on their current years of service with the Department.

### 3d. Dental

Employees and their eligible dependents shall be covered by a dental reimbursement plan. Coverage limits are as follows:

Employees	Maximum of \$2000 annually
Dependents	Maximum of \$1500 annually

Coverage for orthodontia is included in the annual maximums.

There is no dental benefit offered for retirees. Full plan details can be found with Human Resources.

### 3e. Vision

Employees and their eligible dependents shall be covered by a vision reimbursement plan.

Maximum reimbursement limits are as follows:

\$600/year for equipment: glasses and/or contacts  
\$100/year for employee eye exam  
\$350/year for dependents

There is no vision benefit offered for retirees. Full plan details can be found with Human Resources.

#### **4. Life Insurance**

The Department provides a term life insurance policy in the amount equal to \$75,000 for eligible employees. Coverage starts on the first day of the month following conclusion of a 30-day waiting period. Effective July 1, 2020, the amount will be increased to \$100,000 for eligible employees.

#### **5. Long Term Disability**

The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$3,500.

#### **6. Retirement**

Employees who are considered “Classic” members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered “New” members are enrolled in the 2% @ 62 Miscellaneous Plan, with a 3 year final average for compensation.

Retirement benefits are paid for by both the employee and the Department. The Department contributes an amount on behalf of the employee, computed as a percentage of the employee’s annual salary and is actuarially determined by PERS. The Department’s contribution rates vary from year to year. For classic members, the employee’s rate is fixed at 8%. For new members, the rate is 50% of the total normal cost.

#### **7. Vacation**

Vacation accrual rates will change on an employee’s anniversary date as follows:

Years of Service	Bi-Weekly Accrual	Days per Year
> 4	3.08	10
4-9	4.62	15
10	4.92	16
11	5.23	17
12	5.54	18
13	5.85	19
14+	6.15	20

The maximum accrual of vacation leave may not exceed two times the employee's annual accrual rate. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.

This schedule shall be prorated for part-time employees in allocated positions.

#### 7a. Vacation Cash out

Effective January 1, 2023, employees in this group are eligible to request to cash out up to 40 hours accrued vacation pay two times per year. The employee must have a minimum balance of 100 hours as of December 31 of the election year to be eligible. Employees must have used a minimum of 40 hours of vacation leave in the prior year. All employees in the group will complete a form between December 1 and December 31 of each year. They will mark one of three choices:

- a. I am not eligible to participate as I have not met the criteria
- b. I am eligible to participate, but I choose to NOT cash out any vacation next calendar year.
- c. I am eligible and I choose to cash out \_\_\_\_\_ hours of vacation next calendar year.

Vacation hours cashed out applies only to hours earned in the following calendar year. Payment of vacation hours elected for cash out will be on the first paycheck in June and December of the year following the election. Vacation that is used is understood to be on a first-earned basis. Elections are irrevocable.

### **8. Sick Leave**

Sick leave with pay is granted to all probationary and regular employees who are assigned to allocated positions. Sick leave shall not be considered a right which an employee may use at his or her discretion, but shall be allowed because of an employee's illness or injury, necessary medical, dental or optical examinations or attendance upon a member of his/her immediate family for the same.

An employee may use up to half the annual sick leave accrual for attendance upon a member of his/her immediate family for illness, injury or necessary medical, dental or optical examinations.

Employees will accrue 4.62 hours of sick leave per pay period. ~~The maximum accrual limit for sick leave is 1560 hours. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.~~

Sick leave accrual shall be prorated for part-time employees in allocated positions.

#### **8a. Sick Leave upon Retirement**

Upon retirement, after ten years of service with the Department (years of prior service with Town of Hillsborough and City of Burlingame shall be included) employees can choose:

- To be paid in cash for accumulated sick leave, not to exceed the equivalent of one month's pay, upon separation from service with the Department. All remaining time is converted to PERS service credit.
- To convert to cash, not to exceed the equivalent of one month's pay, which shall be deposited in the employee's 457 Deferred Compensation Account. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

#### **8b. Conversion of Leave to Deferred Compensation Plan**

Beginning January 1, 2023, Clerical employees have the opportunity to roll over accrued sick leave and vacation into their existing 457 account each year. These rollovers are counted toward the annual 457 limit, as set by the IRS annually. (Over 50 catch-up and other additional contribution amounts are not eligible for this program.) For example, in 2022, the maximum amount an employee can contribute to their 457 account is \$20,500. Any conversion of accrued sick or vacation leave is counted toward that maximum; if an employee requests to roll over more than the annual 457 cap, only the amount up to the cap will be converted.

#### Sick leave

Annual conversion amount = maximum 40 hours.

Maximum lifetime amount = maximum 173 hours.

Each hour the employee converts is deducted from the total amount of sick leave payout upon retirement. Therefore, if over the course of an employee's employment they convert 173 hours of sick leave into the 457 plan, that employee is not eligible to be paid out for any sick leave upon retirement. Only accrued leave is eligible for conversion. The employee must have a remaining bank of 240 hours after the conversion, in order to be eligible to participate.

If the employee is retiring within the upcoming fiscal year, the 173-hour annual cap does not apply. Request for this conversion must still be submitted by March 1. If the request is not submitted by this date and the employee retires within the upcoming fiscal year, the option to convert to the 457 plan is not available.

If an employee separates employment from CCFD prior to retirement and has participated in the Leave Conversion program, a number of hours equal to the dollar amount that was originally converted to the 457 will be deducted from the employee's accrued vacation leave bank. If the employee does not have enough hours in the accrued bank to cover the deduction, the employee agrees to reimburse the department the remaining balance.

#### Vacation leave

Only accrued leave is eligible for conversion.

Annual conversion amount = 40 hours

#### Procedure

1. Request must be submitted to HR by March 1 of each year.
2. Approved conversions will take place in July of that same year.
3. Employee's leave banks will be reduced by the amount converted to the 457 plan.

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### **9. Holidays**

The following Holidays will be observed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
<del>Columbus</del> Indigenous People's Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Employees shall also receive 2 floating holidays per year, with a maximum accrual of 16 hours, given every January 1. Once this maximum is reached, no further holidays can be added until the employee uses some of the hours. If the balance is less than 16 hours, the employee will receive additional floating holidays hours the following January 1, to a maximum of 16 hours.

A holiday equals eight (8) hours leave. Holiday hours are prorated for part-time employees. If a scheduled holiday falls on an employee's alternate work schedule day off, the holiday will be observed on the day before. If a scheduled holiday falls on a Saturday, the preceding Friday shall be observed. If a scheduled holiday falls on a Sunday, the following Monday shall be observed.

Holidays shall also include every day proclaimed by the President of the United States, Governor of California or governing body of the Department as a public holiday and every day declared as a national day of mourning or special day, when approved by the governing body.

### **10. Hours of Work and Overtime**

The workweek begins on Friday at 12:01 p.m. and ends on Friday at 12:00 p.m.

Employees shall be assigned a regular work schedule. The following work schedules are currently in effect:

Monday – Thursday	10 hours per day with a minimum ½ hour lunch break
Monday – Thursday Friday	9 hours per day with a minimum ½ hour lunch break, and 4 hours

~~Monday – Thursday 7 ½ hours per day with a minimum ½ hour lunch break (3/4 time position)~~

Alternate work schedules are subject to the Fire Chief's approval. Requests must be submitted in writing to the Administrative Services Manager.

A minimum ½ hour unpaid lunch break shall be observed each day where the work schedule is longer than six hours. One fifteen minute paid rest break shall be observed during each half of a workday.

Hours worked over forty hours in the workweek shall be compensated at an overtime rate of 1 ½ hours pay for each hour worked. The employee can choose to receive overtime as compensation or as compensatory time off (CTO).

#### 11. Compensatory Time Off (CTO)

The maximum amount of CTO that may be accrued is eighty (80) hours. An employee who has reached the limit shall be paid overtime compensation in cash for any additional overtime worked.

#### 12. Bereavement Leave

The Department provides up to ~~3-forty (40) hours~~ days of paid leave for the death or critical illness in the employee's immediate family or household. For this purpose, immediate family or household means father, mother, husband, wife, domestic partner, son, daughter, sister, brother, grandparents, or mother/father in law. This leave is not charged to the employee's sick, vacation or holiday accruals. The leave must be used within six (6) months of the date of the event.

#### 13. Family Medical Leaves

Employees are eligible for family and medical leaves as provided in Federal and State laws. Employees are entitled to twelve (12) weeks of Family Medical Leave (FMLA) and/or

California Family Rights (CFRA) leave in a twelve (12) month period providing the employee meets the eligibility requirement of the leave(s).

During the leave, the Department shall continue to provide medical benefits. The employees may use sick, vacation and/or holiday accruals while on family leaves to receive pay.

Medical reasons could include:

- Birth or placement of a child,
- To care for a spouse, child, or parent with a serious medical condition or
- To take medical leave while unable to work due to the employee's own serious health condition.

See full Family and Medical Leave policy for details.

#### **14. Pregnancy Leave**

California law allows up to a maximum of four (4) months of leave if you become disabled during your pregnancy. This leave will run concurrently when applicable with any other eligible leaves. See full Pregnancy Disability Leave policy for details.

#### **15. Jury Duty**

Employees called to serve on a jury receive their regular salary while serving. Before reporting for jury duty, employees should advise their supervisor. Employees will be paid the difference between their salary and the fees paid for jury services excluding mileage reimbursements.

#### **16. Deferred Compensation Plans**

The Department offers a voluntary employee-paid tax-qualified retirement investment plan under IRS Section 457 (deferred compensation plan). This plan allows you to save toward your retirement on a pre-tax basis, effectively lowering your current taxable income.

The Department has three 457 plan administrators and appointments to meet with the representatives can be arranged either by the Human Resources Manager or directly by employees:

- Mission Square (formerly ICMA) – (800) 326-7272  
Additional information is available at their website at [www.icmarc.org](http://www.icmarc.org).

In the Mission Square plan, there are two deferment options:

- Before tax deferrals
- After tax (Roth) deferrals

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Mission Square also has a self-brokerage account, where the employee can direct the purchase and sales of individual stocks and equities.

- VALIC – John Lee at 415-314-9142.  
Additional information is available at their website at [www.valic.com](http://www.valic.com)
- PERS – (800) 260-0659  
Additional information is available at their website at <http://calpers.ingplans.com>

Participation is optional. Employees can enroll and adjust contribution amounts at any time. Employees can make contributions to only one 457 plan at a time. You can choose the manner in which your savings are invested. Investment vehicles can be changed at any time. Participants may contribute up to the statutory limits each year.

#### **17. Flexible Benefit Plan (Section 125 – Cafeteria Plan)**

This optional program allows employees to use **pre-tax** income for the following:

- Dependent Care expenses up to \$5,000 per year
- Unreimbursed Medical Expenses up to \$2,~~600~~850 per year (adjusted annually to statutory limits)
- Medical Premiums

The Department's Section 125 Plan Administrator is Navia. To enroll, please contact the Human Resource Manager.

#### **18. Employee Assistance Plan (EAP)**

The EAP is a benefit designed to provide help with personal and professional stress that affects everyone at one time or another. It is a simple way of obtaining professional help to reduce the impact of problems on your life and your job.

The free and confidential services include professional assessment, referral and counseling.

*EAP services are available to all employees, their spouses, domestic partners or dependent children.*

All services are strictly confidential and voluntary and no information regarding your use of the program will be disclosed to the Department without your authorization.

EAP services are provided by **Sutter Health**. To use the service 24 hours a day, 7 days a week, call **(800) 477-2258**.

Some of the services include:

- Counseling for anxiety and stress, drug and alcohol dependency, job burnout, marital and teenager problems
- Legal advice
- Financial planning/counseling
- Departmental Management advice
- Referrals for childcare and eldercare

#### **19. Uniform Allowance**

The Fire Prevention Specialist is provided with Uniform Allowance in the amount of \$850 per year. The allowance will be paid out on the same schedule as the Firefighter's Uniform Allowance.

#### **20. Tuition Reimbursement**

The Department will reimburse employees up to \$2000 per year for participating in educational programs leading to a college degree or certification program. The Fire Chief must pre-approve any program.

- \$2000/per year maximum reimbursement per employee
- Allowable expenses are registration, books, and course materials toward obtaining an AA/BA/BS degree or certificate program
- Must be an accredited school
- Reimbursement of the registration fee is based on the grade received in class:
  - A = 100% reimbursement
  - B = 80% reimbursement
  - C = 50% reimbursement
  - Pass = 100% reimbursement (for classes with a Pass/No Pass grading system only)

A class must be taken for a grade, unless there is only a pass/no pass option.



# Central County Fire Department

## Summary of Benefits

### **Emergency Vehicle Technicians**

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## 1. Eligible Employees

The classification of employees eligible to receive benefits contained in this summary are:

Emergency Vehicle Technician I - III                      Non-exempt

## 2. ~~Effective date of Benefit program~~Term

~~The summary of benefits is in place as of July 6, 2020. Both parties agree to discuss compensation and benefits on a schedule to coincide with other CCFD employees. This salary and benefits plan shall cover the time period from July 1, 2022 to June 30, 2024.~~

## 3. Salary

The salary range for all positions within this group shall be increased as follows:

<u>First full pay period of July 2022</u>	<u>3.0%</u>
<u>First full pay period of July 2023</u>	<u>3.0%</u>

## 3. Health Benefits

### 3a. Medical

Central County Fire Department (Department) contracts with Public Employees Retirement System (PERS) to provide medical insurance coverage. The Department shall pay the premium cost for employees and their eligible dependents, to a maximum of the three-party Blue Shield HMO premium as offered by PERS. Beginning January 1, 2021, the Department's contribution towards the employee's medical coverage shall be determined by the coverage level the employee selects. The Department's contribution shall be as follows:

- Employee only – shall not exceed the Blue Shield Access + Health Plan Employee only
- Employee plus one – shall not exceed the Blue Shield Access + Health Plan Employee plus one
- Employee plus 2 or more - shall not exceed the Blue Shield Access + Health Plan Family

If an employee has alternate coverage such as through a spouse's employer's plan (NOT individual coverage), the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if s/he opts out of medical coverage offered through the Department.

### **3b. Retiree Health Savings**

Employees are eligible to receive a contribution to a Retiree Health Savings (RHS) account in lieu of a retiree medical benefit. The Department will make a contribution on the employee's behalf.

0 – 5 years of service	\$75/month contribution
6+ years of service	\$100/month contribution

Employees must meet vesting requirements of the plan as follows:

Year 1	20% vested
Year 2	40% vested
Year 3	60% vested
Year 4	80% vested
Year 5	100% vested

Effective July 1, 2020, the Department contributions amounts will be:

0 – 4 years of service	2% of salary
5 – 19 years of service	3% of salary
20+ years of service	5% of salary

Employee vesting requirements will be changed to 0% until the end of the 5<sup>th</sup> year of service.

Active employees hired prior to July 1, 2020, will be placed in this schedule based on their current years of service with the Department.

### **3c. Dental**

Employees and their eligible dependents shall be covered by a dental reimbursement plan. Coverage limits are as follows:

Employees	Maximum of \$2000 annually
Dependents	Maximum of \$1500 annually

Coverage for orthodontia is included in the annual maximums.

There is no dental benefit offered for retirees. Full plan details can be found with Human Resources.

### **3d. Vision**

Employees and their eligible dependents shall be covered by a vision reimbursement plan.

Maximum reimbursement limits are as follows:

\$600/year for employee equipment, glasses and/or contacts
\$100/year for employee eye exam

\$350/year for dependents

There is no vision benefit offered for retirees. Full plan details can be found with Human Resources.

#### **4. Life Insurance**

The Department provides a term life insurance policy in the amount equal to \$75,000 for eligible employees. Coverage starts on the first day of the month following conclusion of a 30-day waiting period. Effective July 1, 2020, the amount will be increased to \$100,000 for eligible employees.

#### **5. Long Term Disability**

The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$3,500.

#### **6. Retirement**

The Department provides eligible employees with retirement benefits through PERS.

Employees who are considered “Classic” members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered “New” members are enrolled in the 2% @ 62 Miscellaneous Plan, with a 3 year final average for compensation.

Retirement benefits are paid for by both the employee and the Department. The Department contributes an amount on behalf of the employee, computed as a percentage of the employee’s annual salary and is actuarially determined by PERS. The Department’s contribution rates vary from year to year. For classic members, the employee’s rate is fixed at 8%. For new members, the rate is 50% of the total normal cost.

#### **7. Vacation**

Vacation accrual rates will change on an employee’s anniversary date as follows:

<b>Years of Service</b>	<b>Bi-Weekly Accrual</b>	<b>Days per Year</b>
> 4	3.08	10
4-9	4.62	15
10	4.92	16
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The maximum accrual of vacation leave may not exceed two times the employee's annual accrual rate. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.

This schedule shall be prorated for part-time employees in allocated positions.

#### 7a. Vacation Cash out

Beginning January 1, 2023, employees in this group are eligible to request to cash out up to 40 hours accrued vacation pay two times per year. The employee must have a minimum balance of 100 hours as of December 31 of the election year to be eligible. Employees must have used a minimum of 40 hours of vacation leave in the prior year. All employees in the group will complete a form between December 1 and December 31 of each year. They will mark one of three choices:

- a. I am not eligible to participate as I have not met the criteria
- b. I am eligible to participate, but I choose to NOT cash out any vacation next calendar year.
- c. I am eligible and I choose to cash out \_\_\_\_\_ hours of vacation next calendar year.

Vacation hours cashed out applies only to hours earned in the following calendar year. Payment of vacation hours elected for cash out will be on the first paycheck in June and December of the year following the election. Vacation that is used is understood to be on a first-earned basis. Elections are irrevocable.

### **8. Sick Leave**

Sick leave with pay is granted to all probationary and regular employees who are assigned to allocated positions. Sick leave shall not be considered a right which an employee may use at his or her discretion, but shall be allowed because of an employee's illness or injury, necessary medical, dental or optical examinations or attendance upon a member of his/her immediate family for the same.

An employee may use up to half the annual sick leave accrual for attendance upon a member of his/her immediate family for illness, injury or necessary medical, dental or optical examinations.

Employees will accrue 4.62 hours of sick leave per pay period. ~~The maximum accrual limit for sick leave is 1560 hours. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.~~

Sick leave accrual shall be prorated for part-time employees in allocated positions.

#### **8a. Sick Leave upon Retirement**

Upon retirement, after ten years of service with the Department employees can choose:



- To be paid in cash for accumulated sick leave, not to exceed the equivalent of one month's pay, upon separation from service with the Department. All remaining time is converted to PERS service credit.
- To convert to cash, not to exceed the equivalent of one month's pay, which shall be deposited in the employee's 457 Deferred Compensation Account. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

### **8b. Conversion of Leave to Deferred Compensation Plan**

Beginning January 1, 2023, Clerical employees have the opportunity to roll over accrued sick leave and vacation into their existing 457 account each year. These rollovers are counted toward the annual 457 limit, as set by the IRS annually. (Over 50 catch-up and other additional contribution amounts are not eligible for this program.) For example, in 2022, the maximum amount an employee can contribute to their 457 account is \$20,500. Any conversion of accrued sick or vacation leave is counted toward that maximum; if an employee requests to roll over more than the annual 457 cap, only the amount up to the cap will be converted.

#### Sick leave

Annual conversion amount = maximum 40 hours.

Maximum lifetime amount = maximum 173 hours.

Each hour the employee converts is deducted from the total amount of sick leave payout upon retirement. Therefore, if over the course of an employee's employment they convert 173 hours of sick leave into the 457 plan, that employee is not eligible to be paid out for any sick leave upon retirement. Only accrued leave is eligible for conversion. The employee must have a remaining bank of 240 hours after the conversion, in order to be eligible to participate.

If the employee is retiring within the upcoming fiscal year, the 173-hour annual cap does not apply. Request for this conversion must still be submitted by March 1. If the request is not submitted by this date and the employee retires within the upcoming fiscal year, the option to convert to the 457 plan is not available.

If an employee separates employment from CCFD prior to retirement and has participated in the Leave Conversion program, a number of hours equal to the dollar amount that was originally converted to the 457 will be deducted from the employee's accrued vacation leave bank. If the employee does not have enough hours in the accrued bank to cover the deduction, the employee agrees to reimburse the department the remaining balance.

#### Vacation leave

Only accrued leave is eligible for conversion.

Annual conversion amount = 40 hours

### Procedure

1. Request must be submitted to HR by March 1 of each year.
2. Approved conversions will take place in July of that same year.
3. Employee's leave banks will be reduced by the amount converted to the 457 plan.

## **9. Holidays**

The following Holidays will be observed:

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Martin Luther King Day	Third Monday in January
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Employees shall also receive 2 floating holidays per year, with a maximum accrual of 16 hours, given every January 1. Once this maximum is reached, no further holidays can be added until the employee uses some of the hours. If the balance is less than 16 hours, the employee will receive additional floating holidays hours the following January 1, to a maximum of 16 hours. A holiday equals eight (8) hours leave. Holiday hours are prorated for part-time employees. If a scheduled holiday falls on an employee's alternate work schedule day off, the holiday will be observed on the day before. If a scheduled holiday falls on a Saturday, the preceding Friday shall be observed. If a scheduled holiday falls on a Sunday, the following Monday shall be observed.

Holidays shall also include every day proclaimed by the President of the United States, Governor of California or governing body of the Department as a public holiday and every day declared as a national day of mourning or special day, when approved by the governing body.

## **10. Hours of Work and Overtime**

The workweek begins on Friday at 12:01 p.m. and ends on Friday at 12:00 p.m.

Non-exempt employees shall be assigned a regular work schedule. The following work schedules are currently in effect:

Monday – Thursday      10 hours per day with a minimum ½ hour lunch break

Monday – Friday      8 hours per day with a minimum ½ hour lunch break

Alternate work schedules are subject to the Fire Chief's approval. Requests must be submitted in writing to the Administrative Services Manager.

A minimum ½ hour unpaid lunch break shall be observed each day where the work schedule is longer than six hours.

Hours worked over forty hours in the workweek shall be compensated at an overtime rate of 1 ½ hours pay for each hour worked. The employee can choose to receive overtime as compensation or as compensatory time off (CTO).

#### **11. Call Back**

Employees who are called back to work outside of their normal shift shall be compensated at a minimum of 3 hours at 1.5 times the regular hourly rate. Compensation can be taken in cash or compensatory time off.

#### **12. Compensatory Time Off (CTO)**

The maximum amount of CTO that may be accrued for non-exempt employees is eighty (80) hours. An employee who has reached the limit shall be paid overtime compensation in cash for any additional overtime worked.

#### **13. Bereavement Leave**

The Department provides up to ~~3 days~~forty (40) hours of paid leave for the death or critical illness in the employee's immediate family or household. For this purpose, immediately family or household means father, mother, husband, wife, domestic partner, son, daughter, sister, brother, grandparents, or mother/father in law. This leave is not charged to the employee's sick, vacation or holiday accruals. The leave must be used within six (6) months of the date of the event.

#### **14. Family Medical Leaves**

Employees are eligible for family and medical leaves as provided in Federal and State laws. Employees are entitled to twelve (12) weeks of Family Medical Leave (FMLA) and/or California Family Rights (CFRA) leave in a twelve (12) month period providing the employee meets the eligibility requirement of the leave(s).

During the leave, the Department shall continue to provide medical benefits. The employees may use sick, vacation and/or holiday accruals while on family leaves to receive pay.

Medical reasons could include:

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- To care for a spouse, child, or parent with a serious medical condition or
- To take medical leave while unable to work due to the employee's own serious health condition.

See full Family and Medical Leave policy for details.

## **15. Pregnancy Leave**

California law allows up to a maximum of four (4) months of leave if you become disabled during your pregnancy. This leave will run concurrently when applicable with any other eligible leaves. See full Pregnancy Disability Leave policy for details.

## **16. Jury Duty**

Employees called to serve on a jury receive their regular salary while serving. Before reporting for jury duty, employees should advise their supervisor. Employees will be paid the difference between their salary and the fees paid for jury services excluding mileage reimbursements.

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- Financial planning/counseling
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The Department will reimburse employees up to \$2000 per year for participating in educational programs leading to a college degree or certification program. The Fire Chief must pre-approve any program.

- \$2000/per year maximum reimbursement per employee
- Allowable expenses are registration, books, and course materials toward obtaining an AA/BA/BS degree or certificate program
- Must be an accredited school
- Reimbursement of the registration fee is based on the grade received in class:
  - A = 100% reimbursement
  - B = 80% reimbursement
  - C = 50% reimbursement
  - Pass = 100% reimbursement (for classes with a Pass/No Pass grading system only)

A class must be taken for a grade, unless there is only a pass/no pass option.



# Central County Fire Department

## Summary of Benefits

### **Community Risk and Resiliency Specialist**

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## 1. Eligible Employees

The classification of employees eligible to receive benefits contained in this summary are:

Community Risk and Resiliency Specialist

## 2. ~~Effective date of Benefit programs~~ Term

~~The summary of benefits is in place as of July 6, 2020. Both parties agree to discuss compensation and benefits on a schedule to coincide with other CCFD employees.~~  
This salary and benefits plan shall cover the time period from July 1, 2022 to June 30, 2024.

## 3. Salary

The salary range for this position shall be increase as follows:

<u>First full pay period of July 2022</u>	<u>3.0%</u>
<u>First full pay period of July 2023</u>	<u>3.0%</u>

## 3. Health Benefits

### 3a. Medical

Central County Fire Department (Department) contracts with PERS (Public Employees Retirement System) to provide medical insurance coverage. The Department shall pay the premium cost for employees and their eligible dependents, to a maximum of the three-party Blue Shield HMO premium as offered by PERS. Beginning January 1, 2021, the Department's contribution towards the employee's medical coverage shall be determined by the coverage level the employee selects. The Department's contribution shall be as follows:

- Employee only – shall not exceed the Blue Shield Access + Health Plan Employee only
- Employee plus one – shall not exceed the Blue Shield Access + Health Plan Employee plus one
- Employee plus 2 or more - shall not exceed the Blue Shield Access + Health Plan Family

If an employee has alternate coverage such as through a spouse's employer's plan (NOT individual coverage), the employee can opt out of the medical plan with proof of other coverage. An employee is eligible for \$200 per month if s/he opts out of medical coverage offered through the Department.

### 3b. Retiree Health Savings

Employees are eligible to receive a contribution to a Retiree Health Savings (RHS) account in lieu of a retiree medical benefit. The Department will make a contribution on the employee's behalf.

0 – 5 years of service	\$75/month contribution
6+ years of service	\$100/month contribution

Employees must meet vesting requirements of the plan as follows:

Year 1	20% vested
Year 2	40% vested
Year 3	60% vested
Year 4	80% vested
Year 5	100% vested

Effective July 1, 2020, the Department contributions amounts will be:

0 – 4 years of service	2% of salary
5 – 19 years of service	3% of salary
20+ years of service	5% of salary

Employee vesting requirements will be changed to 0% until the end of the 5<sup>th</sup> year of service.

Active employees hired prior to July 1, 2020, will be placed in this schedule based on their current years of service with the Department.

### **3c. Dental**

Employees and their eligible dependents shall be covered by a dental reimbursement plan. Coverage limits are as follows:

Employees	Maximum of \$2000 annually
Dependents	Maximum of \$1500 annually

Coverage for orthodontia is included in the annual maximums.

There is no dental benefit offered for retirees. Full plan details can be found with Human Resources.

### **3d. Vision**

Employees and their eligible dependents shall be covered by a vision reimbursement plan.

Maximum reimbursement limits are as follows:

\$600/year for equipment: glasses and/or contacts
\$100/year for employee eye exam
\$350/year for dependents

There is no vision benefit offered for retirees. Full plan details can be found with Human Resources.

## **4. Life Insurance**

The Department provides a term life insurance policy in the amount equal to \$75,000 for eligible employees. Coverage starts on the first day of the month following conclusion of a 30-day waiting period. Effective July 1, 2020, the amount will be increased to \$100,000 for eligible employees.

## 5. Long Term Disability

The Department will provide long-term disability coverage of 60% of covered earnings to a maximum of \$3,500.

## 6. Retirement

Employees who are considered “Classic” members by PERS are enrolled in the 2.5% @ 55 Miscellaneous Plan, with the single highest year for compensation. Employees who are considered “New” members are enrolled in the 2% @ 62 Miscellaneous Plan, with a 3 year final average for compensation.

Retirement benefits are paid for by both the employee and the Department. The Department contributes an amount on behalf of the employee, computed as a percentage of the employee’s annual salary and is actuarially determined by PERS. The Department’s contribution rates vary from year to year. For classic members, the employee’s rate is fixed at 8%. For new members, the rate is 50% of the total normal cost.

## 7. Vacation

Vacation accrual rates will change on an employee’s anniversary date as follows:

Years of Service	Bi-Weekly Accrual	Days per Year
> 4	3.08	10
4-9	4.62	15
10	4.92	16
11	5.23	17
12	5.54	18
13	5.85	19
14+	6.15	20

The maximum accrual of vacation leave may not exceed two times the employee’s annual accrual rate. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee’s total below the accrual cap.

This schedule shall be prorated for part-time employees in allocated positions.

### 7a. Vacation Cash out

Beginning January 1, 2023, employees in this group are eligible to request to cash out up to 40 hours accrued vacation pay two times per year. The employee must have a minimum balance of 100 hours as of December 31 of the election year to be eligible. Employees must have used a minimum of 40 hours of vacation leave in the prior year. All employees in the group will complete a form between December 1 and December 31 of each year. They will mark one of three choices:

- a. I am not eligible to participate as I have not met the criteria
- b. I am eligible to participate, but I choose to NOT cash out any vacation next calendar year.

c. I am eligible and I choose to cash out \_\_\_\_\_ hours of vacation next calendar year.

Vacation hours cashed out applies only to hours earned in the following calendar year. Payment of vacation hours elected for cash out will be on the first paycheck in June and December of the year following the election. Vacation that is used is understood to be on a first-earned basis. Elections are irrevocable.

## **8. Sick Leave**

Sick leave with pay is granted to all probationary and regular employees who are assigned to allocated positions. Sick leave shall not be considered a right which an employee may use at his or her discretion, but shall be allowed because of an employee's illness or injury, necessary medical, dental or optical examinations or attendance upon a member of his/her immediate family for the same.

An employee may use up to half the annual sick leave accrual for attendance upon a member of his/her immediate family for illness, injury or necessary medical, dental or optical examinations.

Employees will accrue 4.62 hours of sick leave per pay period. ~~The maximum accrual limit for sick leave is 1560 hours. Once the maximum accrual is reached, the employee stops accruing leave until hours are used, bringing the employee's total below the accrual cap.~~

Sick leave accrual shall be prorated for part-time employees in allocated positions.

### **8a. Sick Leave upon Retirement**

Upon retirement, after ten years of service with the Department (years of prior service with Town of Hillsborough and City of Burlingame shall be included) employees can choose:

- To be paid in cash for accumulated sick leave, not to exceed the equivalent of one month's pay, upon separation from service with the Department. All remaining time is converted to PERS service credit.
- To convert to cash, not to exceed the equivalent of one month's pay, which shall be deposited in the employee's 457 Deferred Compensation Account. All remaining time is converted to PERS service credit.
- To convert all accrued sick leave to PERS service credit.

### **8b. Conversion of Leave to Deferred Compensation Plan**

Beginning January 1, 2023, Clerical employees have the opportunity to roll over accrued sick leave and vacation into their existing 457 account each year. These rollovers are counted toward the annual 457 limit, as set by the IRS annually. (Over 50 catch-up and other additional contribution amounts are not eligible for this program.) For example, in 2022, the maximum amount an employee can contribute to their 457 account is \$20,500. Any conversion of accrued sick or vacation leave is counted toward that maximum; if an employee requests to roll over more than the annual 457 cap, only the amount up to the cap will be converted.

#### Sick leave

Annual conversion amount = maximum 40 hours.

Maximum lifetime amount = maximum 173 hours.

Each hour the employee converts is deducted from the total amount of sick leave payout upon retirement. Therefore, if over the course of an employee's employment they convert 173 hours of sick leave into the 457 plan, that employee is not eligible to be paid out for any sick leave upon retirement. Only accrued leave is eligible for conversion. The employee must have a remaining bank of 240 hours after the conversion, in order to be eligible to participate.

If the employee is retiring within the upcoming fiscal year, the 173-hour annual cap does not apply. Request for this conversion must still be submitted by March 1. If the request is not submitted by this date and the employee retires within the upcoming fiscal year, the option to convert to the 457 plan is not available.

If an employee separates employment from CCFD prior to retirement and has participated in the Leave Conversion program, a number of hours equal to the dollar amount that was originally converted to the 457 will be deducted from the employee's accrued vacation leave bank. If the employee does not have enough hours in the accrued bank to cover the deduction, the employee agrees to reimburse the department the remaining balance.

#### Vacation leave

Only accrued leave is eligible for conversion.

Annual conversion amount = 40 hours

#### Procedure

1. Request must be submitted to HR by March 1 of each year.
2. Approved conversions will take place in July of that same year.
3. Employee's leave banks will be reduced by the amount converted to the 457 plan.

## **9. Holidays**

The following Holidays will be observed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September

<del>Columbus Indigenous People's Day</del>	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Employees shall also receive 2 floating holidays per year, with a maximum accrual of 16 hours, given every January 1. Once this maximum is reached, no further holidays can be added until the employee uses some of the hours. If the balance is less than 16 hours, the employee will receive additional floating holidays hours the following January 1, to a maximum of 16 hours..

A holiday equals eight (8) hours leave. Holiday hours are prorated for part-time employees. If a scheduled holiday falls on an employee's alternate work schedule day off, the holiday will be observed on the day before. If a scheduled holiday falls on a Saturday, the preceding Friday shall be observed. If a scheduled holiday falls on a Sunday, the following Monday shall be observed.

Holidays shall also include every day proclaimed by the President of the United States, Governor of California or governing body of the Department as a public holiday and every day declared as a national day of mourning or special day, when approved by the governing body.

## 10. Hours of Work and Overtime

The workweek begins on Friday at 12:01 p.m. and ends on Friday at 12:00 p.m.

Employees shall follow a regular work schedule. The following work schedules are currently in effect:

Monday – Thursday	10 hours per day
Monday – Thursday	9 hours per day and
Friday	4 hours

Alternate work schedules are subject to the Fire Chief's approval. Requests must be submitted in writing to the Administrative Services Manager

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## 11. Bereavement Leave

The Department provides up to ~~3 days~~forty (40) hours of paid leave for the death or critical illness in the employee's immediate family or household. For this purpose, immediate family or household means father, mother, husband, wife, domestic partner, son, daughter, sister, brother, grandparents, or mother/father in law. This leave is not charged to the employee's sick,

vacation or holiday accruals. The leave must be used within six (6) months of the date of the event.

## **12. Family Medical Leaves**

Employees are eligible for family and medical leaves as provided in Federal and State laws. Employees are entitled to twelve (12) weeks of Family Medical Leave (FMLA) and/or California Family Rights (CFRA) leave in a twelve (12) month period providing the employee meets the eligibility requirement of the leave(s).

During the leave, the Department shall continue to provide medical benefits. The employees may use sick, vacation and/or holiday accruals while on family leaves to receive pay.

Medical reasons could include:

- Birth or placement of a child,
- To care for a spouse, child, or parent with a serious medical condition or
- To take medical leave while unable to work due to the employee's own serious health condition.

See full Family and Medical Leave policy for details.

## **13. Pregnancy Leave**

California law allows up to a maximum of four (4) months of leave if you become disabled during your pregnancy. This leave will run concurrently when applicable with any other eligible leaves. See full Pregnancy Disability Leave policy for details.

## **14. Jury Duty**

Employees called to serve on a jury receive their regular salary while serving. Before reporting for jury duty, employees should advise their supervisor. Employees will be paid the difference between their salary and the fees paid for jury services excluding mileage reimbursements.

## **15. Deferred Compensation Plans**

The Department offers a voluntary employee-paid tax-qualified retirement investment plan under IRS Section 457 (deferred compensation plan). This plan allows you to save toward your retirement on a pre-tax basis, effectively lowering your current taxable income.

The Department has three 457 plan administrators and appointments to meet with the representatives can be arranged either by the Human Resources Manager or directly by employees:

- Mission Square (formerly ICMA) – (800) 326-7272  
Additional information is available at their website at [www.icmarc.org](http://www.icmarc.org).

In the Mission Square plan, there are two deferment options:

- Before tax deferrals
- After tax (Roth) deferrals

Mission Square also has a self-brokerage account, where the employee can direct the purchase and sales of individual stocks and equities.

- VALIC – John Lee at 415-314-9142.  
Additional information is available at their website at [www.valic.com](http://www.valic.com)
- PERS – (800) 260-0659  
Additional information is available at their website at <http://calpers.ingplans.com>

Participation is optional. Employees can enroll and adjust contribution amounts at any time. Employees can make contributions to only one 457 plan at a time. You can choose the manner in which your savings are invested. Investment vehicles can be changed at any time. Participants may contribute up to the statutory limits each year.

#### **16. Flexible Benefit Plan (Section 125 – Cafeteria Plan)**

This optional program allows employees to use pre-tax income for the following:

- Dependent Care expenses up to \$5,000 per year
- Unreimbursed Medical Expenses up to \$2,~~600~~850 per year (adjusted annually to statutory limits)
- Medical Premiums

The Department's Section 125 Plan Administrator is Navia. To enroll, please contact the Human Resource Manager.

#### **17. Employee Assistance Plan (EAP)**

The EAP is a benefit designed to provide help with personal and professional stress that affects everyone at one time or another. It is a simple way of obtaining professional help to reduce the impact of problems on your life and your job.



The free and confidential services include professional assessment, referral and counseling.

*EAP services are available to all employees, their spouses, domestic partners or dependent children.*

All services are strictly confidential and voluntary and no information regarding your use of the program will be disclosed to the Department without your authorization.

EAP services are provided by **Sutter Health**. To use the service 24 hours a day, 7 days a week, call **(800) 477-2258**.

Some of the services include:

- Counseling for anxiety and stress, drug and alcohol dependency, job burnout, marital and teenager problems
- Legal advice
- Financial planning/counseling
- Departmental Management advice
- Referrals for childcare and eldercare

#### **18. Tuition Reimbursement**

The Department will reimburse employees up to \$2000 per year for participating in educational programs leading to a college degree or certification program. The Fire Chief must pre-approve any program.

- \$2000/per year maximum reimbursement per employee
- Allowable expenses are registration, books, and course materials toward obtaining an AA/BA/BS degree or certificate program
- Must be an accredited school
- Reimbursement of the registration fee is based on the grade received in class:
  - A = 100% reimbursement
  - B = 80% reimbursement
  - C = 50% reimbursement
  - Pass = 100% reimbursement (for classes with a Pass/No Pass grading system only)

A class must be taken for a grade, unless there is only a pass/no pass option.



# Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

AGENDA ITEM: 8a

## STAFF REPORT

MTG. DATE: April 13, 2022

TO: Board of Directors

DATE: April 13, 2022

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

APPROVED BY: Ann Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Resolution to Adopt the Fiscal Year 22/23 Budget for the Central County Fire Department

### **Recommendation:**

Approve the Resolution to adopt the Fiscal Year 22/23 Budget for the Central County Fire Department (CCFD)

### **Background:**

The General Fund proposed budget is growing \$2.4 million (8.3%) driven by a \$2.2 million (7.7%) increase in expenditures and a \$0.2 million (0.5%) decrease in operating revenues as compared to the FY 2021-22 Adopted budget. Of the 7.7% increase in expenditures, 2.3% is attributable to changes in the Training program. As of July 1, the Training program will be for CCFD/San Bruno personnel only, with San Mateo Consolidated no longer participating in the Joint Training Program with CCFD. The new training program is staffed with a CCFD Battalion Chief and a Fire Captain creating a new additional headcount of two. The expenses for the program and staffing will provide CCFD with the resources to deliver all of the mandated training requirements in-house.

### Central County Fire Department Proposed General Fund Budget - Fiscal Year 2022-23

	2021-22 Adopted	2022-23 Proposed	\$ Change	% Change	% To Total Change
<b>Operating Revenues</b>	\$ (1,622,601)	\$ (1,466,234)	\$ 156,367	-9.6%	0.5%
<b>Expenditures</b>					
Personnel Costs	27,318,299	29,337,671	2,019,372	7.4%	7.0%
Materials and Services	2,058,328	2,165,406	107,078	5.2%	0.4%
Vehicle and Equipment Capital	1,075,000	1,175,000	100,000	9.3%	0.3%
<b>Total Expenditures</b>	<b>30,451,627</b>	<b>32,678,076</b>	<b>2,226,450</b>	<b>7.3%</b>	<b>7.7%</b>
<b>Net Funding Requirement</b>	<b>\$ 28,829,026</b>	<b>\$ 31,211,842</b>	<b>\$ 2,382,817</b>	<b>8.3%</b>	<b>8.3%</b>
<b>Funding</b>					
Contribution - Burlingame	12,501,367	13,534,647	1,033,280	8.3%	
Contribution - Hillsborough	8,334,245	9,023,098	688,853	8.3%	
Contribution - Millbrae	7,993,414	8,654,097	660,683	8.3%	
<b>Total Contributions</b>	<b>\$ 28,829,026</b>	<b>\$ 31,211,842</b>	<b>\$ 2,382,816</b>	<b>8.3%</b>	
General Fund - Ending Fund Balance	905,389	905,389			

The expenditure increase of \$2.2 million is primarily driven by 1) headcount additions for the Joint Training program, 2) contractual increases for cost of living and 3) CalPERS pension contributions. The operating revenue decrease of \$0.2 million is primarily due to a reduction in mechanics' shop revenue, ALS revenue, and reimbursement programs which are somewhat offset by strike team reimbursements. The chart below demonstrates the budget increases in relation to the overall 8.3% increase.

FY 2022-23 v. FY 2021-22 Growth (\$ and % of growth)		
	\$ Growth	%
<u>Operating Revenues</u>		
ALS JPA Revenue Decrease	\$ 80,580	0.3%
Mechanic Shop	19,500	0.1%
Reimbursement Programs/Insurance Fund	75,746	0.3%
WC Insurance Fund Reimbursement	215,000	0.7%
Other, net	(234,459)	-0.8%
	<u>\$ 156,367</u>	<u>0.5%</u>
<u>Personnel Costs</u>		
Cost of Living - Firefighters and Admin	355,263	1.2%
Cost of Living - Misc Employees	41,369	0.1%
New Positions - Joint Training Program	583,288	2.0%
CalPERS Contractual Increase	521,077	1.8%
Health Benefits Increase	118,054	0.4%
Leave Payouts	282,060	1.0%
All other (overtime, step, annualization, etc.)	118,260	0.4%
	<u>\$ 2,019,372</u>	<u>7.0%</u>
<u>Materials and Services</u>		
Liability and Property Insurance	86,914	0.3%
Joint Training - EMS and Ops Training	90,000	0.3%
Contractual Svcs, WUI, Apparatus Maint.	(99,234)	-0.3%
Other, net	29,399	0.1%
	<u>\$ 107,078</u>	<u>0.4%</u>
Vehicle and Equipment Capital Funding	<u>\$ 100,000</u>	<u>0.3%</u>
Total	<u>\$ 2,382,817</u>	<u>8.3%</u>

The FY 2022-23 proposed budget reflects a cost-of-living wage increase assumption of 3% for the firefighter group. A new MOU effective for 7/1/2022 is still under review at the time of this budget preparation. In addition, the proposed budget assumes that CCFD will make its annual UAL (Unfunded Accrued Liability) payment to CalPERS as a lump sum amount in July, rather than an even monthly amount. Prefunding achieves approximately in \$125k savings in interest payments. The monthly city contributions are adjusted to reflect a higher amount in July and lower even amounts for the remaining months in the fiscal year.

## **Detailed Analysis**

### **Operating Revenues:**

General Fund operating revenues are projected to decrease \$156k (-9.6%) as compared to the FY 21/22 adopted budget.

- Fire code permits are expected to decrease based on current trend. (-\$5k, -20% change)
- ALS JPA revenue is expected to decrease due to the rising cost of EMS labor. (-\$81k, -30%)
- Joint training revenue in FY 22/23 is the reimbursement revenue from City of San Bruno for the training program. The program in FY 21/22 was a joint program with San Mateo Consolidated and the compensation to CCFD was based on a formula. In FY 22/23, the program will be for CCFD and San Bruno only. (+\$6k, 5%)
- The mechanic shop revenues are expected to decrease with the shop only servicing apparatus for the City of San Bruno. (-\$19k, -50% change)
- All other revenues combined are projected to decrease primarily due to cessation of reimbursable programs and lower revenue from Insurance Fund due to lower disability repayments, offset by strike team reimbursement revenue. (-\$57k, -4.3% decrease)

### **Salaries and Benefits**

The overall increase in salaries and benefits is \$2.0 million (7.4%) as compared to FY 21/22 adopted budget. This is primarily attributable to headcount additions, contractual salary and benefits MOU and pension costs.

- Salaries expenditures increase with contractual MOU increases and two headcount additions for the training program. (+\$800k, 6% increase).
- Overtime costs increase for coverage during vacation. (+\$74k, 4% increase).
- Retirement annual contributions as a percentage of payrolls are increasing 10% for the Safety Classic Plan (71.1% in FY 22/23 versus 67.1% in FY 21/22) and decreasing .3% for the Safety PEPR Plan (14.1% in FY 22/23 versus 14.4% in FY 21/22). (+663k, 11% increase).
- The workers' compensation contribution remains at \$1.9 million in FY 22/23 budget based on the new workers compensation actuarial valuation. (No change).
- All other benefits (Health, dental, other) increase primarily from FY 21/22 due to experience rate and healthcare cost increases. (\$181k, 6% increase).
- Other Post-Employment Benefit (OPEB) funding for FY 21/22 is estimated at \$1.4 pending the new actuarial valuation. (+\$19k, 1% increase)
- Leave payouts include payouts for vacation and sick leave programs and for retirements. (+\$275k, 140%)

### **Materials and Services Expenditures**

- Materials and Services expenditures are budgeted to increase \$107k (+5%) primarily for increase in liability and property insurance and the training program safety and EMS expenses. These are somewhat offset by lower apparatus maintenance, WUI and contractual services costs.

### **Asset Replacements/Reserves**

- A service charge of \$1,075,000 is budgeted in the FY 22/23 General Fund for equipment replacements. In addition, a \$100k service charge is budgeted for a transfer to the capital fund.

### **Fiscal Impact:**

The proposed budget for FY 22/23 reflects a \$31.2 million contribution requirement from Burlingame, Hillsborough, and Millbrae. This is a \$2.4 million (8.3%) increase over the FY 21/22 adopted budget.

### **Attachments:**

1. Proposed FY 22/23 Budget for Central County Fire Department
2. Resolution to Adopt the Fiscal Year 22/23 Budget for Central County Fire Department

**RESOLUTION NO. 22-08**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT**  
**ADOPTING THE BUDGET FOR FISCAL YEAR 2022-2023**

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

**WHEREAS**, the Joint Powers Agreement establishing Central County Fire Department became effective April 20, 2004; and

**WHEREAS**, Section 16.1 of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operations costs and costs of special services in time to allow approval by Member Agencies prior to June 30<sup>th</sup> of each year; and

**WHEREAS**, the budget for fiscal year 2022-2023 has been prepared and reviewed by staff; and

**WHEREAS**, the budget from Central County Fire Department has been submitted to and reviewed by the Board of Directors.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department adopts the budget for Central County Fire Department for fiscal year 2022-2023.

	<b>Fiscal Year 2022-2023</b>
General Fund	\$32,678,076
Capital Project Fund	--
Sub-total	\$32,678,076
Internal Service Fund –Insurance	1,933,000
Internal Service Fund-Vehicles/Equipment	1,901,829
GRAND TOTAL	\$36,512,905

Approved at a regular meeting of the Board of Directors held by teleconference this 13th day of April, 2022.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-08 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held by teleconference on the 13th day of April, 2022, by the following vote of the members thereof:

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



AGENDA ITEM: 8b

## STAFF REPORT

MTG. DATE: April 13,2022

**TO:** Board of Directors

**DATE:** April 13,2022

**FROM:** Bruce Barron, Fire Chief

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

**SUBJECT:** Public Hearing for Resolution to Approve and Adopt the Fiscal Year 2022-23 Master Fee Schedule for the Central County Fire Department

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**Recommendation:**

Hold a Public Hearing and approve the Resolution to adopt the FY 2022-23 Master Fee Schedule for the Central County Fire Department (CCFD).

**Background:**

The CCFD Master Fee Schedule for FY 2022-23 will remain unchanged from FY 2021-22.

**Fiscal Impact:**

Anticipated revenues are reflected in the proposed budget for FY 2022-23.

**Attachments:**

1. Resolution to Approve and Adopt the Master Fee Schedule for the Central County Fire Department
2. Central County Fire Department Master Fee Schedule – Clean copy

**RESOLUTION NO. 22-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT TO APPROVE AND ADOPT THE MASTER FEE SCHEDULE FOR  
FISCAL YEAR 2022-2023**

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

**WHEREAS**, the FY 2022-23 Master Fee Schedule for the Central County Fire Department has no revisions; and

**WHEREAS**, notice of the proposed fee schedule and of the April 13, 2022 public hearing in connection therewith, has been duly provided pursuant to the provisions of State law; and

**WHEREAS**, all fees as delineated in the Master Fee Schedule shall become effective July 2022.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department approves and adopts the amended Master Fee Schedule for the Central County Fire Department.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department held by teleconference this 13<sup>th</sup> day of April 2022.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-09 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held by teleconference on the 13<sup>th</sup> day of April 2022 by the following vote of the members thereof:

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

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY2021-2022</u></b>	<b><u>PROPOSED FY2022-2023</u></b>
<b>Care Facilities Inspections</b>			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$173	\$173
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84		
Residential Care Facility		\$358	\$358
Large Family Day Care		\$111	\$111
Skilled Nursing Facilities		\$686	\$686
Hospital/Institution		\$2,658	\$2,658
<b>Re-Inspections</b>			
Second re-inspection (fee per inspection)		\$133	\$133
Third and subsequent re-inspection (fee per inspection)		\$161	\$161
<b>Construction Fees</b>			
General Fire & Life Safety Services <ul style="list-style-type: none"> <li>• Consultation &amp; Research</li> <li>• Pre-application meetings &amp; Design Review</li> <li>• Property Survey</li> <li>• General Construction Inspections</li> <li>• Processing, Scheduling, and Record Keeping</li> </ul>		12% of Building Permit fees for Commercial, Non- Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non- Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)	Per hour	\$181	\$181
Expedite Building or Planning Check Fees (2 hour minimum)		\$362	\$362
Consultation and Planning (per hour)		\$263	\$263
Alternate Means of Protection Review (per hour)		\$263	\$263
<b>Fire Alarm/Fire Protection Systems:</b>			
Permit for Sprinkler Monitoring System		\$207	\$207
Permit for Manual System		\$207	\$207
Permit for Automatic System		\$371	\$371
Permit for Combination System		\$535	\$535
Fixed Fire Extinguishing System Permit		\$289	\$289
Standpipe System Permit		\$371	\$371
Storage Tank (above or below ground) Permit		\$207	\$207
Multi-Residential or Commercial Fire Alarm system remodel or extension		\$207	\$207
Multi-residential or commercial <b>minor</b> fire alarm remodel or repair (device relocation/adjustment)		\$125	\$125
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$342	\$342
<b>Fire Sprinkler Systems:</b>			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$452	\$452
Fire Pump Permit		\$207	\$207
New Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$864	\$864
Multi-Residential or Commercial Fire Sprinkler system remodel or extension		\$207	\$207
Fire Sprinkler minor remodel or repair (sprinkler head relocation/adjustment)		\$125	\$125



## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY2021-2022</u></b>	<b><u>PROPOSED FY2022-2023</u></b>
Fire Service Line Permit		\$371	\$371
Fire Flow Information Admin Fee (Please refer to fee schedule for each city for respective fire flow fees for each city)		\$39	\$39
<b>Miscellaneous Fees and Permits:</b>			
Community CPR / AED Class		\$40 Resident \$50 Non-Resident	\$40 Resident \$50 Non-Resident
Labor Rate for Mechanic Shop		\$125	\$125
Photographs from investigations		Cost of Reproduction	Cost of Reproduction
Fire Incident Reports (not including photographs)		\$10	\$10
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	Up to 10 times the permit fees
Emergency Response Costs for Driving under the Influence. (Billing upon conviction)	Govt. Code §53150-58	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State
False Alarms		\$540 for 3 to 5 and \$1,080 for 6 or more	\$540 for 3 to 5 and \$1,080 for 6 or more
Vegetation Management/Wildland-Urban Interface Inspection		\$200	\$200
Change of Use inspection (usually triggered by new business license)		\$158	\$158
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State
<b>Standby Service</b>			
Firefighter (per hour – minimum of 3 hours)		\$116	\$116
Fire Captain (per hour – minimum of 3 hours)		\$134	\$134
Battalion Chief (per hour – minimum of 3 hours)		\$157	\$157
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$480 per hour + \$140 per hour for apparatus	\$480 per hour + \$140 per hour for apparatus
<b>Personnel Costs (per hour)</b>			
Administration		\$67	\$67
Firefighter		\$116	\$116
Fire Captain		\$134	\$134
Fire Prevention Specialist		\$82	\$82
Fire Inspector		\$164	\$164
Deputy Fire Marshal		\$173	\$173
Battalion Chief		\$157	\$157
Fire Marshal		\$198	\$198
Deputy Fire Chief		\$238	\$238
Fire Chief		\$272	\$272
<b>General Permits</b>			
Aerosol Products		\$193	\$193
Amusement Buildings		\$316	\$316
Apartments, Hotels and Motels – 10 or less units		\$163	\$163

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY2021-2022</u></b>	<b><u>PROPOSED FY2022-2023</u></b>
Apartments, Hotels and Motels – 11 to 25 units		\$184	\$184
Apartments, Hotels and Motels – 26 or more units		\$205	\$205
Apartments (Specialized Inspection)		\$219	\$219
Aviation Facilities		\$563	\$563
Battery System		\$563	\$563
Carnivals and Fairs		\$316	\$316
Christmas Tree Lot		\$316	\$316
Combustible Fiber Storage		\$316	\$316
Combustible Material Storage		\$316	\$316
Commercial Occupancy Assigned to Prevention		\$200	\$200
Commercial Rubbish-Handling Operation		\$316	\$316
Compressed Gases		\$316	\$316
Cryogenics		\$316	\$316
Dry Cleaning Plants		\$316	\$316
Dust-Producing Operations		\$316	\$316
Exhibits & Trade Shows – Display Booth		\$316	\$316
Exhibits & Trade Shows – With Open Flame		\$316	\$316
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$316	\$316
Explosives or Blasting Agents		\$563	\$563
Fire Hydrants and Water Control Valves		\$313	\$313
Fireworks		\$563	\$563
Flammable or Combustible Liquids		\$563	\$563
Hazardous Materials		\$563	\$563
High-Piled Combustible Storage – 20,000 square feet or less		\$572	\$572
High-Piled Combustible Storage – more than 20,000 square feet		\$654	\$654
Highrise	H&S§13214(b)	\$449	\$449
Hot-Work Operations		\$316	\$316
Liquefied Petroleum Gasses		\$563	\$563
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$563	\$563
Live Audiences		\$563	\$563
Lumber Yards storing in excess of 100,000 board feet		\$440	\$440
Magnesium Working		\$316	\$316
Motor Vehicle Fuel-Dispensing Stations		\$316	\$316
Open Burning		\$316	\$316
Organic Coating		\$316	\$316
Ovens, Industrial Baking and Drying		\$316	\$316
Parade Floats		\$316	\$316
Places of Assembly		\$522	\$522
Production Facilities		\$522	\$522
Pyrotechnical and Special Effects Material		\$563	\$563
Radioactive Materials		\$316	\$316
Refrigeration Equipment		\$440	\$440
Repair Garage		\$316	\$316
Spraying and Dipping		\$316	\$316
Tents, Canopies, and Temporary Membrane Structures		\$478	\$478
Tire Storage		\$316	\$316
Wood Products		\$316	\$316



AGENDA ITEM: 10a

## STAFF REPORT

MTG. DATE: April 13, 2022

TO: BOARD OF DIRECTORS

DATE: April 13, 2022

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:**

The Emergency Medical Services Manager position was approved to be added and filled at the March 15, 2022 Fire Board meeting.

This resolution memorializes the following change to the salary schedule, effective April 14, 2022:

- Addition of the Emergency Medical Services Manager position and salary range

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 April 14, 2022

**RESOLUTION 22-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
ADOPTING THE SALARY SCHEDULE FOR 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**, Central County Fire Department is adding the position of Emergency Medical Services Manager; and

**WHEREAS**, the Department wishes to set a compensation range for the Emergency Medical Services Manager position ; 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**, 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 April 14, 2022.

Approved at a regular meeting of the Board of Directors at held by teleconference this 13<sup>th</sup> day of April, 2022.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-10 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held by teleconference on the 13<sup>th</sup> day of April 2022 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 April 13, 2022**

<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**  
**Effective Date**

			<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
<b>Emergency Medical Services Manager</b>	Bi-weekly		<b>5,379</b>	<b>5,648</b>	<b>5,930</b>	<b>6,227</b>	<b>6,538</b>
4/13/2022	Monthly		11,655	12,237	12,848	13,492	14,167
	Annually		139,854	146,848	154,180	161,902	170,000

**Central County Fire Department**  
**Salary Schedule - Adopted April 13, 2022**

**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

			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

**Central County Fire Department**  
**Salary Schedule - Adopted April 13, 2022**

<b>Deputy Fire Marshal</b>	Bi-weekly		<b>5,306.55</b>	<b>5,571.88</b>	<b>5,850.47</b>	<b>6,142.99</b>	<b>6,450.14</b>
7/5/2021	Monthly		11,497.52	12,072.40	12,676.02	13,309.82	13,975.31
	Annually		137,970.29	144,868.80	152,112.24	159,717.85	167,703.74
<b>Fire Inspector</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		10,452.31	10,974.92	11,523.67	12,099.85	12,704.84
	Annually		125,427.68	131,699.06	138,284.01	145,198.21	152,458.12
<b>Fire Inspector no EMT</b>	Bi-weekly		<b>4,655.29</b>	<b>4,888.06</b>	<b>5,132.46</b>	<b>5,389.09</b>	<b>5,658.54</b>
	Monthly		10,086.47	10,590.80	11,120.34	11,676.35	12,260.17
7/5/2021	Annually		121,037.67	127,089.55	133,444.03	140,116.23	147,122.04



AGENDA ITEM: 10b

## STAFF REPORT

MTG. DATE: April 13, 2022

TO: Board of Directors

DATE: April 13, 2022

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY: Ann Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Resolution Adopting the Revised Class Specification for Training Battalion Chief

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**Recommendation:**

Staff recommends that the Board adopt the revised class specification for Training Battalion Chief.

**Background:**

The class specification for the Training Battalion Chief position was adopted at the February 9, 2022 Fire Board meeting. Since that time, there has been further discussion and refinement to the operations of the division. Staff is recommending that for transparency, the class specification be updated to reflect this change.

**Fiscal Impact:**

There is no fiscal impact to the adoption of this item.

**Attachments:**

1. Resolution adopting the revised class specification for Training Battalion Chief
2. Training Battalion Chief Class Specification (redlined)



**RESOLUTION NO. 22-11**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT ADOPTING THE REVISED CLASSIFICATION SPECIFICATION FOR  
TRAINING BATTALION CHIEF**

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

**WHEREAS**, the classification specification for Training Battalion Chief was approved at the February 9, 2022 Board meeting; and

**WHEREAS**, an additional revision was made since February 9, 2022; and

**WHEREAS**, the Central County Fire Department (Department) desires to have accurate and up to date classification specifications for all approved positions; and

**WHEREAS**, the Department desires to use this classification specification.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department adopts the revised classification specifications for Training Battalion Chief effective April 13, 2022.

Approved at a regular meeting of the Board of Directors, held by teleconference, this 13<sup>th</sup> day of April, 2022.

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

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

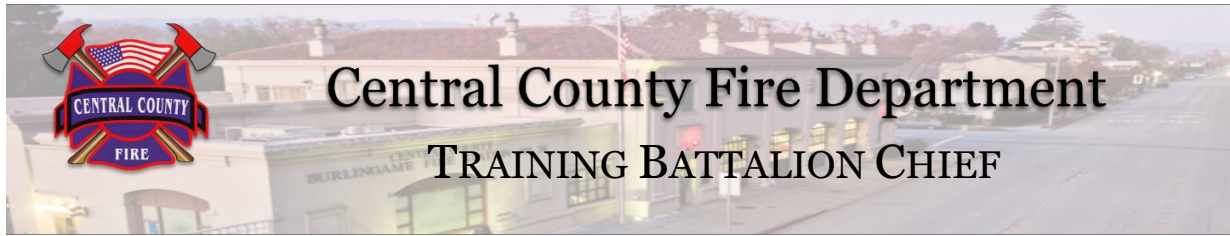
I hereby certify that the foregoing is a true and correct copy of Resolution 22-11 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 13<sup>th</sup> day of April 2022 by the following vote of the members thereof:

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

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

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

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



Bargaining Unit: Chief Officers  
FLSA Status: Exempt  
Work shift: 40-hour workweek

Date Created: 1/10/22  
Revised: 4/13/2022

## Definition

When assigned to the Central San Mateo County Training Division: Under general direction, performs responsible supervisory, technical and administrative work in managing the Training Division and the Health and Safety program; performs general administrative tasks related to the assigned program area such as budget preparation, monitoring, and report development; personnel management including conducting safety training; formulation of departmental guidelines and new program development, conducting division training, and implementing training standards in specific program areas. This is a two-year commitment, rotated between all Battalion Chief positions. ~~subject to an opening in Suppression or a current Battalion Chief volunteering to move into the training assignment, with approval from the Fire Chief or his/her designee.~~

## Supervision Exercised and Received

Receives general direction from the Central County Fire Department Deputy Fire Chief. Exercises direct supervision over Training Captain and administrative support staff.

## Minimum Requirements

1. Employee must be on the current Central County Fire Department Battalion Chief promotional list or a current Battalion Chief with Central County Fire Department.
2. An active Paramedic License is highly desirable.

## Essential Duties

- Manages the day-to-day operations and personnel assignments of the Training Division. Day-to-day operations may include employee relations, safety, purchasing, appraisals, and other administrative duties.
- Restocks narcotics, (for holders of current paramedic license only).
- Is responsible for the comprehensive development and implementation of program objectives and program budgets.
- Stays current with changes in education, technology, rules, regulations, and laws related to the work.

- Ensures that current techniques are incorporated into training programs, i.e., alarm response, fire fighting, salvage, rescue, and reporting.
- Coordinates the various programs to ensure they do not conflict.
- Implements Fire Department Disaster Operational Plans as needed.
- Provides policy input and policy development to the Deputy Fire Chief when appropriate.
- Takes a leadership role in various committees, professional organizations, training exercises, courses and conferences.
- Develops and implements a department training program geared both to the department's needs and employee development needs, including a joint training plan, where appropriate, with neighboring fire departments.
- Provides administrative assistance to the Deputy Fire Chief in the form of special projects, analytical studies, and policy input and development.
- Performs other related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Modern fire suppression methods, technology and equipment.
- Principles and practices of personnel and general management.
- Principles and practices of training.
- Clear and accurate report writing methods.

#### *Ability to:*

- Effectively motivate, supervise and elicit the cooperation of others.
- Implement and evaluate assigned program areas, analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements.
- Exercise good professional judgment and to make sound decisions in a manner consistent with the essential job functions
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the Fire Department effectively, tactfully and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to resolving problems and issues arising in the course of job duties.
- Make/recommend process improvement changes to streamline procedures.

- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly use safety equipment.
- Maintain confidentiality regarding sensitive information.

#### *Skills:*

- Operating assigned equipment.
- Effectively operate a personal computer and appropriate work-related applications, such as word processing, Excel, calendaring, evaluation system, e-mail, etc.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid Class C driver's license with a Firefighter endorsement issued by the California DMV, which must be maintained as a condition of employment.
- Possession of a valid Paramedic Certificate is highly desirable.

### **Experience and Training**

- At least three years' experience as a Fire Captain
- Completion of 60-units of college level courses leading to an Associates of Arts, Associates of Science or Bachelors Degree
- Candidates must be Certified Fire Officer and complete the Chief Officer Certification program within two years of appointment
- Bachelor's Degree, G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), ICS-300, S-219, S-270, S-290 (40 Hour), AH-330, Strike Team Leader Engine (STEN), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, and Rope Rescue Technician (Rescue Specialist) are highly desirable
- Instructor I & II, Regional Instructor Orientation and Ethics are highly desirable

### **Special Requirements**

Ability to exercise good judgment in emergency situations; establish and maintain cooperative working relationships with all those encountered in the course of work; communicate clearly and concisely on the phone, in person and in writing; deal calmly with citizens; enforce necessary regulations with firmness and tact; analyze facts and exercise independent judgment. Physical requirements include ability to twist upper body, lift up to 75- pounds and drag up to 150-pounds. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.



AGENDA ITEM: 10c

## STAFF REPORT

MTG. DATE: April 13<sup>th</sup>, 2022

TO: Board of Directors

DATE: April 13, 2022

FROM: Bruce Barron, Fire Chief

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

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute the Procurement of Self-Contained Breathing Apparatus

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### **Recommendation:**

Approve a resolution authorizing the Chief Administrative Officer to execute the procurement of self-contained breathing apparatus (SCBA).

### **Background:**

At the December 8, 2021 meeting, the Board received information regarding the proposed procurement of SCBA equipment. At that time staff was exploring the possibility of a joint purchase with San Mateo Consolidated Fire Department (SMC) to purchase the additional equipment not included in the grant purchase.

After discussions with the vendor, CCFD staff was able to obtain the same price per unit as the public bid used for the grant purchase. This allows CCFD to make the purchase without entering into a joint purchase agreement with SMC Fire. The vendor has provided a quote for the current pricing and will honor this pricing if approved within 30 days.

The quote received from the vendor indicates a total of \$492,138.72.

	Current Bid Price (valid for 30 days)	Estimated May 2022 Bid Price
SCBA	\$5,332	\$6,790
Cylinder	\$994	\$1249
Mask	\$273	\$288
Cost per unit	\$6,599	\$8,327

Staff would like to take advantage of the savings with the current pricing and requests authorization from the Board for the Chief Administrative Officer to execute the procurement of the additional SCBA equipment needed.

In addition to the equipment CCFD will need to purchase and install a breathing air compressor at FS37. Compressor replacements are currently estimated at \$125,000 and staff will return at a future meeting to request the necessary funding.

**Fiscal Impact:**

CCFD has been funding the Asset Replacement reserves for this purchase and has adequate reserves to execute the purchase.

Respiratory equipment	931,812.50
Compressor fill stations	125,000.00
<b>TOTAL Project</b>	<b>1,056,812.50</b>

AFG Grant (joint with SMC)	238,002.50
UASI Grant	92,337
<b>TOTAL Grant Funds received</b>	<b>330,339.50</b>

CCFD AFG Grant matching funds	22,312.73
CCFD procurement cost	492,138.72
Compressor fill stations	125,000.00
<b>TOTAL CCFD Capital Fund cost</b>	<b>639,451.45</b>

**Attachments:**

1. Resolution Authorizing the Chief Administrative Office to Execute the Procurement of Self-Contained Breathing Apparatus
2. Quote from All Star Fire Equipment

**RESOLUTION NO. 22-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE BOARD  
AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE PROCUREMENT OF  
SELF-CONTAINED BREATHING APPARATUS**

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

**WHEREAS**, at the December 8, 2021 meeting, the Board received information regarding the proposed procurement of self-contained breathing apparatus (SCBA); and

**WHEREAS**, the Central County Fire Department (CCFD) has received \$330,339.50 in grant monies; and

**WHEREAS**, CCFD has secured a quote from All Star Fire Equipment for the additional units needed; and

**WHEREAS**, the quote is in the amount of \$492,138.72; and

**WHEREAS**, CCFD has adequate reserves in the vehicle and equipment replacement fund for this purchase; and

**WHEREAS**, this purchase will provide SCBA equipment needed for all suppression personnel.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department approves a resolution authorizing the Chief Administrative Officer to execute the procurement of self-contained breathing apparatus.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department, held by teleconference this 13<sup>th</sup> day of April, 2022.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-12 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held by teleconference on the 13<sup>th</sup> day of April, 2022, by the following vote of the members thereof:

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



To: Central County Fire Department Board of Directors c/o Battalion Chief Tim Louis

Subject: Scott SCBA Purchase

From: Mark Preisendorf, Northern California Branch Administrator.

With regards to the purchase of additional Scott SCBA equipment.

After we were awarded public bid and were awarded the purchase, Battalion Chief Eric Mackintosh and Captain Gino Timpano contacted us regarding purchasing additional equipment and bid prices. With 3M/Scott's approval, we entered into a verbal agreement with San Mateo Consolidated Fire to honor the public bid prices for their purchase of additional equipment. They have subsequently ordered their extra equipment. Please know that there have been two additional price increases from 3M/Scott Safety since our original Quote to SMCFD on your behalf. If you decide to go out to bid, your new price will be at the newly published price sheet. Below, I have outlined your current bid price as well as an estimated cost should you decide to go back out for a bid on this equipment. Please note that prices listed below are for each. We are extending the same offer to Central County, but we can only hold these prices for another 30 days.

**Current Bid Price (2021 Price sheet) Valid for 30 days.**    **Estimated May 2022 Bid Price**

SCBA - \$5,332.00

SCBA - \$6,790.00

Cylinder - \$994.00

Cylinder - \$1,248.95

Mask - \$273

Mask - \$288.00

42 SCBA @ + \$1,458.00 Each = \$61,236.00 additional expense

84 Cylinders @ + 254.95 = \$21,425.80 additional expense

62 Masks @ +\$15.00 = \$930.00 additional expense

**MAIN OFFICE:** 12328 Lower Azusa Road, Arcadia, CA 91006 Tel (626) 652-0900 Fax (626) 652-0920

**HAYWARD BRANCH:** 2552 Barrington Court, Hayward, CA 94545 Tel (510) 887-6295 Fax (510) 887-6298





## Sales Quote

2552 Barrington Ct. \* Hayward, California 94545 \* Phone 510-887-6295 \* Fax 510-887-6298

Date: April 4, 2022

**To:** Central County Fire Dept - San Mateo Cons. FD  
**Attn:** B.C. Tim Louis & Capt. Danny Cerecedes  
**Address**

**Quote Reference #**  
**CCFD Additional Equip**  
**Revised 4/4/2022**

Per your request, we are pleased to quote on the following.

Qty	Unit	Description	Price	Extension
42	Ea.	Scott X8915025305304 SCBA 5500psi, Snap-Change Cylinder Connection, Standard Kevlar Harness, Quick Disconnect Regulator (Rectus Fitting) Universal EBSS (Buddy Breathing), PASS with Pak-Tracker capability,	\$5,332.00	\$223,944.00
84	Ea.	Scott 200970-01 Carbon Cylinder w/Snap-Change Valve 5500psi, 45 minute (Includes Decal)	\$994.40	\$83,529.60
62	Ea.	Scott201215-27 AV3000HT Facepiece With Voice Amp Bracket. Sizes T.B.D.	\$294.00	\$18,228.00
21	Ea.	Scott 200077-60 Mask Mounted Regulator	\$1,543.20	\$32,407.20
4	Ea.	Scott 200954-15 RIT III RECTUS Connections, 5500psi Complete. (W/o Cylinder)	\$3,233.74	\$12,934.96
12	Ea.	Scott 200973-01 Carbon Cylinder 5.5, 60-min, Cylinder with Snap-Change Valve for RIT III (Includes Decal), Requires Tool Adapter	\$1,468.00	\$17,616.00
100	Ea.	Scott 201275-01 Epic III Voice Amp	\$529.00	\$52,900.00
20	Ea.	WolfPack SMP-ST-6205-BK SCBA Mask Pouch, Black	\$39.00	\$780.00
41	Ea.	Scott 201210-01 Right Side Voice Amp Bracket	\$29.00	\$1,189.00
11	Ea.	Scott 200388-01 Tool Adapter - CGA Outlet	\$584.24	\$6,426.64
<b>Terms:</b>		Net 30		
<b>FOB:</b>		Destination (Free shipping)		
<b>Note:</b>		Prices Valid for 30 Days		
			Subtotal	\$449,955.40
			9.375%	\$42,183.32
			S & H	\$0.00
			<b>Total</b>	<b>\$492,138.72</b>

Quoted by - Mark Preisendorf

[MarkP@AllstarFire.com](mailto:MarkP@AllstarFire.com)