



BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday February 9th, 2022
Regular Meeting, 4 p.m. by Teleconference/Zoom
Closed Session (Teleconference/Zoom) to follow Special Meeting

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

This meeting will be conducted via Zoom, an independent virtual meeting platform. Members of the public may join the meeting by logging onto the Zoom meeting listed below.

Join Zoom Meeting

<https://us02web.zoom.us/j/88168592667?pwd=YVVqb3BHVXNnbUxIV1JySDlHVmVTQT09>

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TELECONFERENCE PARTICIPANTS

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

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

Any requests for reasonable accommodation should be addressed to Rubina Ellam at publiccomment@ccfd.org or 650-558-7600.

**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. ROLL CALL****4. APPROVAL OF MINUTES**

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

5. REPORT OUT FROM CLOSED SESSION

- a. Report out from closed session of January 5, 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. 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, February 9, 2022.

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)

8. PUBLIC HEARING

There are no public hearing items for this meeting.

9. STAFF REPORTS

- a. Fire Chief's Update

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

11. BOARD OF DIRECTORS' COMMENTS**12. ADJOURN TO CLOSED SESSION**



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



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Wednesday December 8, 2021
Meeting held by Teleconference

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present.

4. APPROVAL OF MINUTES

a. Regular meeting minutes of September 8, 2021

b. Special meeting minutes of September 21, 2021

Vice-Chair Chuang motioned to approve. Board Member Cole seconded the motion.

Approved 4-0-0.

5. REPORT OUT FROM CLOSED SESSION

a. Report out from closed session of September 8, 2021

General Counsel, Jean Savaree reported that there were no actionable items at the closed session.

6. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

7. CONSENT CALENDAR

There are no consent calendar items for this meeting.

8. PUBLIC HEARING

There are no public hearing items for this meeting.

9. STAFF REPORTS

a. Fire Chief's Update (PowerPoint)

Chief Barron gave the annual report for 2021.

• Administration

- Three new firefighters; two entry-level and one lateral
- Academy graduation scheduled for December 17th
- Battalion Chief Tom Donnelly will be retiring at the end of December
- Jasmine Del Chiaro was promoted to Management Assistant
- Ed Stirling was promoted to Emergency Vehicle Supervisor to replace Dave Barajas who will be graduating from the Firefighter Academy
- Rangel Ramos joined CCFD as Emergency Vehicle Technician

- CCFD was awarded a joint AFG grant with San Mateo Consolidated Fire to purchase SCBAs
- Standards of Cover study (SOC) project data collection phase is complete; next phase is site visits and interviews
- Herman Barahona nominated for the Jefferson Award for his work on the Toy Drive
- Prevention
 - Most engine crews will resume performing fire inspections in 2022
 - Refresher electronic inspections training will be provided during the Prevention update sessions
 - 2,832 initial WUI inspections completed
 - Reinspections continue on 20% of the properties
- Operations
 - CCFD participated in County vaccination clinics for adults and children
 - New Ladder Truck will be completed soon
 - The truck committee expects to perform the mid-inspection sometime in the first week of January 2022
 - Final inspection is tentatively scheduled for January 2022
 - Working to complete the outfitting of the three reserve apparatus to fully equipped status so they are ready to be in service at any time
- Training
 - Staff is looking to reorganize the training division. More information will be provided later in this meeting.
 - CCFD currently has seven probationary firefighters
- Facilities

Chief Barron provided a brief update on all stations.

Board Chair Ortiz asked for questions from the Board. Vice Chair Chuang congratulated Chief Donnelly on his retirement and thanked him for his service.

Board Chair Ortiz also thanked Chief Donnelly for his service and thanked Captain Barahona for his work on the Toy Drive. Board Member Brownrigg expressed his gratitude for CCFD and their contribution to the communities. He appreciates seeing CCFD personnel at different community events. Board Member Cole also expressed her appreciation for CCFD's work in the communities.

10. NEW BUSINESS

- a. Resolution Accepting the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2021

Ms. Jan Cooke, Finance Director, stated the

- General Fund net revenue excess is approximately \$200k which is added to reserves
- General Fund ending fund balance is \$900k

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

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

- A risk-based audit was performed
- Three main areas of focus; revenues, pension and OPEB liabilities, and management overrides
- Auditors have issued an unmodified opinion for the CCFD audit
- Financial statements are fairly presented in all material respects
- Significant accounting policies have been consistently applied
- Estimates are reasonable
- Disclosures are properly reflected in the financial statements

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

Board Chair Ortiz thanked Mr. Desai for the presentation. Board Member Cole inquired about the calculation for the PERS discount rate. Ms. Cooke explained the criteria used in calculations the PERS discount rate.

There were no public comments for this agenda item.

Vice-Chair Chuang motioned to approve. Board Member Brownrigg seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

- b. Resolution 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)

General Counsel Jean Savaree explained the requirement of this resolution. Ms. Savaree explained that the resolution will need to be approved every 30 days if the Board wished to continue to meet remotely. Ms. Savaree explained that there will be a need for a special meeting every 30 days to approve a new resolution for remote meetings.

There were no public comments on this item.

Board Member Brownrigg motioned to approve. Vice-Chair Chuang seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

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

Chief Barron explained that the purchase of this engine is budgeted in the adopted budget for FY 21/22.

There were no public comments on this item.

Vice-Chair Chuang motioned to approve. Board Member Cole seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

11. DISCUSSION

- a. Pension Liability Update

Finance Director, Jan Cooke gave a brief update on CCFD pension liabilities. The key points included:

- An explanation of the PERS Asset Liability Management Process
- Projected increase in contributions effective FY23/24
- Options for pre-funding; a 115 Trust or discretionary payment to PERS
- Reasons for prefunding –
 - Investment opportunities
 - Earn better dollars today
 - Achieve cost savings
 - Less interest
- Options for pre-funding the pension liability -
 - General Fund reserves
 - One-time windfall from excess revenues
 - Budget line item
 - Pension obligations bonds (currently not recommended by the GFOA)
 - Increased contributions by each city

Staff requested direction from the Board to proceed with hiring an actuarial and preparing a detailed analysis to be brought back to the Board at a future meeting.

There was a brief discussion on this item. All Board Members agreed that the pre-funding options should be discussed with Millbrae at the City Managers level and gave staff direction to move forward with the actuarial study and analysis.

b. Proposal for Training Division Reorganization (PowerPoint)

Chief Barron explained that the current training division (CSMCTD) includes CCFD, San Bruno, and San Mateo. San Mateo has indicated that they would like to withdraw from the joint training division. As it stands today, the training division is understaffed and underfunded to meet all the mandated training for all firefighters in the three agencies.

Chief Barron asked Battalion Chief Jake Pelk to do a comprehensive evaluation of the training needs for CCFD and what a reorganization of the training division would look like.

Key points made by Battalion Chief Pelk:

- The current model is understaffed and underfunded to meet mandated training requirements
- Proposal for new training division (CCFD)
 - EMS/Training/Health/Safety
 - Staffing would include a Training Battalion Chief, Training Captain, EMS Manager and Administrative Assistant
 - Preliminary budget numbers show an increase of \$461,571
- Possibility of San Bruno joining the new training division

Further details are included in the PowerPoint presentation.

Board Chair Ortiz asked if the budget increase is for FY 22/23 or the current fiscal year. Chief Barron replied that the increase will be for FY 22/23. Vice Chair Chuang asked why San Mateo is leaving. Chief Barron explained that due to the size of their agency, San Mateo has recognized that an in-house training division would be more beneficial to them.

Chief Barron added that upon evaluation, CCFD staff found that with the current number of probationary firefighters is it important to have a dedicated in-house training division to address those needs.

Board Chair Ortiz confirmed with Chief Barron that this request is for next fiscal year and thanked Chief and staff for bringing it to the Board ahead of the budget.

There were no further questions from Board Members. All Board Members agreed to give direction to Chief and staff to move forward with the reorganization of the training division and include it in the FY22/23 proposed budget.

There were no public comments on this item.

c. Procurement of Self-Contained Breathing Apparatus (SCBA)

Battalion Chief Tim Louis gave a brief summary:

- The current SCBA packs were purchased in 2008 and have a 15- year lifespan
- Budgeted in the replacement fund to be purchased in 2023
- CCFD had the opportunity to apply for a joint grant with San Mateo (SMC)
- CCFD was also awarded a UASI grant in the amount of \$92k
- Total cost of SCBA pack will be approximately \$1million
- Total grant funds will be approximately \$330k

Battalion Chief Louis stated staff is asking for approval for a budget amendment to the current budget in order to pay the difference between the total cost and grant monies received.

There were no questions from the Board and no public comments on this item.

Board Member Cole motioned to approve the budget amendment needed. Board Member Brownrigg seconded the motion. Roll call was taken for votes. Approved 4-0-0.

Battalion Chief Louis added that CCFD may have the opportunity to make a joint purchase with San Mateo for the packs not purchased with the grant monies. He asked for further approval to proceed with a joint purchase under San Mateo's procurement process. Board Member Cole asked Ms. Cooke if this would cause any auditing issues. Ms. Cooke confirmed that a joint procurement would not cause any auditing issues.

Board Chair Ortiz asked Board Member Cole to amend her original motion. Motion was amended and seconded by Board Member Brownrigg. Roll call was taken for votes. Approved 4-0-0.

12. BOARD OF DIRECTORS' COMMENTS

There were no additional comments.

13. ADJOURN TO CLOSED SESSION

Adjourned to closed session at 5:42 p.m.

14. 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.

15. ADJOURN FROM CLOSED SESSION



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Special Meeting
Wednesday, January 5, 2022

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Members Brownrigg, Cole and Ortiz 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 December 8, 2021

General Counsel, Jean Savaree, reported that no action was taken in the closed of December 8, 2021.

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

8. PUBLIC HEARING

There were no public hearing items for this meeting.

9. STAFF REPORTS

There were no staff reports for this meeting.

10. BOARD OF DIRECTORS' COMMENTS

There were no additional comments.

11. ADJOURN TO CLOSED SESSION

The regular session was adjourned at 4:08 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

13. REPORT OUT FROM CLOSED SESSION

The report out will be made at the next regular meeting on February 9, 2022.

14. ADJOURN FROM CLOSED SESSION

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



AGENDA ITEM: 7a

STAFF REPORT

MTG. DATE: February 9, 2022

TO: Board of Directors

DATE: February 9, 2022

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

APPROVED BY: Ann Ritzma
Ann E. Ritzma, CAO

SUBJECT: Fiscal Year 21/22 Mid-Year Financial Report for the Central County Fire Department

Recommendation:

It is recommended that the Board of Directors receive the FY 21/22 Mid-Year Financial Report for Central County Fire Department (CCFD).

Background:

CCFD mid-year review indicates that FY 21/22 net expenditures (expenditures net of operating revenue) are projected to be \$1.7 million higher than adopted budget. This is primarily attributable to timing of reimbursements from the State to CCFD for strike team participation (discussion below).

Revenues are projected to be \$656k lower than budget primarily due to timing of reimbursement for strike team participation in statewide fires. Expenditures are projected to be \$1.088k higher than adopted budget primarily due to overtime for strike teams (reimbursable).

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

1. Revenue:

- ALS JPA revenue is projected to decrease due to a change in the revenue model. (-\$80k)
- Joint Training revenue is projected to decrease due to San Mateo Consolidated transition out of the program. (-\$18k)
- Strike team year-to-date revenue reflects a reversal of a year-end accrual for last year's strike teams (-\$538k). The negative amount will zero out

when the monies are received. To note, the total filed for this year and last that is due to be paid totals \$2.5 million.

- Station 24 Mechanic Shop revenue is projected to decrease due to San Mateo Consolidate transition out of the program. (-\$19k)

2. Expenditures:

- Salary and benefits are projected to be above budget primarily due to overtime costs. (+\$1.078k)
 - Regular salaries are in line with budget. There are no budget amendments for salaries or new personnel as compared to the adopted 21/22 budget.
 - The additional overtime costs are primarily attributable to strike team deployments (reimbursable). (+\$1.033k)
 - Health insurance projection is adjusted for experience rate changes. (+\$45k)
- Materials and services are projected to be higher than budget by \$10k, primarily for insurance cost above budget estimate (+\$77k), offset by decreased apparatus maintenance due to newer engines in the fleet (-\$40k) and lower WUI program expenditures (-\$25k).

3. Reimbursements:

When CCFD is called out on a strike team for a statewide fire response, the Department sends a team and equipment to the fire. The labor, travel and equipment costs are initially paid for by CCFD at the time of the response. CCFD then files an application with Cal-OES for reimbursement of the expenditures. Cal-OES reviews the application and conducts a thorough audit of the paperwork and once approved, pays CCFD the reimbursement claim. This process creates timing differences from the time the costs were borne to when the reimbursement is received to cover the costs. Cal-OES reimburses at 100% of all eligible costs so CCFD is not “out” any money.

The mid-year projection reflects amounts that are owed to CCFD by the State for strike team reimbursements. The timing of the reimbursements may require use of the Insurance Fund reserves, if needed to bridge the payment timing gap. If the Insurance Fund reserves are needed, it will require Board approval for the short-term use.

Fiscal Impact:

There is no fiscal impact by receiving this report.

Attachments:

1. CCFD Mid-Year Financial Report for FY 21/22
2. CCFD Quarterly Financial Report (Q2, FY21/22)

**CENTRAL COUNTY FIRE DEPARTMENT
FY 2021-22 MID-YEAR PROJECTION
GENERAL FUND**

	Adopted Budget 2021-2022	Year to Date as of 12/31/21 2021-2022	Revised Projection 2021-2022	\$ Change 21/22 Projection v. 21/22 Adopted
REVENUES:				
PERMITS & LICENSES				
Construction Permits	\$ 280,000	67,690	280,000	\$ -
Fire Code Permit	25,000	7,568	18,000	(7,000)
Penalty Fees		540		-
Total Permits & Licenses	305,000	75,798	298,000	(7,000)
INTERGOVERNMENTAL REVENUES				
Burlingame	12,501,367	7,079,403	12,501,367	-
Hillsborough	8,334,245	4,719,604	8,334,245	-
Millbrae	7,993,414	4,588,650	7,993,414	-
Sub-total from Partner Cities	28,829,026	16,387,657	28,829,026	-
ALS JPA	271,236	95,328	190,656	(80,580)
Joint Training Program	118,352	59,176	99,896	(18,456)
State Grants		(1,047)	(1,047)	(1,047)
Sub-total from Other Agencies	389,588	153,457	289,505	(99,036)
Total Intergovernmental Revenues	29,218,614	16,541,114	29,118,531	(99,036)
CHARGES FOR SERVICES				
Fire Plan Review	150,000	43,983	150,000	-
Inspections/Reinspections	100,000	64,602	100,000	-
After Business Hours/Unscheduled			-	-
Fire Flow Inspection	1,182	1,807	1,182	-
Alternate Means of Protection	2,070	3,648	2,070	-
WUI Fees	140,000	76,800	140,000	-
Station 34 Mechanic Shop	39,000	300	19,500	(19,500)
Total Charges for Services	432,252	191,140	412,752	(19,500)
OTHERS				
Workers' Compensation Reimb	400,000	199,979	400,000	-
Other Reimb Revenue	90,462	42,949	90,462	-
Investment Earnings	299	262	299	-
Strike Team Reimbursement		(538,179)	(538,179)	(538,179)
COVID Reimbursement				-
Donations & Other Contributions				-
Miscellaneous	5,000	11,951	11,951	6,951
Imaging/Microfiche Services				-
Total Others	495,761	(283,038)	(35,467)	(531,228)
TOTAL REVENUES	\$ 30,451,627	\$ 16,525,014	\$ 29,793,816	\$ (656,764)
EXPENDITURES:				
SALARIES & BENEFITS				
Regular Salaries - Safety	\$ 11,703,780	\$ 5,481,116	\$ 11,703,780	-
Regular Salaries - Non Safety	1,257,168	92,735	1,257,168	-
Part-time Salaries	52,000	25,752	52,000	-
COVID (Payroll)				-
Overtime:	1,834,000	2,151,502	2,867,812	1,033,812
Disability Leave	350,000	51,731	250,000	(100,000)
Vacation Leave	700,000	699,501	925,000	225,000
Sick Leave	200,000	138,949	200,000	-
Family Sick Leave/Bereavement	100,000	34,708	75,000	(25,000)
Special Assignment	125,000	74,683	125,000	-
Shop Mechanic	5,000	1,262	5,000	-
Reimbursable	14,000	13,357	14,000	-
Strike Team - Reimbursable		983,812	983,812	983,812
COVID (Overtime)	40,000	10,296	40,000	-
Miscellaneous	300,000	143,204	250,000	(50,000)
Holiday Pay	569,564	258,122	569,564	-
FLSA	284,794	134,239	284,794	-
Uniform Allowance	69,865	27,493	69,865	-
Medicare/FICA	202,064	126,735	202,064	-
PERS Retirement	5,981,286	4,785,260	5,981,286	-
Health Insurance	1,488,791	845,686	1,533,686	44,895
Dental Insurance	136,339	40,578	136,339	-
Vision	25,639	10,446	25,639	-
Life Insurance	17,978	7,970	17,978	-
Long-term Disability Insurance	6,565	3,137	6,565	-
Retirement Health Savings	188,336	90,357	188,336	-
Technology and Wellness Benefit	9,000	3,076	9,000	-
Health Insurance - Retirees	1,364,000	364,618	1,364,000	-
Workers' Compensation	1,900,000	952,015	1,900,000	-
Vacation Leave Buyout	22,630	29,588	22,630	-
Sick Leave Buyout	19,500	-	19,500	-
Leave payouts at retirement	150,000	12,091	150,000	-
Other Payroll Charges	3,000	2,750	3,000	-
Admin Leave Payout	32,000	28,321	32,000	-
Total Salaries & Benefits	27,318,299	15,473,586	28,397,006	1,078,707

	Adopted Budget 2021-2022	Year to Date as of 12/31/21 2021-2022	Revised Projection 2021-2022	\$ Change 21/22 Projection v. 21/22 Adopted
MATERIALS & SERVICES:				
Office Expense	20,126	7,398	18,200	(1,926)
Expendable Supplies	35,000	16,589	35,000	-
Postage Expense	3,824	2,062	3,824	-
EMS Supplies	15,450	1,584	15,450	-
Respiratory Equipment Expense	29,700	22,785	29,700	-
Special Departmental Expense	-	-	-	-
Small Tools	87,000	39,211	87,000	-
Public Education	10,000	544	10,000	-
Safety Equipment	116,000	32,656	116,000	-
Uniform Supplies	10,972	6,215	10,972	-
Communications	64,890	32,585	64,890	-
Utilities	103,134	12,240	103,134	-
Building/Grounds/Facilities Maint	150,000	27,646	150,000	-
Gas, Diesel, Oil	82,129	37,970	82,129	-
Apparatus Maintenance (CCFD)	160,000	24,258	120,000	(40,000)
Hose and Nozzles	25,000	788	25,000	-
Radio Maintenance	15,500	-	15,500	-
Contractual Services	498,591	165,366	498,591	-
Legal Services	29,000	4,019	29,000	-
Auditing	12,937	11,720	12,937	-
Mechanic Shop Service Agreement	39,525	5,310	39,525	-
Mechanic Shop (Stock)	12,000	1,869	12,000	-
WUI Program	75,000	1,903	50,000	(25,000)
USAR Program	10,000	547	10,000	-
Dues & Subscriptions	9,389	6,557	9,389	-
Travel, Conferences & Meetings	15,000	7,435	15,000	-
HR (Hiring etc.)	26,571	26,746	26,571	-
Training & Safety	100,000	15,904	100,000	-
Emergency Preparedness	35,000	6,551	35,000	-
CERBT Program (Reimbursable)	-	-	-	-
Wellness & Safety	50,000	723	50,000	-
Weed Abatement	9,425	-	9,425	-
Liability, property and other insurances	117,625	194,799	194,799	77,174
Computer, Telephone & Other IT Costs	50,000	24,268	50,000	-
Mobile Technology	5,000	527	5,000	-
COVID Expenses	20,000	6,587	20,000	-
Miscellaneous	14,540	-	14,540	-
Total Materials and Services	<u>2,058,328</u>	<u>745,360</u>	<u>2,068,575</u>	<u>10,248</u>
TOTAL OPERATIONS COST	29,376,627	16,218,946	30,465,581	1,088,954
CAPITAL:				-
Transfer to Capital Project Fund	-	-	-	-
Transfer to Vehicle Replacement Fund	1,075,000	-	1,075,000	-
Total Capital Outlay/Reserve	<u>1,075,000</u>	<u>-</u>	<u>1,075,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 30,451,627</u>	<u>\$ 16,218,946</u>	<u>\$ 31,540,581</u>	<u>\$ 1,088,954</u>
NET EXCESS/(DEFICIT) REVENUE OVER EXPENDITURES	0	306,068	(1,746,765)	(1,745,718)
BEGINNING FUND BALANCE	905,389	905,389	905,389	
ENDING FUND BALANCE	<u>\$ 905,389</u>	<u>\$ 1,211,457</u>	<u>\$ (841,376)</u>	



CENTRAL COUNTY FIRE DEPARTMENT 2021-22 Quarterly Financial Report (Unaudited) Second Quarter Ending December 31, 2021

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal quarter July 1, 2021 to December 31, 2021. The General Fund is the primary fund of the Department and accounts for most operating activities.

GENERAL FUND

The General Fund shows a net deficit (expenditures greater than revenue) of \$0.7 million for the quarter, and an ending fund balance of \$0.2 million on December 31, 2021. The fund balance at year end June 30, 2022 is still projected to hit budget for the year. The net deficit is primarily attributable as compared to the prior year is the timing of the payment to CalPERS for the annual UAAL contribution and strike team overtime. This year the UAAL was paid as a lump sum, saving \$125k in interest.

GENERAL FUND	FISCAL YEAR 2021-22			FISCAL YEAR 2020-21		
	Annual Budget	YTD Actual to 12/31/21	YTD %	YTD Actual to 12/31/20	\$ Variance CY vs. PY	% Variance CY vs. PY
Revenue	\$30,451,627	\$16,525,385	54%	\$14,227,146	\$2,298,239	16%
Expenditures	29,376,629	16,696,574	57%	13,828,044	2,868,530	21%
Capital Transfer	1,075,000	537,500	50%	475,000	(62,500)	-13%
EXCESS(DEFICIT)	(2)	(708,689)		(75,898)	632,791	
Beginning Fund Balance	905,388	905,388		733,232		
Ending Fund Balance	\$905,386	\$196,699	22%	\$657,334	(\$460,635)	

GENERAL FUND REVENUE

General Fund revenues for the first half of the fiscal year are 54% of budget and are 16% higher when compared to the same period last fiscal year. The increase from last year is primarily due to timing of accelerated city contributions in Q1 this year to pay for the lump sum annual required UAAL contribution to CalPERS (last year was paid evenly each month). Permitting and license revenue was 25% of budget and 38% above the same period last year. Permitting activity timing varies throughout the year. Wildland Urban Interface (WUI) revenue is at 55% of annual budget. Other revenue is lower than budget due to timing of strike team revenues.

GENERAL FUND REVENUE	FISCAL YEAR 2021-22			FISCAL YEAR 2020-21		
	Annual Budget	YTD Actual to 12/31/21	YTD %	YTD Actual to 12/31/20	\$ Variance CY vs. PY	% Variance CY vs. PY
Permits and Licenses	\$305,000	\$75,798	25%	\$54,842	\$20,956	38%
Intergovernmental Revenues	29,358,614	16,617,914	57%	13,925,391	2,692,524	19%
Charges for Services	382,714	157,660	41%	52,985	104,675	198%
Others	405,299	(325,988)	-80%	193,928	(519,916)	-268%
TOTAL	\$30,451,627	\$16,525,385	54%	\$14,227,146	\$2,298,239	16%

GENERAL FUND EXPENDITURES



CENTRAL COUNTY FIRE DEPARTMENT

2021-22 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2021

General Fund expenditures are at 57% of budget through the second quarter and 20% above the same period last year. Salaries and benefits are 58% of budget and 22% higher than last year due to the lump sum payment of CalPERS UAL contribution as well as overtime. Overtime is at 117% of budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for vacation leave. Materials and services are 57% of budget due to timing of spending.

GENERAL FUND EXPENDITURES	FISCAL YEAR 2021-22			FISCAL YEAR 2020-21		
	Annual Budget	YTD Actual to 12/31/21	YTD %	YTD Actual to 12/31/20	\$ Variance CY vs. PY	% Variance CY vs. PY
Salaries & Benefits	\$27,318,299	\$15,951,214	58%	\$13,105,795	\$2,845,419	22%
Materials and Services	2,058,330	745,360	36%	722,249	23,111	3%
Capital Outlay/Reserve	1,075,000	537,500	50%	475,000	62,500	13%
TOTAL	\$30,451,629	\$17,234,074	57%	\$14,303,044	\$2,931,030	20%

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



CENTRAL COUNTY FIRE DEPARTMENT

2021-22 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2021

Central County Fire Department Quarterly Financial Report Q2 FY 2021-22 (July 1, 2021 to December 31, 2021)								
	<u>GL Account Number</u>	<u>Budget 2021-22</u>	<u>Actual 2021-22</u>	<u>% to Budget</u>	<u>Actual 2020-21</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>	
REVENUES:								
PERMITS & LICENSES								
Construction Permits	00.320.101	\$ 280,000	\$ 67,690	24%	\$ 51,393	16,297	32%	
Fire Code Permit	00.320.102	25,000	7,568	30%	3,449	4,119	119%	
Penalty Fees	00.320.150	-	540		-	540		
Total Permits & Licenses		305,000	75,798	25%	54,842	20,956	38%	
INTERGOVERNMENTAL REVENUES								
Burlingame	00.330.100	12,501,367	7,079,403	57%	5,946,210	1,133,193	19%	
Hillsborough	00.330.200	8,334,245	4,719,604	57%	3,964,140	755,464	19%	
Millbrae	00.330.300	7,993,414	4,588,650	57%	3,802,236	786,414	21%	
Sub-total from City Contributions		28,829,026	16,387,657	57%	13,712,586	2,675,071	20%	
Other Agencies								
ALS JPA	00.341.100	271,236	95,328	35%	133,390	(38,062)	-29%	
WUI Revenue	00.341.200	140,000	76,800	55%	-	76,800		
Joint Training Program	00.342.100	118,352	59,176	50%	59,176	-	0%	
State Grants	00.334.000	-	(1,047)		20,239	(21,285)	-105%	
Sub-total from Other Agencies		529,588	230,257	140%	212,805	17,453	8%	
Total Intergovernmental Revenues		29,358,614	16,617,914	57%	13,925,391	2,692,524	19%	
CHARGES FOR SERVICES								
Fire Plan Review	00.340.200	150,000	43,983	29%	34,256	9,727	28%	
Fire Service Line Permit	00.340.201		371		-			
Inspections/ReInspections	00.340.203	100,000	64,602	65%	16,799	47,803	285%	
Fire Flow Inspection	00.340.205	1,182	1,807	153%	412	1,395	338%	
Alternate Means of Protection	00.340.206	2,070	3,648	176%	229	3,419	1493%	
Licensed Facility Inspection	00.340.207	-	-		-	-		
Other Reimb. Revenue	00.340.220	90,462	42,949	47%	914	42,036	4601%	
Station 34 Mechanic Shop	00.342.400	39,000	300	1%	375	(75)	-20%	
Total Charges for Services		382,714	157,660	41%	52,985	104,304	197%	
OTHERS								
Workers Compensation Reimb	00.340.219	400,000	199,979	50%	206,665	(6,687)	-3%	
Investment Earnings	00.361.100	299	262	88%	224	38	17%	
Strike Team Reimbursement	00.340.300	-	(538,179)		(12,416)	(525,763)	4235%	
Miscellaneous	00.364.100	5,000	11,951	239%	(545)	12,496	-2294%	
Imaging/Microfiche Services	00.364.102	-	-		-	-		
Total Others		405,299	(325,988)	-80%	193,928	(519,916)	-268%	
TOTAL REVENUES		\$ 30,451,627	\$ 16,525,385	54%	\$ 14,227,146	\$ 2,297,868	16%	



CENTRAL COUNTY FIRE DEPARTMENT

2021-22 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2021

Central County Fire Department
Quarterly Financial Report
Q2 FY 2021-22 (July 1, 2021 to December 31, 2021)

<u>GL Account Number</u>	<u>Budget 2021-22</u>	<u>Actual 2021-22</u>	<u>% to Budget</u>	<u>Actual 2020-21</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>
EXPENDITURES:						
SALARIES & BENEFITS						
Regular Salaries - Safety	00.410.100	\$ 11,703,780	\$ 5,481,116	47%	\$ 5,201,927	\$ 279,189 5%
Regular Salaries - Non Safety	00.410.200	1,257,168	559,590	45%	540,927	18,663 3%
Part-time Salaries	00.420.100	52,000	25,752	50%	-	25,752
Overtime:		1,834,000	2,152,009	117%	1,798,565	353,444 20%
Miscellaneous	00.430.000	300,000	143,204	48%	169,850	(26,646) -16%
Disability Leave	00.430.100	350,000	51,731	15%	214,496	(162,765) -76%
Vacation Leave	00.430.200	700,000	699,501	100%	396,444	303,057 76%
Sick Leave	00.430.300	200,000	138,949	69%	50,179	88,770 177%
Family Sick Leave/Bereavement	00.430.400	100,000	34,708	35%	17,204	17,503 102%
Special Assignment	00.430.500	125,000	74,683	60%	337,204	(262,521) -78%
Shop Mechanic	00.430.600	5,000	1,262	25%	822	440
Strike Team - Reimbursable	00.430.700	-	983,812		572,965	410,847 72%
Reimbursable	00.430.850	14,000	13,357	95%	1,607	11,750 731%
COVID-19 (OT)	00.441.000	40,000	10,802		37,793	(26,990) -71%
COVID-19 (family leave, etc.)	00.440.000	-	10,296		35,104	(24,808)
Holiday Pay	00.440.100	569,564	258,122	45%	242,792	15,330 6%
FLSA	00.440.200	284,794	134,239	47%	125,890	8,349 7%
Uniform Allowance	00.440.300	69,865	27,493	39%	24,992	2,500 10%
Medicare/FICA	00.440.400	202,064	126,735	63%	114,041	12,694 11%
PERS Retirement	00.440.500	5,981,286	4,785,260	80%	2,689,904	2,095,356 78%
Health Insurance	00.440.600	1,488,791	845,686	57%	772,846	72,840 9%
Dental Insurance	00.440.700	136,339	40,578	30%	49,070	(8,492) -17%
Vision	00.440.800	25,639	10,446	41%	14,165	(3,719) -26%
Life Insurance	00.440.900	17,978	7,970	44%	6,279	1,692 27%
Long-term Disability Insurance	00.441.100	6,565	3,137	48%	1,870	1,268 68%
Retirement Health Savings	00.441.300	188,336	90,357	48%	83,092	7,266 9%
Technology & Wellness Benefit	00.441.320	9,000	3,076	34%	3,234	(159) -5%
Health Insurance - Retirees	00.441.350	1,364,000	364,618	27%	349,770	14,847 4%
Workers' Compensation	00.441.500	1,900,000	952,015	50%	969,500	(17,485) -2%
Vacation Leave Buyout	00.451.100	22,630	29,558	131%	26,257	3,301 13%
Sick Leave Buyout	00.451.200	19,500	-	0%	16,643	(16,643) -100%
Leave Payout upon Retirement	00.451.300	150,000	12,091	8%	13,334	(1,243) -9%
Other Payroll Charges	00.451.400	3,000	2,750	92%	2,996	(246) -8%
Admin Leave Buyout	00.451.500	32,000	28,321	89%	22,597	5,723
Total Salaries & Benefits		27,318,299	15,951,214	58%	13,105,795	2,845,419 22%



CENTRAL COUNTY FIRE DEPARTMENT

2021-22 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2021

Central County Fire Department
Quarterly Financial Report
Q2 FY 2021-22 (July 1, 2021 to December 31, 2021)

	<u>GL Account Number</u>	<u>Budget</u> <u>2021-22</u>	<u>Actual</u> <u>2021-22</u>	<u>% to</u> <u>Budget</u>	<u>Actual</u> <u>2020-21</u>	<u>\$ Variance</u> <u>CY v. PY</u>	<u>% Variance</u> <u>CY v. PY</u>
MATERIALS & SERVICES:							
Office Expense	00.510.100	\$ 20,126	\$ 7,398	37%	\$ 7,185	\$ 213	3%
Expendable Supplies	00.510.400	35,000	16,589	47%	23,143	(6,554)	-28%
Postage Expense	00.510.600	3,824	2,062	54%	972	1,089	112%
EMS Supplies	00.510.800	15,450	1,584	10%	9,050	(7,466)	-83%
Respiratory Equipment Expense	00.511.100	29,700	22,785	77%	11,218	11,567	103%
Special Department Expense	00.511.200	-	-		(135)	135	-100%
Small Tools	00.511.500	87,000	39,211	45%	28,432	10,779	38%
Public Education	00.511.900	10,000	544	5%	4,235	(3,691)	-87%
Safety Equipment	00.512.300	116,000	32,656	28%	35,766	(3,110)	-9%
Unifrom Supplies	00.512.400	10,972	6,215	57%	1,455	4,761	327%
Communications	00.512.600	64,890	32,585	50%	20,812	11,773	57%
Utilities	00.513.000	103,134	12,240	12%	42,863	(30,623)	-71%
Building/Grounds/Facilities Maint	00.514.100	150,000	27,646	18%	30,524	(2,878)	-9%
Gas, Diesel, Oil	00.514.800	82,129	37,970	46%	26,198	11,772	45%
Apparatus Maintenance (CCFD)	00.515.500	160,000	24,258	15%	90,181	(65,923)	-73%
Hose and Nozzles	00.515.700	25,000	788	3%	7,784	(6,996)	-90%
Radio Maintenance	00.515.900	15,500	-	0%	4,615	(4,615)	-100%
Contractual Services	00.516.300	498,591	165,366	33%	127,261	38,104	30%
Legal Services	00.516.350	29,000	4,019	14%	10,552	(6,533)	-62%
Auditing	00.516.500	12,937	11,720	91%	12,000	(280)	-2%
Mechanic Shop Service Agreement	00.516.600	39,525	5,310	13%	17,147	(11,837)	-69%
Mechanic Shop- Inventory/Stock	00.516.700	12,000	1,869	16%	5,710	(3,841)	-67%
W UI Expenses	00.516.800	75,000	1,903	3%	1,882	22	1%
USAR Program	00.516.900	10,000	547	5%	2,836	(2,289)	-81%
Dues & Subscriptions	00.517.000	9,389	6,557	70%	8,298	(1,741)	-21%
Travel, Conferences & Meetings	00.517.400	15,000	7,435	50%	7,477	(42)	-1%
HR (Hiring etc.)	00.517.420	26,571	26,746	101%	3,989	22,758	571%
Training & Safety	00.517.800	100,000	15,904	16%	9,422	6,481	69%
Emergency Preparedness	00.517.900	35,000	6,551	19%	3,657	2,894	79%
CERT Program Expense	00.517.950	-	-		15,903	(15,903)	-100%
Wellness & Safety	00.518.200	50,000	723	1%	1,981	(1,258)	-63%
Weed Abatement	00.518.500	9,425	-	0%	-	-	
Liability, Property, Other Ins	00.518.900	117,627	194,799	166%	112,026	82,773	74%
Computer, Telephone & Other IT	00.519.300	50,000	24,268	49%	28,651	(4,383)	-15%
Mobile Technology	00.519.400	5,000	527	11%	1,773	(1,246)	-70%
Miscellaneous	00.520.400	14,540	6,587	45%	575	6,012	1046%
COVID Expense	00.520.401	20,000	-	0%	6,810	(6,810)	-100%
Total Materials and Services		2,058,330	745,360	36%	722,249	23,111	3%

TOTAL OPERATIONS COST	29,376,629	16,696,574	57%	13,828,044	2,868,530	21%
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CENTRAL COUNTY FIRE DEPARTMENT **2021-22 Quarterly Financial Report (Unaudited)** **Second Quarter Ending December 31, 2021**

Central County Fire Department Quarterly Financial Report Q2 FY 2021-22 (July 1, 2021 to December 31, 2021)							
	<u>GL Account Number</u>	<u>Budget 2021-22</u>	<u>Actual 2021-22</u>	<u>% to Budget</u>	<u>Actual 2020-21</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>
CAPITAL TRANSFERS:							
Transfer to Capital Project	00.710.100	\$ -	\$ -		\$ -	-	
Transfer to Vehicle Replacement	00.710.200	1,075,000	537,500	50%	475,000	62,500	13%
Total Capital Outlay/Reserve		1,075,000	537,500	50%	475,000	62,500	
TOTAL INCLUDING CAPITAL		\$ 30,451,629	\$ 17,234,074	57%	\$ 14,303,044	\$ 2,931,030	20%



AGENDA ITEM: 7b

STAFF REPORT

MTG. DATE: February 9, 2022

TO: Board of Directors

DATE: February 9, 2022

FROM: Jean Savaree, General 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)

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 and January 5, 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 mirrors the findings made by the Fire Board on December 8, 2021, and January 5, 2022. Staff believes that these findings can be made again. As discussed in the staff report accompanying the resolutions approved on December 8 and January 5, the San Mateo County Health Officer's most recent distancing order requires face coverings to

be worn in all indoor public settings (Order No. c19-12, dated August 2, 2021). This face covering order is based on the threat of COVID-19 transmission, which is still prevalent. The face covering mandate issued through Order No. c19-12 attempts to balance that threat of transmission with the “strategy to support the continued operations of businesses, activities, and schools.” The Order finds that “Universal indoor use of face coverings, also known as masking, is the least disruptive and most immediately impactful additional measure to take.”

On December 15, 2021, the California Department of Public Health (CDPH) issued its own statewide mask requirement for anyone in an indoor public place. CDPH indicated that this measure was necessary due to a recent increase in coronavirus cases. This Order was originally set to remain in effect through January 15, 2022, but was subsequently extended though at least February 15, 2022.

On December 1, 2021, it was announced that the first documented case of the “Omicron” variant of the coronavirus in the United States had been discovered in the San Francisco Bay Area. In a matter of weeks, Omicron became the dominant strain of the coronavirus in the United States, and early research has shown that vaccinations are less effective in preventing transmission of Omicron versus other variants. The Center for Disease Control (CDC) notes that the Omicron variant spreads quicker and easier than prior known variants, including the prior dominant variant, “Delta.”

Much like the justification for implementing the face covering requirement articulated by the San Mateo County Health Officer, continuing to allow remote participation in 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 can suppress transmission, they cannot eliminate the threat. Conducting meetings remotely 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 Council, Commission, or 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 requires face coverings for certain people and 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. 22-02

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, Order No. C19-12 of the San Mateo County Health Officer, which was issued August 2, 2021, remains in effect and “directs that face coverings shall be worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings...”; and

WHEREAS, the San Mateo County Health Officer’s Order No. c19-12 was based on new evidence on the B.1.617.2 (Delta) variant of the COVID-19 virus which led the Center for Disease Control (CDC) to recommend face coverings for fully-vaccinated persons in indoor public settings and the California Department of Public Health to recommend universal masking in indoor public settings; and

WHEREAS, on December 1, 2021, it was announced that the first documented case of the “Omicron” variant of the coronavirus in the United States had been discovered in the San Francisco Bay Area; and

WHEREAS, in a matter of weeks, Omicron became the dominant variant of COVID-19 and is believed to spread quicker and easier than prior known variants; and

WHEREAS, early research has shown that vaccinations are less effective in protecting against the Omicron variant than prior known variants; and

WHEREAS, due to an increase in coronavirus cases, on December 15, 2021, the California Department of Public Health issued a statewide requirement that all persons wear face coverings while in indoor public places through January 12, 2022 and subsequently extended that Order through February 15, 2022; 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 5, 2022 and again found 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 currently requires face coverings to be worn in indoor public settings as a social distancing measure; and
3. Order No. c19-12 of the San Mateo County Health Officer requires face coverings be worn in all indoor public settings and recommends face coverings in other settings and for specific at-risk groups; and
4. Holding meetings in person creates an imminent risk to the health and safety of attendees because, as stated in Order No. c19-12 of the San Mateo County Health Officer, "household transmission and small gatherings are major drivers of COVID-19 transmission in San Mateo County"; and
5. 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 by teleconference this 9th day of February, 2022.

Signed: _____
Ricardo Ortiz, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-02 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 9th day of February, 2022 by the following vote of the members thereof:

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



AGENDA ITEM: 10a

STAFF REPORT

MTG. DATE: February 9, 2022

TO: Board of Directors

DATE: February 9, 2022

FROM: Kristin Armbruster, Human Resources Manager

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

SUBJECT: Resolution to Adopt the New and Revised Classification Specifications for the Training Division

Recommendation:

Approve the new and revised Classification Specifications for the Training Division.

Background:

The Central San Mateo County Training Division (Training Division) was established in 2010 as a joint partnership with Central County Fire Department (CCFD) and the City of Millbrae. Over time, the Training Division expanded to include the cities of San Mateo, Foster City, and Belmont (now San Mateo Consolidated Fire Department (SMC)) and San Bruno, with each agency contributing to the funding of the Division. The Training Division has been responsible for providing required mandated trainings, maintaining training records, and issuing and tracking certifications along with Paramedic and EMT continuing education to maintain state and county credentials for employees of all agencies involved.

In 2019, the participating agencies agreed on a reorganization of the Training Division and eliminated the Training Captain position. On January 1, 2022, a letter was sent to Fire Chief Barron from SMC stating that SMC Fire will not be participating in a new Training Division agreement.

CCFD made a presentation to the Fire Board at the December 8, 2021 meeting to rebuild the Training Division within CCFD and continue to work with San Bruno to maximize efficiency of scale for training where appropriate for both agencies. This presentation included the positions of Training Battalion Chief, Training Captain, and a new Emergency Services Manager. The Training Division also has an existing Administrative Assistant position within its structure.

The Training Battalion Chief position provides general oversight of the Training Division, supervises Training Division staff, sets the training calendar, oversees probationary firefighter testing, and manages the Health and Safety division.

The Training Captain provides hands on and classroom-based training, is responsible for all division equipment, logistics for training classes, and supports probationary training and curriculum development.

The proposed position of Emergency Medical Services Manager focuses on the emergency medical services program for Paramedic and EMT credentials, coordinates and manages the controlled substance restock for paramedic kits on fire apparatus, serves as the Department Infectious Control Officer, coordinates the basic and advanced life support programs, develops and implements public education programs, and evaluates department personnel to ensure EMS performance standards compliance.

Fiscal Impact:

There is no fiscal impact to adoption of these classification specifications.

Attachments:

1. Resolution to Adopt the New and Revised Classification Specifications for the Training Division
2. Training Battalion Chief classification specification
3. Training Captain classification specification
4. Emergency Medical Services Manager classification specification

RESOLUTION NO. 22-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING THE NEW AND REVISED CLASSIFICATION SPECIFICATIONS
FOR THE TRAINING DIVISION**

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

WHEREAS, the Central County Fire Department (Department) desires to reorganize the Central San Mateo County Training Division; and

WHEREAS, the Department desires to have accurate and up to date classification specifications for all approved positions; and

WHEREAS, the Department desires to use these classification specifications.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department adopts the new and revised classification specifications for the Training Division effective February 9, 2022:

- Training Battalion Chief
- Training Captain
- Emergency Medical Services Manager

Approved at a regular meeting of the Board of Directors, held by teleconference, this 9th day of February, 2022.

SIGNED: _____
Ricardo Ortiz, Chair

ATTEST: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-03 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 9th day of February 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

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, 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.



Bargaining Unit: Central County Firefighters Union

Date Created: 1/10/22

FLSA Status: Non-Exempt

Work shift: 40-hour work week

Definition

When assigned to the Central San Mateo County Training Division: Under administrative direction, supports general administrative tasks in the Training Division and the Health and Safety Program such as budget tracking, equipment management and report development; supports personnel management including conducting safety training and developing performance evaluations; assists in creating and recommending departmental guidelines and new programs; conducts division training, and implements training standards in specific program areas. This is a two-year commitment, subject to an opening in Suppression or a current Fire Captain volunteering to move into the training assignment, with approval from the Fire Chief or his/her designee.

Supervision Received and Exercised

Receives administrative direction from the Training Battalion Chief. Does not exercise direct supervision over other staff.

Minimum Requirements

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

Essential Duties

- Supports the day-to-day operations and assignments of the Training Division. Day-to-day operations may include any duties within the Training Division, including the Health and Safety Program.
- Restocks narcotics, (for holders of current paramedic license only).
- Support and implement program objectives and budgets.
- Stays current with changes in education, technology, rules, regulations, and laws related to the position.
- 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.

- Takes leadership roles 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 the employee development needs, including a joint training plan, where appropriate, with neighboring fire departments.
- Provides administrative assistance to the Training Battalion 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, support, supervise and elicit the cooperation of others.
- Implement and evaluate assigned program areas; analyze program needs and related documents; make recommendations for improved methods, changes in operation, or staffing requirements.
- Exercise good professional judgment and 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 and Training Division 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.
- 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.
- Analyze facts and exercise independent judgment.

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.

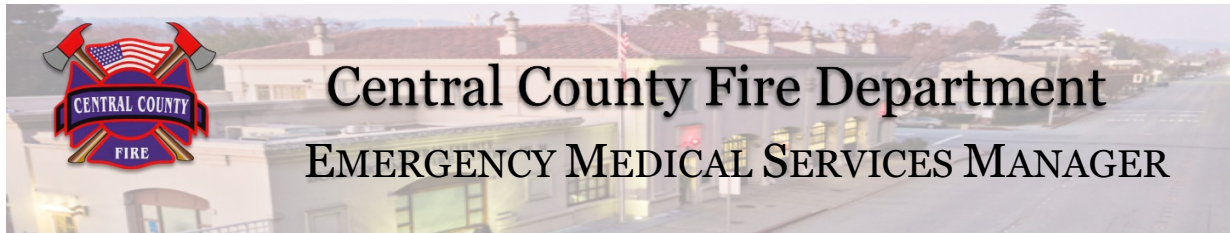
- Possession of, or ability to obtain, a valid Class C driver's license with a Firefighter endorsement issued by the California DMV, which must be maintained as a condition of employment.
- Possession of a valid Paramedic License is highly desirable.

Experience and Training

- G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, Rope Rescue Technician (Rescue Specialist) are highly desirable
- Instructor I & II, Regional Instructor Orientation and Ethics are highly desirable

Special Requirements

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



Bargaining Unit: Unrepresented
FLSA Status: Exempt
CalPERS classification: Non safety

Date Created: 1/10/22

Definition

When assigned to the Central San Mateo County Training Division: Under the general direction of the Training Battalion Chief, plans, organizes and manages the emergency medical services (EMS) programs for all Fire Department personnel; provides expertise in program elements for the organization; and performs a variety of professional and technical tasks relative to the assigned area of responsibility; requires specialized knowledge and expertise and has primary responsibility for the quality and compliance aspects of the Emergency Medical Services program in the Training Division.

Supervision Exercised and Received

Receives general direction from the Training Battalion Chief.

Essential Duties

- Serves as agency Department Infectious Control Officer (DICO).
- Coordinates and manages Controlled Substance Re-stock.
- Assist in the management of Health and Safety programs.
- Recommends and assists in the implementation of EMS goals and objectives; provides and coordinates the Fire Department's continuing education program in accordance with State and local regulations.
- Develops and implements emergency medical services programs by compiling and evaluating operations and activities; recommending improvements and modifications; preparing various reports on operations and activities.
- Researches, compiles and prepares reports and documentation on program activities; analyzes programs and develops corrective action, maintains records of findings and corrective actions; prepares periodic status update.
- Performs Quality Improvement Audits of pre-hospital documentation.
- Prepares, oversees and participates in the teaching, training and education of all EMS components within the department; assists Emergency Medical Technicians (EMT) and Paramedics with re-certification needs.

- Coordinates and assists in the training for the cardio-pulmonary resuscitation (CPR) and automated external defibrillator (AED) programs for department personnel and the public.
- Coordinates and monitors the Fire Department's continuous quality improvement program for Basic Life Support (BLS) and Advanced Life Support (ALS); develops, implements, reviews, monitors and revises training courses and manuals for BLS and ALS to ensure Fire Department personnel meet established standards.
- Observes patient care provided by Fire Department employees, which may require furnishing employees with training, counseling and orientation as needed.
- Participates in evaluating Fire Department personnel to ensure EMS performance standards compliance; may provide technical expertise regarding medical performance in disciplinary actions.
- Reviews and updates the Fire Department's exposure control program including assisting with drafting policies and procedures, providing training, and writing exposure follow-up reports; works with Administration on required "Designated Officer" duties and responsibilities.
- Analyzes and interprets relevant legislation, regulations and local protocols that may impact Paramedic, EMT or other department EMS programs; makes written recommendations as necessary.
- Participates in evaluating and making recommendations for the purchase of equipment and supplies used in EMS programs; assists in equipment maintenance and medical inventory control.
- Assists in developing and implementing EMS public education programs; coordinates, schedules and participates in presenting public awareness and educational programs.
- Represents the Fire Department on committees, with outside organizations, and at staff subcommittees as necessary; coordinates emergency medical services activities with other divisions and agencies.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve EMS complaints.
- Builds and maintains positive working relationships with co-workers, employees and the public using principles of good customer service.

Job-related Qualifications

Knowledge of:

- Principles and practices of emergency medicine, including clinical assessment techniques and the principles of patient prioritization and stabilization.

- Principles, terminology, procedures, medications and equipment used in the administration of emergency medical response and patient treatment for both Basic Life and Advanced Life Support.
- Pre-hospital medical practices and regional protocols.
- Principles and practices related to the development, management and administration of EMS systems and quality assurance programs.
- State and local statutes and regulations pertaining to EMS training, service delivery and quality improvement.
- Effective training techniques and learning processes.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles of budget preparation and administration.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, implement and direct all aspects of an EMS quality assurance program.
- Monitor, evaluate and provide feedback regarding the work performance of EMTs and Paramedics.
- Coordinate, develop and conduct a variety of EMS training programs for Fire Department staff and the public. Research and analyze operational and technical issues and develop appropriate recommendations for action.
- Interpret and explain Fire Department policies and procedures. Develop and recommend policies and procedures related to assigned operations.
- Develop and maintain accurate record keeping systems.
- Communicate clearly and concisely, both orally and in writing.
- May supervise, train and evaluate assigned personnel.

Skill in:

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

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible experience in the training and/or delivery of health care services, fire services, or emergency medical care. Two years

academic training experience or clinical experience in the practice of emergency medicine or pre-hospital care is desirable.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in health services, fire science, public health or related field.

Licenses and Certificates

- **Certification as an EMT- Paramedic.**
- Possession of a valid Class C California driver's license, which must be maintained as a condition of employment.
- Possession of an American Heart Association (AHA) Basic Life Support (BLS) Instructor certificate within one year of appointment. Failure to obtain the required certificate within one year will result in release from probation.
- Certified EMT-P preceptor is highly desirable
- Certified San Mateo County Paramedic orientation trainer is highly desirable
- Advanced Cardiac Life Support (ACLS) Instructor and Pediatric Advanced Life Support (PALS) Instructor are highly desirable.
- California licensure as a Registered Nurse or Physician's Assistant is 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; represent the Fire Department effectively, tactfully and professionally in contacts with representatives of other agencies and the public; enforce necessary regulations with firmness and tact; analyze facts and exercise independent judgment. Physical requirements include ability to lift up to 50 pounds. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.