



BOARD OF DIRECTORS SPECIAL MEETING AGENDA

Tuesday March 15th, 2022
Special Meeting, 5 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.

<https://us02web.zoom.us/j/83874061626?pwd=KzE1UUtSTWNUUDZ6eGs5M05mb2dXUT09>

Meeting ID: 838 7406 1626

Passcode: 715402

One tap mobile

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Meeting ID: 838 7406 1626

Find your local number: <https://us02web.zoom.us/u/kd6faKIYPX>

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

There are no minutes to approve.

5. REPORT OUT FROM CLOSED SESSION

- a. Report out from closed session of February 9, 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 Tuesday, March 15, 2022.

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).

8. PUBLIC HEARING

There are 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.

10. BOARD OF DIRECTORS' COMMENTS

11. ADJOURN TO CLOSED SESSION

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 14, 2022.

14. ADJOURN FROM CLOSED SESSION



AGENDA ITEM: 7a

STAFF REPORT

MTG. DATE: March 15, 2022

TO: Board of Directors

DATE: March 15, 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)

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, and February 9, 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 of 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, and February 9, 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. 22-04

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 and February 9, 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 15th day of March, 2022.

Signed: _____
Ricardo Ortiz, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-04 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 15th day of March, 2022 by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____



AGENDA ITEM: 9a

STAFF REPORT

MTG. DATE: March 15, 2022

TO: Board of Directors

DATE: March 15, 2022

FROM: Bruce Barron, Fire Chief

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

SUBJECT: Resolution Authorizing the Fire Chief to 1) fill the positions of Training Battalion Chief and Training Captain from the existing promotional lists, 2) recruit and hire an Emergency Medical Services Manager and 3) establish the new CCFD Training Division prior to July 1, 2022.

Recommendation:

Staff recommends that the Board adopt the resolution authorizing the Fire Chief to 1) fill the positions of Battalion Chief and Training Captain from the existing promotional lists, 2) recruit and hire the Emergency Medical Services Manager (EMS Manager) and 3) establish the new CCFD Training Division in advance of the expiration of the current training program on June 30, 2022.

Background:

In December of 2021, San Mateo Consolidated Fire Department (SMCFD) notified Central County Fire Department (CCFD) and San Bruno Fire Department (SBFD) that SMCFD would not be renewing their participation in the Central San Mateo County Training Division (CSMCTD) Agreement. The CSMCTD Agreement expires on June 30, 2022.

This notification prompted CCFD to explore the possibility of establishing an in-house training division. At the December 8, 2021, regular Board meeting, staff made a presentation showing the benefits of an in-house training division. All Board Members were in favor and staff was given direction and approval to establish the CCFD Training Division and include the associated costs in the proposed budget for FY22/23.

At the end of December, the CCFD Battalion Chief assigned to the current training program (CSMCTD) retired, leaving a vacancy that has not been filled. There is a mutual agreement between CCFD and SBFD to utilize this vacancy and the cost savings from the vacancy to establish the new CCFD training program in advance of the expiration of CSMCTD. As funded in the CCFD FY21/22 adopted budget, the projected vacancy savings are \$223,118. At this time staff is requesting to utilize the savings to fill the new Battalion Chief and

Training Captain positions, and recruit and hire an EMS Manager, which will add 2 new positions to the CCFD headcount. This will allow CCFD to establish the CCFD Training Division prior to July 1, 2022.

If approved, staff anticipates the Battalion Chief would start the first week of April, the Captain would start middle of April or beginning of May and the EMS Manager would start beginning to middle of June, pending recruitment process.

Fiscal Impact:

The net impact to the FY21/22 adopted budget is approximately \$7,138. A budget amendment is not needed at this time.

Attachments:

1. Resolution Authorizing the Fire Chief to 1) fill the positions of Training Battalion Chief and Training Captain from the existing promotional lists, 2) recruit and hire an Emergency Medical Services Manager and 3) establish the new CCFD Training Division prior to July 1, 2022.

RESOLUTION NO. 22-05

**RESOLUTION OF THE CENTRAL COUNTY FIRE DEPARTMENT BOARD OF DIRECTORS
AUTHORIZING THE FIRE CHIEF TO FILL THE POSITIONS OF TRAINING BATTALION CHIEF
AND TRAINING CAPTAIN FROM THE EXISTING PROMOTIONAL LISTS, RECRUIT AND HIRE AN
EMERGENCY MEDICAL SERVICES MANAGER AND ESTABLISH THE NEW CCFD TRAINING
DIVISION PRIOR TO JULY 1, 2022**

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

WHEREAS, in December 2021 San Mateo Consolidated Fire Department gave notice to terminate their participation in the Central San Mateo Training Division effective with expiration of the current agreement, June 30, 2022; and

WHEREAS, at the December 8, 2021, regular Board of Directors meeting, the Board gave staff approval to establish an in-house training division and include associated costs in the FY22/23 proposed budget; and

WHEREAS, there is currently a vacancy in the training division and projected savings of \$223,118 in the adopted FY21/22 budget; and

WHEREAS, staff requests to utilize said savings to 1) fill the position of Training Battalion Chief and Training Captain from the existing promotional lists, 2) recruit and hire an Emergency Medical Services Manager and 3) establish the new CCFD Training Division; and

WHEREAS, the net impact to the FY21/22 adopted budget is approximately \$7,138, a budget amendment is not needed at this time.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the resolution authorizing the Fire Chief to 1) fill the positions of Training Battalion Chief and Training Captain from the existing promotional lists, 2) recruit and hire the Emergency Medical Services Manager (EMS Manager) and 3) establish the new CCFD Training Division prior to July 1, 2022.

Approved at a special meeting of the Board of Directors, held by teleconference at this 15th day of March, 2022.

Signed: _____
Ricardo Ortiz, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-05 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, San Mateo County, California, at its special meeting held on the 15th day of March, 2022, by the following vote of the members thereof:

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