



## **BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**Tuesday May 10<sup>th</sup>, 2022  
1 p.m. by Teleconference/Zoom**

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

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

<https://us02web.zoom.us/j/84483324509?pwd=WnZjdmV2Q1Z0OEhhKzRyeTkrcEZsQT09>

Meeting ID: 844 8332 4509

Passcode: 159683

One tap mobile

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Meeting ID: 844 8332 4509

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

### **TELECONFERENCE PARTICIPANTS**

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

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

Any requests for reasonable accommodation should be addressed to Rubina Ellam at [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org) or 650-558-7600.



**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF MINUTES**

There are no minutes for approval.

**5. REPORT OUT FROM CLOSED SESSION**

There is no report out; closed session for April 13, 2022 was canceled.

**6. PUBLIC COMMENTS – NON-AGENDA**

The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. For purposes of this teleconference meeting, members of the public may provide written comments by email to [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org). Emailed comments should include the specific agenda item on which you are commenting on or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 3 p.m. on Tuesday May 10, 2022.

**7. CONSENT CALENDAR**

- a. Central County Fire Department Quarterly Report for Q3, Fiscal Year 2021-22
- b. Central County Fire Department Treasurer's Report for Q3, Fiscal Year 2021-22
- c. 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**

There are no staff reports for this meeting.

**10. BOARD OF DIRECTORS' COMMENTS**

**11. ADJOURNMENT**

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

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



AGENDA ITEM: 7a

## STAFF REPORT

MTG. DATE: May 10, 2022

**TO:** Board of Directors

**DATE:** May 10, 2022

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

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

**SUBJECT:** Central County Fire Department Quarterly Financial Report for Q3 Fiscal Year 2021-22

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**Recommendation:**

Staff recommends that the Board receive the Central County Fire Department Quarterly Financial Report for Q3 Fiscal Year 2021-22.

**Background:**

The unaudited, interim Quarterly Financial Report is provided to the Central County Fire Department's Board for Quarter 3 Fiscal Year 2021-22.

**Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

**Attachments:**

1. Central County Fire Department Quarterly Financial Report for Q3 Fiscal Year 2021-22.



## CENTRAL COUNTY FIRE DEPARTMENT

### 2021-22 Quarterly Financial Report (Unaudited)

#### Third Quarter Ending March 31, 2022

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal quarter July 1, 2021 to March 31, 2022. 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 \$0.14 million for the quarter, and an ending fund balance of \$0.76 million on March 31, 2022. The net deficit as compared to the prior year is primarily due to timing of the payment to CalPERS for the annual UAAL contribution. 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 03/31/22	YTD %	YTD Actual to 03/31/21	\$ Variance CY vs. PY	% Variance CY vs. PY
Revenue	\$30,451,627	\$23,970,885	79%	\$21,513,230	\$2,457,654	11%
Expenditures	29,376,629	23,309,096	79%	20,474,028	2,835,068	14%
Capital Transfer	1,075,000	806,250	75%	712,500	(93,750)	-13%
EXCESS (DEFICIT)	(2)	(144,461)		326,702	471,164	
Beginning Fund Balance	905,388	905,388		733,232		
Ending Fund Balance	\$905,386	\$760,927	84%	\$1,059,934	(\$299,008)	

### GENERAL FUND REVENUE

General Fund revenues through the third quarter of the fiscal year are 79% of budget and are 11% 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 56% of budget and 41% above the same period last year. Permitting activity timing varies throughout the year. Wildland Urban Interface (WUI) revenue is at 78% of annual budget. Other revenue variance as compared to budget is due to timing of strike team revenues.

GENERAL FUND REVENUE	FISCAL YEAR 2021-22			FISCAL YEAR 2020-21		
	Annual Budget	YTD Actual to 03/31/22	YTD %	YTD Actual to 03/31/21	\$ Variance CY vs. PY	% Variance CY vs. PY
Permits and Licenses	\$305,000	\$170,653	56%	\$120,743	\$49,910	41%
Intergovernmental Revenues	29,358,614	22,931,667	78%	20,902,067	2,029,601	10%
Charges for Services	382,714	267,270	70%	194,343	72,927	38%
Others	405,299	601,294	148%	296,077	305,217	103%
TOTAL	\$30,451,627	\$23,970,885	79%	\$21,513,230	\$2,457,654	11%



## CENTRAL COUNTY FIRE DEPARTMENT 2021-22 Quarterly Financial Report (Unaudited) Third Quarter Ending March 31, 2022

### GENERAL FUND EXPENDITURES

General Fund expenditures are at 79% of budget through the third quarter and 14% above the same period last year. Salaries and benefits are 81% of budget and 15% higher than last year due to the lump sum payment of CalPERS UAL contribution as well as overtime. Overtime is at 151% of budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for vacation leave. Materials and services are 59% of budget due to timing of spending.

GENERAL FUND EXPENDITURES	FISCAL YEAR 2021-22			FISCAL YEAR 2020-21		
	Annual Budget	YTD Actual to 03/31/22	YTD %	YTD Actual to 03/31/21	\$ Variance CY vs. PY	% Variance CY vs. PY
Salaries & Benefits	\$27,318,299	\$22,099,438	81%	\$19,225,941	\$2,873,497	15%
Materials and Services	2,058,330	1,209,658	59%	1,248,087	(38,429)	-3%
Capital Outlay/Reserve	1,075,000	806,250	75%	712,500	93,750	13%
TOTAL	\$30,451,629	\$24,115,346	79%	\$21,186,528	\$2,928,818	14%



# CENTRAL COUNTY FIRE DEPARTMENT

## 2021-22 Quarterly Financial Report (Unaudited)

### Third Quarter Ending March 31, 2022

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

<b>Central County Fire Department</b> <b>Quarterly Financial Report</b> <b>Q3 FY 2021-22 (July 1, 2021 to March 31, 2022)</b>							
<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>	
<b>REVENUES:</b>							
<b>PERMITS &amp; LICENSES</b>							
Construction Permits	00.320.101	\$ 280,000	\$ 161,273	58%	\$ 116,553	44,721	38%
Fire Code Permit	00.320.102	25,000	8,840	35%	4,133	4,707	114%
Penalty Fees	00.320.150	-	540		58	483	
<b>Total Permits &amp; Licenses</b>		<b>305,000</b>	<b>170,653</b>	<b>56%</b>	<b>120,743</b>	<b>49,910</b>	<b>41%</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
Burlingame	00.330.100	12,501,367	9,790,386	78%	8,919,315	871,071	10%
Hillsborough	00.330.200	8,334,245	6,526,927	78%	5,946,210	580,717	10%
Millbrae	00.330.300	7,993,414	6,291,033	79%	5,703,354	587,679	10%
<b>Sub-total from City Contributions</b>		<b>28,829,026</b>	<b>22,608,346</b>	<b>78%</b>	<b>20,568,879</b>	<b>2,039,467</b>	<b>10%</b>
<b>Other Agencies</b>							
ALS JPA	00.341.100	271,236	127,104	47%	200,085	(72,981)	-36%
WUI Revenue	00.341.200	140,000	108,500	78%	24,100	84,400	
Joint Training Program	00.342.100	118,352	88,764	75%	88,764	-	0%
State Grants	00.334.000	-	(1,047)		20,239	(21,285)	-105%
<b>Sub-total from Other Agencies</b>		<b>529,588</b>	<b>323,321</b>	<b>61%</b>	<b>333,188</b>	<b>(9,866)</b>	<b>-3%</b>
<b>Total Intergovernmental Revenues</b>		<b>29,358,614</b>	<b>22,931,667</b>	<b>78%</b>	<b>20,902,067</b>	<b>2,029,601</b>	<b>10%</b>
<b>CHARGES FOR SERVICES</b>							
Special Fire Services	00.340.100	-	15,888		-	15,888	
Fire Plan Review	00.340.200	150,000	95,421	64%	66,317	29,104	44%
Fire Service Line Permit	00.340.201		371		-		
Inspections/Reinspections	00.340.203	100,000	96,357	96%	113,942	(17,585)	-15%
Fire Flow Inspection	00.340.205	1,182	3,060	259%	1,075	1,986	185%
Alternate Means of Protection	00.340.206	2,070	5,988	289%	458	5,530	1207%
Licensed Facility Inspection	00.340.207	-			-	-	
Other Reimb. Revenue	00.340.220	90,462	49,885	55%	1,847	48,039	2602%
Station 34 Mechanic Shop	00.342.400	39,000	300	1%	10,705	(10,405)	-97%
<b>Total Charges for Services</b>		<b>382,714</b>	<b>267,270</b>	<b>70%</b>	<b>194,343</b>	<b>72,556</b>	<b>37%</b>
<b>OTHERS</b>							
Workers Compensation Reimb	00.340.219	400,000	299,979	75%	307,165	(7,187)	-2%
Investment Earnings	00.361.100	299	389	130%	314	75	24%
Strike Team Reimbursement	00.340.300	-	284,840		(12,416)	297,256	-2394%
Miscellaneous	00.364.100	5,000	16,086	322%	1,014	15,072	1486%
Imaging/Microfiche Services	00.364.102	-	-		-	-	
<b>Total Others</b>		<b>405,299</b>	<b>601,294</b>	<b>148%</b>	<b>296,077</b>	<b>305,217</b>	<b>103%</b>
<b>TOTAL REVENUES</b>		<b>\$30,451,627</b>	<b>\$23,970,885</b>	<b>79%</b>	<b>\$21,513,230</b>	<b>\$ 2,457,283</b>	<b>11%</b>



# CENTRAL COUNTY FIRE DEPARTMENT

## 2021-22 Quarterly Financial Report (Unaudited)

### Third Quarter Ending March 31, 2022

**Central County Fire Department**  
**Quarterly Financial Report**  
**Q3 FY 2021-22 (July 1, 2021 to March 31, 2022)**

<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>
<b>EXPENDITURES:</b>						
<b>SALARIES &amp; BENEFITS</b>						
Regular Salaries - Safety	00.410.100	\$ 11,703,780	\$ 8,530,610	73%	\$ 7,687,706	\$ 842,903 11%
Regular Salaries - Non Safety	00.410.200	1,257,168	885,180	70%	808,787	76,393 9%
Part-time Salaries	00.420.100	52,000	34,931	67%	6,888	28,043
Overtime:		1,834,000	2,769,463	151%	2,307,520	461,943 20%
Miscellaneous	00.430.000	300,000	202,282	67%	227,847	(25,565) -11%
Disability Leave	00.430.100	350,000	159,236	45%	271,810	(112,573) -41%
Vacation Leave	00.430.200	700,000	941,146	134%	636,552	304,593 48%
Sick Leave	00.430.300	200,000	269,176	135%	92,375	176,801 191%
Family Sick Leave/Bereavement	00.430.400	100,000	67,697	68%	39,179	28,517 73%
Special Assignment	00.430.500	125,000	108,209	87%	367,624	(259,415) -71%
Shop Mechanic	00.430.600	5,000	4,046	81%	2,372	1,674
Strike Team - Reimbursable	00.430.700	-	986,136		587,433	398,703 68%
Reimbursable	00.430.850	14,000	13,896	99%	1,607	12,289 764%
COVID-19 (OT)	00.441.000	40,000	17,641		80,720	(63,079) -78%
COVID-19 (family leave, etc.)	00.440.000	-	50,410		61,417	(11,008)
Holiday Pay	00.440.100	569,564	404,633	71%	360,090	44,544 12%
FLSA	00.440.200	284,794	207,494	73%	184,539	22,955 12%
Uniform Allowance	00.440.300	69,865	45,647	65%	40,346	5,301 13%
Medicare/FICA	00.440.400	202,064	188,117	93%	164,802	23,315 14%
PERS Retirement	00.440.500	5,981,286	5,321,858	89%	4,005,563	1,316,295 33%
Health Insurance	00.440.600	1,488,791	1,292,889	87%	1,184,673	108,216 9%
Dental Insurance	00.440.700	136,339	89,921	66%	117,646	(27,725) -24%
Vision	00.440.800	25,639	13,677	53%	26,458	(12,781) -48%
Life Insurance	00.440.900	17,978	13,698	76%	13,512	186 1%
Long-term Disability Insurance	00.441.100	6,565	4,860	74%	3,915	945 24%
Retirement Health Savings	00.441.300	188,336	131,608	70%	121,422	10,186 8%
Technology & Wellness Benefit	00.441.320	9,000	3,356	37%	3,484	(129) -4%
Health Insurance - Retirees	00.441.350	1,364,000	552,320	40%	533,820	18,500 3%
Workers' Compensation	00.441.500	1,900,000	1,427,015	75%	1,454,250	(27,235) -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	68,536	46%	67,608	928 1%
Other Payroll Charges	00.451.400	3,000	5,337	178%	5,996	(659) -11%
Admin Leave Buyout	00.451.500	32,000	28,321	89%	22,597	5,723
<b>Total Salaries &amp; Benefits</b>		<b>27,318,299</b>	<b>22,099,438</b>	<b>81%</b>	<b>19,225,941</b>	<b>2,873,497 15%</b>





# CENTRAL COUNTY FIRE DEPARTMENT

## 2021-22 Quarterly Financial Report (Unaudited)

### Third Quarter Ending March 31, 2022

**Central County Fire Department**  
**Quarterly Financial Report**  
**Q3 FY 2021-22 (July 1, 2021 to March 31, 2022)**

<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>
<b>MATERIALS &amp; SERVICES:</b>						
Office Expense	00.510.100	\$ 20,126	\$ 11,765	58%	\$ 11,569	\$ 196 2%
Expendable Supplies	00.510.400	35,000	28,745	82%	33,474	(4,730) -14%
Postage Expense	00.510.600	3,824	3,516	92%	1,689	1,826 108%
EMS Supplies	00.510.800	15,450	4,585	30%	13,159	(8,574) -65%
Respiratory Equipment Expense	00.511.100	29,700	27,898	94%	18,764	9,133 49%
Special Department Expense	00.511.200	-	-		(135)	135 -100%
Small Tools	00.511.500	87,000	50,355	58%	34,334	16,022 47%
Public Education	00.511.900	10,000	544	5%	4,235	(3,691) -87%
Safety Equipment	00.512.300	116,000	80,787	70%	48,848	31,938 65%
Unifrom Supplies	00.512.400	10,972	8,344	76%	2,688	5,656 210%
Communications	00.512.600	64,890	50,646	78%	32,667	17,979 55%
Utilities	00.513.000	103,134	51,176	50%	69,854	(18,677) -27%
Building/Grounds/Facilities Maint	00.514.100	150,000	45,748	30%	50,885	(5,137) -10%
Gas, Diesel, Oil	00.514.800	82,129	64,046	78%	38,706	25,340 65%
Apparatus Maintenance (CCFD)	00.515.500	160,000	67,061	42%	115,275	(48,215) -42%
Hose and Nozzles	00.515.700	25,000	3,220	13%	7,784	(4,564) -59%
Radio Maintenance	00.515.900	15,500	63	0%	5,274	(5,212) -99%
Contractual Services	00.516.300	498,591	310,225	62%	396,408	(86,184) -22%
Legal Services	00.516.350	29,000	17,899	62%	14,861	3,038 20%
Auditing	00.516.500	12,937	11,720	91%	12,920	(1,200) -9%
Mechanic Shop Service Agreement	00.516.600	39,525	12,027	30%	24,814	(12,787) -52%
Mechanic Shop- Inventory/Stock	00.516.700	12,000	3,276	27%	9,284	(6,008) -65%
WUI Expenses	00.516.800	75,000	2,144	3%	6,913	(4,768) -69%
USAR Program	00.516.900	10,000	1,656	17%	7,212	(5,556) -77%
Dues & Subscriptions	00.517.000	9,389	8,602	92%	9,898	(1,296) -13%
Travel, Conferences & Meetings	00.517.400	15,000	12,668	84%	7,931	4,737 60%
HR (Hiring etc.)	00.517.420	26,571	38,388	144%	9,969	28,419 285%
Training & Safety	00.517.800	100,000	48,002	48%	19,392	28,610 148%
Emergency Preparedness	00.517.900	35,000	7,498	21%	4,244	3,255 77%
CERT Program Expense	00.517.950	-	-		65,733	(65,733) -100%
Wellness & Safety	00.518.200	50,000	3,406	7%	2,164	1,242 57%
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	28,999	58%	39,735	(10,735) -27%
Mobile Technology	00.519.400	5,000	1,086	22%	2,854	(1,769) -62%
Miscellaneous	00.520.400	14,540	8,766	60%	4,941	3,826 77%
COVID Expense	00.520.401	20,000	-	0%	7,718	(7,718) -100%
<b>Total Materials and Services</b>		<b>2,058,330</b>	<b>1,209,658</b>	<b>59%</b>	<b>1,248,087</b>	<b>(38,429) -3%</b>





# **CENTRAL COUNTY FIRE DEPARTMENT** **2021-22 Quarterly Financial Report (Unaudited)** **Third Quarter Ending March 31, 2022**

**Central County Fire Department**  
**Quarterly Financial Report**  
**Q3 FY 2021-22 (July 1, 2021 to March 31, 2022)**

	<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	806,250	75%	712,500	93,750	13%
<b>Total Capital Outlay/Reserve</b>		<b>1,075,000</b>	<b>806,250</b>	<b>75%</b>	<b>712,500</b>	<b>93,750</b>	
<b>TOTAL INCLUDING CAPITAL</b>		<b>\$ 30,451,629</b>	<b>\$ 24,115,346</b>	<b>79%</b>	<b>\$ 21,186,528</b>	<b>\$ 2,928,818</b>	<b>14%</b>



AGENDA ITEM: 7b

## STAFF REPORT

MTG. DATE: May 10, 2022

**TO:** Board of Directors

**DATE:** May 10, 2022

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

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

**SUBJECT:** Central County Fire Department Treasurer's Report for Q3 Fiscal Year 2021-22

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### **Recommendation:**

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q3 Fiscal Year 2021-22.

### **Background:**

The Treasurer's Report is provided to the Central County Fire Department's Board for Q3 Fiscal year 2021-22. The primary investment prioritizes safety and liquidity. The investments are in keeping with the adopted Investment Policy.

The interest rate was .29% for Q3 FY 2021-22.

On March 31, 2022 the LAIF investment is primarily invested in:

Treasuries,(66.2%)

Agencies (17.8%)

Certificates of Deposits (7.4%)

All others combined (8.6%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (c) "For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local

agency from these institutions in lieu of the information required by paragraph (1) of subdivision(b) regarding investments in these institutions.”

**Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

**Attachments:**

1. Central County Fire Department Treasurer’s Report for Q3 FY 2021-22

CENTRAL COUNTY FIRE DEPARTMENT

# TREASURER'S REPORT

Fiscal Year 2021/2022  
Q3 | Fiscal Quarter Ended March 31, 2022



PREPARED BY

Jan Cooke

*Finance Director and Treasurer*

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# PMIA/LAIF Performance Report as of 04/15/22



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

Mar	0.365
Feb	0.278
Jan	0.234

## Quarterly Performance Quarter Ended 03/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	0.32
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000875657176851
LAIF Fair Value Factor <sup>(1)</sup> :	0.988753538
PMIA Daily <sup>(1)</sup> :	0.42%
PMIA Quarter to Date <sup>(1)</sup> :	0.29%
PMIA Average Life <sup>(1)</sup> :	310

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 03/31/22 \$207.9 billion

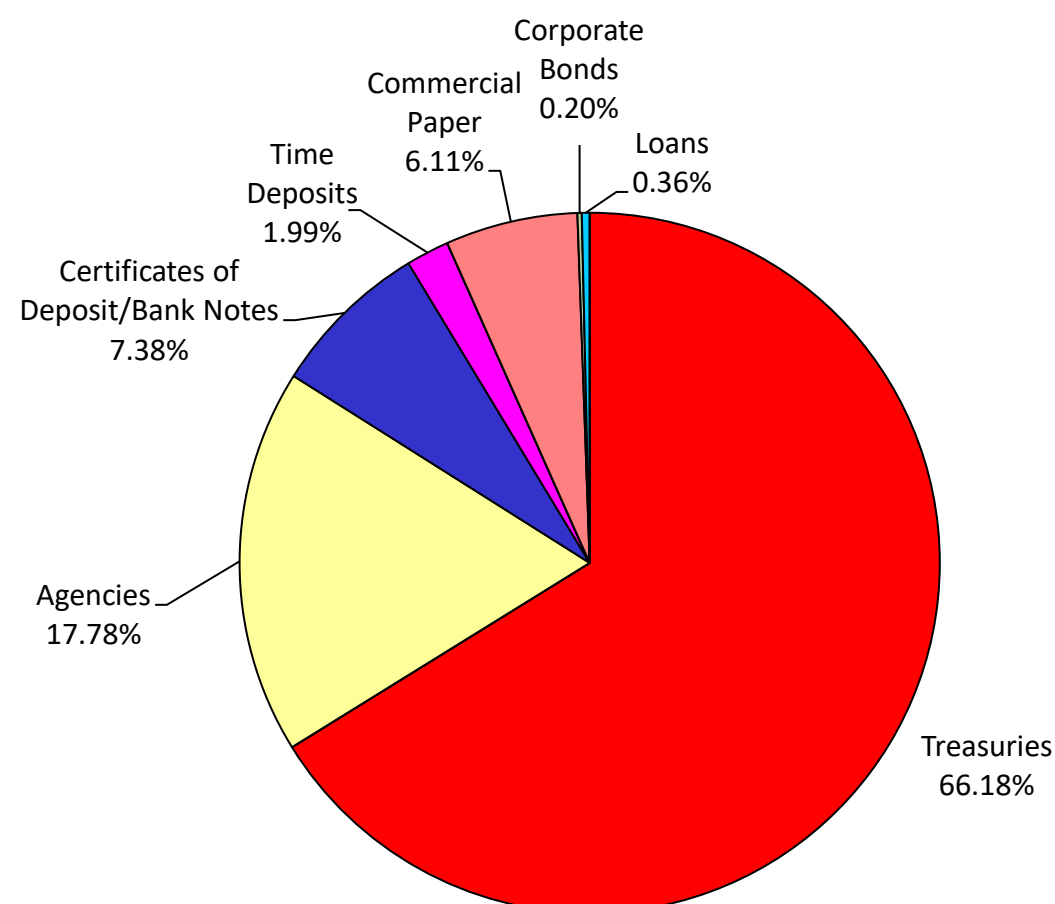


Chart does not include \$5,704,000.00 in mortgages, which equates to 0.003%. Percentages may not total 100% due to rounding.

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

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

Source:

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

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



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number

40-41-015

As of 04/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2022.

Earnings Ratio		.00000875657176851
Interest Rate		0.32%
Dollar Day Total	\$	181,116,101.62
Quarter End Principal Balance	\$	2,012,568.39
Quarterly Interest Earned	\$	1,585.96





AGENDA ITEM: 7c

## STAFF REPORT

MTG. DATE: May 10, 2022

TO: Board of Directors

DATE: May 10, 2022

FROM: Jean Savaree, Department Counsel

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

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

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### **Recommendation:**

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

### **Background and Discussion:**

On December 8, 2021, January 6, 2022, February 9, 2022, March 15, 2022, and April 13, 2022, the Fire Board approved resolutions that made the findings required to continue the Fire Board's practice of holding public meetings via Zoom videoconference pursuant to AB 361 (California Government Code Section 54953). Specifically, the resolutions found that:

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

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

The attached resolution includes findings similar to those made by the Fire Board on December 8, 2021, January 6, 2022, February 9, 2022, March 15, 2022, and April 13, 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. 22-13**

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

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

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

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

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

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

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

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

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

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

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

**WHEREAS**, the Fire Board reconsidered its determination to continue remote meetings on January 6, 2022, February 9, 2022, March 15, 2022, and April 13, 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 10th day of May, 2022.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-13 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 10th day of May, 2022 by the following vote of the members thereof:

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

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

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

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