



**BOARD OF DIRECTORS
MEETING AGENDA**

Wednesday February 12, 2020
4 p.m.

Council Chambers, Burlingame City Hall, 501 Primrose Rd., Burlingame, CA 94010

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

- a. Regular meeting of December 11, 2019

5. PUBLIC COMMENTS – NON-AGENDA

At this time, persons in the audience may speak on any item on the agenda or any other matter within the jurisdiction of the Board. 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. Speakers are requested to fill out a “request to speak” card located on the table by the door and hand it to staff. The Chair may limit speakers to three minutes each.

6. CONSENT CALENDAR

- a. Fiscal Year 2019/20 Mid-Year Financial Report for the Central County Fire Department
- b. Approval to Pay the Tablet Command Invoice for Software
- c. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

7. PUBLIC HEARING

There are no public hearing items for this agenda.

8. STAFF REPORTS

- a. Fire Chief’s Update (*PowerPoint*)

9. BOARD OF DIRECTORS’ COMMENTS

10. ADJOURN TO CLOSED SESSION



11. CLOSED SESSION

- a. Conference with Labor Negotiator for Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Service Clerk and Fire Prevention Specialist), Unrepresented Mechanics (Mechanic Supervisor and Mechanic) and Unrepresented Community Risk and Resiliency Specialist (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

NOTICE: Any attendees 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. before the meeting and at the meeting.

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



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting, Wednesday December 11th, 2019

1. CALL TO ORDER

The meeting was called to order at 4:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present. Board Member Brownrigg was not present for approval of minutes and the consent calendar items.

4. APPROVAL OF MINUTES

a. Regular meeting of December 11, 2019

Board Member Chuang motioned to approve. Board Member Ortiz seconded the motion. Approved 3-0-1.

5. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

6. PRESENTATION

a. Commendation for Fire Chief John Kammeyer

The commendation was presented to Chief Kammeyer after the discussion on reserve policy. Board Chair Benton summarized the commendation. It was noted that during his tenure in the fire service Chief Kammeyer helped implement many county-wide programs.

Board Member Brownrigg commended Chief Kammeyer and the men and women of CCFD for all that they do for the communities they serve and for the trust they have built with the people. Board Member Brownrigg thanked Chief Kammeyer for his service stating he has made the organization stronger.

Board Member Chuang spoke about Chief Kammeyer's role in the implementation of the County Tactical Medic team. Board Member Chuang thanked Chief Kammeyer for his service stating that he is leaving behind a strong legacy.

Board Member Ortiz commended Chief Kammeyer for his strong leadership.

Board Chair Benton presented the commendation to Chief Kammeyer.

Chief Kammeyer thanked the Board for their kind words and for allowing him the opportunity to serve them and the communities of Burlingame, Hillsborough and Millbrae.

Chief Kammeyer expressed his gratitude for the support given by the City Managers, particularly Chief Administrative Officer Lisa Goldman.

Board Chair Benton thanked the firefighters present for their service.

7. CONSENT CALENDAR

- a. Resolution Approving the CCFD Personnel Rules as Amended
- b. Resolution Approving Changes to the Summary of Benefits for Management Unit Employees
- c. Resolution to Adopt the Salary Schedule for the Central County Fire Department
- d. Resolution Approving the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority and the Updated Liability Risk Coverage Agreement

Board Member Chuang motioned to approve all items on the consent calendar.

Board Member Ortiz seconded the motion. Approved 3-0-1.

8. PUBLIC HEARING

There were no public hearing items for this agenda.

9. STAFF REPORTS

- a. Fire Chief's Update

Chief Kammeyer gave a brief update:

- Hired seven firefighters; five entry-level and two laterals
- One firefighter currently in the Academy and will graduate in January
- Standards of Cover – Chief Barron and Deputy Chief Giacotto will bring more information to the Board in the early part of 2020
- Currently holding interviews for a Fire Prevention Specialist; anticipated start date is mid-January
- WUI presentation to Hillsborough Council at December 9th meeting

Chief Kammeyer thanked the Board for their support during his tenure as Chief.

Board Chair Benton commented in reference to the seven new firefighters, stating the importance of institutional knowledge as the department continues to hire. A brief discussion continued regarding the probationary period process for new firefighters. Board Member Chuang asked about the intern program. Chief Kammeyer stated the intern program is an integral part of CCFD and the hiring process. The discussion continued briefly.

b. Discussion of Reserve Policies

Finance Director Jan Cooke spoke on this item.

- CCFD currently has reserves of \$1.2 million accumulated over the last four years
- The reserves would be built over time as net excess revenue is reserved

Ms. Cooke outlined a couple of different options in the staff report.

- Build reserves to contingency policy level first
- Split the remaining net excess between retirement reserve and capital reserve with 90% to pension and 10% to capital. Allocating monies to the retirement reserves would help mitigate future budget impacts resulting from the projected CalPERS increases over the next 10-15 years.

There was a brief discussion on this item. Board Member Ortiz stated that in reviewing the CAFR he did not see that there would be enough excess revenues to build up reserves and asked if consideration has been given to increasing the contributions from the member cities to increase reserves. Mr. Ortiz stated he is in favor of building reserves but does not think it is feasible to bank on excess revenues year over year. Chief Kammeyer stated that one of the reasons staff is addressing this now is because the excess revenues at year end FY18/19 were higher than expected due to the reorg of the Training Division.

As a reminder, Chief Administrative Officer Lisa Goldman stated that any potential increase of over 3% in contributions from the cities will require a conversation with elected officials for the City of Millbrae, as stated in the contract.

Board Member Brownrigg agreed that staff and the Board should look at the possible impacts of increased contributions and suggested that in the new year the Board consider a conversation specific to pension liabilities. Board Member Brownrigg also requested staff to complete an analysis of the partnership with the City of Millbrae. Ms. Goldman commented that staff has started the process of an analysis but will need to gather some additional data before completing.

After some further discussion Board Members stated they were in support of a reserve policy but would like to further explore what it would mean for the member cities if there were to be an increase in contributions.

Board Chair Benton stated he attended the Millbrae Council Fire Sub-Committee meeting with Chief Administrative Officer Lisa Goldman and Chief Kammeyer a few weeks prior and it was a positive meeting.

10. NEW BUSINESS

a. Resolution Accepting the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019

Finance Director Jan Cooke stated that pages 38 and 73 of the CAFR report will be replaced with updated pages. The updated pages were included with the agenda packet received by the Board.

Ms. Cooke introduced Mr. Ahmed Badawi, President of Badawi and Associates, the auditors for Central County Fire Department. Mr. Badawi gave a PowerPoint presentation outlining the audit. The key points addressed included:

- 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. Badawi's PowerPoint presentation is available on the CCFD website.

Board Member Brownrigg motioned to approve. Board Member Ortiz seconded the motion. Approved 4-0-0.

b. Resolutions Adopting an Investment Policy and Authorizing Investment of Monies in the Local Agency Investment Fund

The Board did not have any questions on this item. Board Member Chuang motioned to approve. Board Member Ortiz seconded the motion.

c. Resolution Authorizing the Chief Administrative Officer to Execute the Contract with Liebert Cassidy Whitmore for Legal Services

The Board did not have any questions on this item. Board Member Brownrigg motioned to approve. Board Member Ortiz seconded the motion.

d. Resolution Authorizing the Chief Administrative Officer to Execute a SaaS Agreement with 3Di, Inc. for Mapping and Inspection Software for the Wildland Urban Interface Program

Fire Marshal Christine Reed stated this will be a joint contract with San Mateo Consolidated Fire Department (SMC). There were a couple of language changes requested by the SMC attorney which were received by CCFD after the agenda packets were distributed. The requested changes were reviewed by General Counsel Jean Savaree.

Board Member Chuang motioned to approve. Board Member Ortiz seconded the motion. Approved as amended 4-0-0.

11. DISCUSSION BOARD OF DIRECTORS' COMMENTS

Board Member Chuang thanked Fire Marshal Reed and Chief Kammeyer for their work on the community outreach for the Wildland Urban Interface Program in Hillsborough.

12. ADJOURN TO CLOSED SESSION

The regular meeting adjourned at 5:29 p.m.

13. CLOSED SESSION

- a. Conference with Legal Counsel – Existing Litigation (Gov’t Code Sec 54956.9(d)(1)): Name of Case: Don Chesney vs. Central County Fire Department; WCAB No. ADJ10593535, ADJ11038759 and ADJ11086187

14. ADJOURN CLOSED SESSION

15. REPORT FROM CLOSED SESSION

No action was taken in closed session

16. ADJOURNMENT

Closed session was adjourned at 6:04 p.m.



AGENDA ITEM: 6a

STAFF REPORT

MTG. DATE: February 12, 2020

TO: Board of Directors

DATE: February 12, 2020

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

APPROVED BY: _____

Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department FY 19/20 Mid-year Financial Report

Recommendation:

It is recommended that the Board of Directors receive the FY 19/20 Mid-Year Financial Report for the Central County Fire Department (CCFD).

Background:

The CCFD mid-year review indicates that FY 19/20 net expenditures (expenditures net of operating revenue) are projected to be \$118k higher than adopted budget. Revenues are projected to be \$386k higher than budget due to reimbursement of the costs for strike team participation in statewide fires and other reimbursements. Expenditures are projected to be \$504K higher than adopted budget primarily due to higher overtime costs for staffing coverage due to open positions, increased apparatus maintenance, and hiring/training costs for new firefighters.

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

1. Revenue:

- Reimbursements for strike team participation in national and statewide events are pending receipt (+\$168k)
- Reimbursements from the Insurance Fund for workers' compensation paid by the General Fund are projected to increase (+\$200k)
- Other reimbursement programs are projected to exceed budget (+\$18k)

2. Expenditures:

- Salary and benefits are projected to exceed budget primarily due to overtime costs. (+\$423k)

- Regular salaries are in line with budget. The financial impact of the new Fire Inspector position that the Board approved at the September 18, 2019 meeting is covered under the current budget due to vacancies.
- The additional overtime costs are attributable to staffing coverage due to vacancies. (+\$419k)
- Materials and services are projected to be higher than budget by \$82k, primarily for increased apparatus maintenance (+\$50k), upgrades to fire stations (+\$20k), additional new hire training/hiring costs (+\$23k). These expenditures are somewhat offset by lower supplies/other costs (-\$11k).

3. Contributions:

- The mid-year projection shows increases in the contributions from the cities as follows: Burlingame \$51k, Hillsborough \$34k, and Millbrae \$37k. There are sufficient reserves to cover these variances, and no additional charge will be billed at this time.

Fiscal Impact:

There is no fiscal impact associated with receiving this report.

Attachments:

1. CCFD Mid-Year Financial Report for FY19/20

**CENTRAL COUNTY FIRE DEPARTMENT
MID-YEAR PROJECTION - FISCAL YEAR 2019-2020
GENERAL FUND**

	A		B	B - A
	Adopted Budget 2019-2020	Year to Date as of 12/31/19 2019-2020	Revised Projection 2019-2020	\$ Change 19/20 Projection versus 19/20 Budget
REVENUES:				
PERMITS & LICENSES				
Construction Permits	225,000	\$ 62,988	\$ 225,000	\$ -
Fire Code Permit	35,000	12,659	35,000	-
Penalty Fees		184		-
Total Permits & Licenses	260,000	75,831	260,000	-
INTERGOVERNMENTAL REVENUES				
Burlingame	11,566,359	6,698,041	11,617,885	51,526
Hillsborough	7,710,906	4,465,363	7,745,257	34,351
Millbrae	7,397,241	4,280,059	7,434,046	36,805
Sub-total from Partner Cities	26,674,506	15,443,463	26,797,188	122,682
ALS JPA	271,236	133,390	266,780	(4,456)
Joint Training Program	118,352	59,176	118,352	-
Sub-total from Other Agencies	389,588	192,566	385,132	(4,456)
Total Intergovernmental Revenues	27,064,094	15,636,029	27,182,320	118,226
CHARGES FOR SERVICES				
Fire Plan Review	95,000	32,042	95,000	-
Inspections/Reinspections	155,000	53,251	155,000	-
After Business Hours/Unscheduled		369	-	-
Fire Flow Inspection	1,182	1,030	1,182	-
Alternate Means of Protection	2,070	2,324	2,070	-
WUI Fees	-	-	-	-
Station 34 Mechanic Shop	75,000	-	75,000	-
Total Charges for Services	328,252	89,016	328,252	-
OTHERS				
Workers Compensation Reimb	350,000	175,000	550,000	200,000
Others Reimb Revenue	90,462	-	108,042	17,580
Investment Earnings	299	101	299	-
Strike Team Reimbursement	-	-	168,500	168,500
Donations & Other Contributions	-	-	-	-
Miscellaneous	35,436	18,833	35,436	-
Imaging/Microfiche Services	-	110	110	110
Total Others	476,197	194,044	862,387	386,190
TOTAL REVENUES	\$ 28,128,543	\$ 15,994,920	\$ 28,632,959	\$ 504,416
EXPENDITURES:				
SALARIES & BENEFITS				
Regular Salaries - Safety	\$ 10,453,691	\$ 5,535,443	\$ 10,453,691	-
Regular Salaries - Non Safety	1,113,509	536,324	1,113,509	-
Part-time Salaries	30,000	2,993	3,000	(27,000)
Overtime:	1,835,425	1,802,572	2,254,853	419,428
Disability Leave	300,000	324,148	324,148	24,148
Vacation Leave	754,000	497,493	754,000	-
Sick Leave	282,425	113,439	225,000	(57,425)
Family Sick Leave/Bereavement	155,000	40,922	100,000	(55,000)
Special Assignment	125,000	111,178	125,000	-
Shop Mechanic	5,000	1,562	5,000	-
Reimbursable	14,000	6,125	14,000	-
Strike Team - Reimbursable	-	78,813	78,813	78,813
Miscellaneous	200,000	628,892	628,892	428,892
Holiday Pay	508,097	259,516	508,097	-
FLSA	254,050	129,593	254,050	-
Uniform Allowance	68,870	34,166	68,870	-
Medicare/FICA	179,094	116,774	179,094	-
PERS Retirement	4,712,403	3,730,904	4,712,403	-
Health Insurance	1,716,536	863,583	1,716,536	-
Dental Insurance	151,301	75,651	151,301	-
Vision	27,323	13,662	27,323	-
Life Insurance	24,083	10,040	24,083	-
Long-term Disability Insurance	6,020	3,133	6,020	-
Retirement Health Savings	97,321	78,659	97,321	-
Technology and Wellness Benefit	9,000	12,690	9,000	-
Health Insurance - Retirees	1,528,000	324,600	1,528,000	-
Workers' Compensation	1,800,000	900,000	1,800,000	-
Vacation Leave Buyout	91,000	25,209	91,000	-
Sick Leave Buyout	80,000	12,500	80,000	-
Leave payouts at retirement	240,000	185,739	240,000	-
Other Payroll Charges	-	1,400	-	-
Admin Leave Payout	4,375	34,763	34,763	30,388
Total Salaries & Benefits	24,930,098	14,689,913	25,352,914	422,816

	A		B	B - A
	Adopted Budget	Year to Date	Revised Projection	\$ Change 19/20
	<u>2019-2020</u>	<u>as of 12/31/19</u>	<u>2019-2020</u>	<u>Projection versus</u>
		<u>2019-2020</u>		<u>19/20 Budget</u>
MATERIALS & SERVICES:				
Office Expense	21,540	11,903	21,540	-
Expendable Supplies	30,900	19,639	30,900	-
Postage Expense	3,605	1,055	3,605	-
EMS Supplies	15,000	8,193	15,000	-
Respiratory Equipment Expense	29,200	986	29,200	-
Small Tools	86,000	15,435	86,000	-
Public Education	10,000	231	10,000	-
Safety Equipment	115,000	41,316	115,000	-
Uniform Supplies	6,000	4,902	6,000	-
Communications	63,000	29,981	63,000	-
Utilities	95,000	41,530	95,000	-
Building/Grounds/Facilities Maint	200,000	30,688	220,000	20,000
Gas, Diesel, Oil	78,280	23,770	78,280	-
Apparatus Maintenance (CCFD)	130,000	77,442	180,000	50,000
Hose and Nozzles	20,000	138	20,000	-
WUI Program	100,000	-	100,000	-
Radio Maintenance	21,900	1,634	15,500	(6,400)
Contractual Services	442,162	151,969	442,162	-
Legal Services	40,685	13,215	40,685	-
Auditing	15,000	11,361	15,000	-
Mechanic Shop Service Agreement	67,500	19,985	67,500	-
Mechanic Shop (Stock)	7,000	4,785	9,000	2,000
WUI Program	100,000	13,621	100,000	-
Dues & Subscriptions	9,116	4,214	9,116	-
Travel, Conferences & Meetings	18,000	5,925	18,000	-
HR (Hiring etc)	20,000	19,311	26,000	6,000
Training & Safety	83,000	53,456	100,000	17,000
Emergency Preparedness	10,000	1,380	10,000	-
Wellness & Safety	32,000	2,003	32,000	-
Weed Abatement	1,500	9,150	1,500	-
Liability, property and other insurances	95,057	95,583	95,057	-
Computer, Telephone & Other IT Costs	60,000	38,110	60,000	-
Miscellaneous	22,000	5,068	15,000	(7,000)
Total Materials and Services	<u>2,048,445</u>	<u>757,979</u>	<u>2,130,045</u>	<u>81,600</u>
TOTAL OPERATIONS COST	26,978,543	15,447,892	27,482,959	504,416
CAPITAL:				
Transfer to Capital Project Fund	200,000	100,000	200,000	-
Transfer to Vehicle Replacement Fund	950,000	475,000	950,000	-
Total Capital Outlay/Reserve	<u>1,150,000</u>	<u>575,000</u>	<u>1,150,000</u>	<u>-</u>
TOTAL EXPENDITURES	28,128,543	\$ 16,022,892	\$ 28,632,959	\$ 504,416
NET EXCESS (DEFICIT) REV. OVER EXPEND.	-	-	-	0
BEGINNING FUND BALANCE	1,203,793	1,203,793	1,203,793	-
ENDING FUND BALANCE	\$ 1,203,793	\$ 1,203,793	\$ 1,203,793	\$ 0



AGENDA ITEM: 6b

STAFF REPORT

MTG. DATE: February 12, 2020

TO: Board of Directors

DATE: February 12, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Approval to Pay the Tablet Command Invoice for Software

Recommendation:

Staff recommends that the Board of Directors approve payment for the invoice received for Tablet Command software.

Background:

Tablet Command is standardized operational software that the San Mateo County Fire Chiefs have approved for use. Since the Tablet Command software is implemented through the Mobile Device Management (MDM), the most efficient and cost-effective way to pay for the software is for CCFD to pay and then invoice the other San Mateo County Fire Agencies along with the MDM. The CCFD Board of Directors previously approved the Tablet Command software at the April 13, 2016 meeting. Due to an increase in the number of apparatus and licenses for the software, the dollar amount of the invoice has increased and requires approval from the Board.

CCFD currently hosts the MDM system software for the tablets on all fire engines in San Mateo County. It was found that implementing this software across the county would be far more cost effective and would maintain standardization. CCFD will invoice all participating agencies for their share.

Fiscal Impact:

The dollar amount of the invoice is \$76,080 and is accounted for in the FY19/20 budget under contractual services. The CCFD share of this amount is \$7,514.

Attachments:

1. Tablet Command invoice



INVOICE

San Mateo County Fire Chiefs Association
c/o Central County Fire Department
1399 Rollins Road
BURLINGAME CA 94010
UNITED STATES OF AMERICA

Invoice Date
Jan 29, 2020

Tablet Command
PO Box 151467

Invoice Number
INV-0303

San Rafael, CA 94915

Reference
Tablet Command 2020 Service

Description	Quantity	Unit Price	Discount	Amount USD
Tablet Command Enterprise Pro 2 Way Agency License Annual Subscription	1.00	1,250.00	20.00%	1,000.00
Tablet Command Enterprise Pro 2 Way CAD Integration Annual Subscription	1.00	2,500.00	20.00%	2,000.00
TC Mobile End User License Annual Subscription 1 - 50 users iPhone / Android (250 current users)	5.00	500.00	100.00%	0.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Bruno Fire Department	11.00	450.00	20.00%	3,960.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Mateo County Consolidated	19.00	450.00	20.00%	6,840.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription San Mateo County Fire	19.00	450.00	20.00%	6,840.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription South San Francisco Fire Department	22.00	450.00	20.00%	7,920.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Woodside Fire Protection District	19.00	450.00	20.00%	6,840.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Colma Fire Protection District	5.00	450.00	20.00%	1,800.00

Description	Quantity	Unit Price	Discount	Amount USD
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Life Flight	1.00	450.00	20.00%	360.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Central County Fire Department	20.00	450.00	20.00%	7,200.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Central County Fire Department Spare Station Devices - 50% discount	8.00	225.00	20.00%	1,440.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Coastside Fire Department	7.00	450.00	20.00%	2,520.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Kings Mountain Fire Department	1.00	450.00	20.00%	360.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Menlo Park Fire Protection District	30.00	450.00	20.00%	10,800.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription North County Fire Authority	21.00	450.00	20.00%	7,560.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Public Safety Communications	4.00	450.00	20.00%	1,440.00
Tablet Command Enterprise Pro 1 Way End User License Annual Subscription Redwood City Fire Department	20.00	450.00	20.00%	7,200.00
Service Term 2/1/2020 - 1/31/2021				
			Subtotal (includes a discount of 21,520.00)	76,080.00
			TOTAL USD	76,080.00

Due Date: Feb 28, 2020

* * * * Please note our remit address has changed to: PO Box 151467 San Rafael, CA 94915



[View and pay online now](#)



PAYMENT ADVICE

To: Tablet Command
PO Box 151467
San Rafael, CA 94915

Customer San Mateo County Fire Chiefs Association

Invoice Number INV-0303

Amount Due **76,080.00**

Due Date Feb 28, 2020

Amount Enclosed

Enter the amount you are paying above



Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

AGENDA ITEM: 6c

STAFF REPORT

MTG. DATE: February 12, 2020

TO: Board of Directors

DATE: February 12, 2020

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

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Adopt a Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

Recommendation:

Adopt a resolution authorizing investment of monies in the Local Agency Investment Fund.

Background:

Staff is proposing that the Central County Fire Department ("Department") invest its idle cash into investments in order to earn investment income on the monies. The Department currently uses a checking account for all monies. The Department has reserves for workers' compensation self-insurance, asset replacement, and other general purposes that can earn investment income.

The State of California Local Agency Investment Fund (LAIF) requires that the Department submit a list of Department staff authorized to deposit and withdraw money into, and out of, the State investment pool. On December 11, 2019, the Board adopted Resolution No. 19-30 authorizing the Finance Director/Treasurer to serve this role. After reviewing the application with LAIF, staff recommends adding two additional authorized positions, the Chief Administrative Officer and the Assistant Finance Director, to the LAIF account. Having more than one authorized position on the account provides better security and is a best practice. The proposed resolution, if adopted, will supersede Resolution No. 19-30.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachment:

1. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

RESOLUTION NO. 20-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND**

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

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Fire Board hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Central County Fire Department.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Central County Fire Department hereby authorizes the deposit and withdrawal of Central County Fire Department monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Central County Fire Department officers holding the titles(s) specific herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of the resolution and the transactions contemplated hereby:

Jan Cooke, Finance Director/Treasure _____ (signature)

Lisa Goldman, Chief Administrative Officer _____ (signature)

Richard Santiago, Assistant Finance Director _____ (signature)

Section 2. This resolution shall remain in full force and effect until rescinded by the Central County Fire Department Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

Approved at a regular meeting of the Board of Directors at Burlingame City Hall, this 12th day of February, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 12th day of February, 2020, by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____