



BOARD OF DIRECTORS SPECIAL MEETING AGENDA

Wednesday June 8th, 2022
4 p.m. by Teleconference/Zoom

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

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

<https://us02web.zoom.us/j/82789630179?pwd=W5rMqCKSasA9x0xTXku8ciDQfn7p4c.1>

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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. Minutes from April 13, 2022, regular meeting
- b. Minutes from May 10, 2022, special meeting

5. REPORT OUT FROM CLOSED SESSION

There was no closed session at the last meeting.

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 June 8th, 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)
- b. Resolution authorizing the Chief Administrative Officer to approve the purchase of two new staff vehicles

8. PUBLIC HEARING

There are no public hearing items for this meeting.

9. NEW BUSINESS

- a. Resolution to Adopt the Salary Schedule for the Central County Fire Department

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

13. 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.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting | Wednesday, April 13th, 2022

1. CALL TO ORDER

The meeting was called to order by Chair Ortiz at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All members were present.

4. APPROVAL OF MINUTES

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

Board Member Cole motioned to approve the special meeting minutes of March 15, 2022, and regular meeting minutes of February 9, 2022. Vice Chair Chuang seconded the motion. Approved 4-0-0.

5. REPORT OUT FROM CLOSED SESSION

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

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

6. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

7. CONSENT CALENDAR

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

Board Member Brownrigg motioned to approve the items 7a., 7b., and 7c. Vice Chair Chuang seconded the motion. Approved 4-0-0.

8. PUBLIC HEARING

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

Finance Director Jan Cooke provided an overview of the 2022-2023 budget:

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

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

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

Detailed Analysis

Operating Revenues:

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

- Fire code permits are expected to decrease based on current trend. (-\$5k, -20% change)
- ALS JPA revenue is expected to decrease due to the rising cost of EMS labor. (-\$81k, -30%)
- Joint training revenue in FY 22/23 is the reimbursement revenue from City of San Bruno for the training program. The program in FY 21/22 was a joint program with San Mateo Consolidated and the compensation to CCFD was based on a formula. In FY 22/23, the program will be for CCFD and San Bruno only. (+\$6k, 5%)
- The mechanic shop revenues are expected to decrease with the shop only servicing apparatus for the City of San Bruno. (-\$19k, -50% change)

- All other revenues combined are projected to decrease primarily due to cessation of reimbursable programs and lower revenue from Insurance Fund due to lower disability repayments, offset by strike team reimbursement revenue. (-\$57k, -4.3% decrease)

Salaries and Benefits

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

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

Materials and Services Expenditures

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

Asset Replacements/Reserves

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

Fiscal Impact:

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

Vice Chair Chuang inquired about Millbrae and whether they are apprised to the budget process and expectations of the increase. Ms. Cooke affirmed that several meetings with all three cities had taken place over the last several months to outline the budget in detail.

Board Member Brownrigg stressed that in looking over the budget, CCFD is very efficient versus its peers in terms of financial performance and asked whether CCFD benchmarks its financial performance, costs/recovery for delivery of services, against other agencies on a per capita basis. Chief Barron stated that once the draft of the community risk assessment/standards of cover study from consultant A.P. Triton is received, we can take a look at the data collected and see how CCFD compares to other agencies.

Board Member Cole asked about the training program and if bringing it in-house will reduce budgetary costs. Chief Barron explained that in partnering with San Bruno Fire Department, CCFD will be recovering $\frac{1}{3}$ or approximately \$124,000 for the EMS Manager, administrative and various operating costs. A formal agreement between San Bruno Fire and CCFD will be written and reevaluated after a period of one year to assess and assure that costs are being covered and that things are equalized.

Chair Ortiz inquired about the \$124,000 coming from San Bruno Fire and whether it is included in the budget. Ms. Cooke confirmed that it is included. Chair Ortiz further inquired about the new positions outlined in the staff report and the corresponding increase of \$583,288 and requested a breakdown. Ms. Cooke explained that the \$583,288 is for the salaries of two positions, PERS costs and benefits and is partly offset by the \$124,000 from San Bruno Fire.

Vice Chair Chuang asked about the new positions in the training division and the process(es) involved in staffing those positions. Chief Barron stated that originally the Training Battalion Chief position was a shared position between CCFD, San Bruno and San Mateo Consolidated Fire. Since San Mateo is no longer part of the training division, CCFD created an in-house position for the Training Battalion Chief (no longer a shared position). CCFD will contribute one Training Captain and San Bruno Fire will contribute one Training Captain to work under the Training Battalion Chief to administer training. The EMS Manager will be shared a position with San Bruno Fire and will take care of Paramedic education, quality assurance and all EMS county requirements.

Vice Chair Chuang motioned to approve the resolution to adopt the 2022-2023 budget. Board Member Brownrigg seconded the motion. Approved 4-0-0.

- b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for Central County Fire Department
 - v. Staff Report
 - vi. Open Public Hearing and receive comments
 - vii. Close Public Hearing
 - viii. Approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department

Chief Barron presented the Master Fee Schedule for the Central County Fire Department for the 2022-2023 budget and stated it is a policy that fees are increased every two years and that there are no changes in fees this fiscal year. Chief Barron further stated that after the community risk assessment/standards of cover study from our consultant A.P. Triton is received, any recommendations for adjustments as compared to other agencies will be considered.

Vice Chair Chuang commented about the Master Fee schedule and stated that the fees are based on staff hours spent on delivering services and covering costs and not revenue generation.

Vice Chair Chuang motioned to approve the resolution to adopt the Master Fee Schedule for 2022-2023. Board Member Cole seconded the motion. Approved 4-0-0.

9. STAFF REPORTS

Fire Chief's Update (*Oral Report*)

Chief Barron gave a brief update on the four priorities for CCFD:

- **WUI / Fire Prevention and Inspections**
 - Burlingame and Millbrae have complaint-based systems for vegetation issues. Fire Marshal Reed is working with both cities to see if they would like to make any changes
 - Town of Hillsborough ordinance mandates vegetation inspections in high hazard areas
 - In 2021, all 2,832 inspections were conducted
 - For 2022, the high hazard areas have been divided in to two zones, North and South
 - Each zone will be inspected every other year

- **Central County Fire Department Training Division**
 - In December, the Board was notified that San Mateo Consolidated Fire was not renewing its partnership in the Joint Training program. The Board approved the formation of an in-house training division for CCFD with a Training Battalion Chief, Training Captain and an EMS Manager
 - Captain Pat Murphy has accepted the Training Battalion Chief position. He will serve in the role for two years and then rotate back to the line as a Captain, and a junior Battalion Chief will be assigned to the Training Division
 - Negotiations with the Union to fill the Training Captain position are ongoing
 - There are two applicants for the EMS Manager position through CalOpps. HR Manager Kristin Armbruster is working with staff for scheduling interviews and looking at late May as a target start date
 - CCFD is working with legal counsel Jean Savaree on a formal agreement with San Bruno Fire for the Training Division

- **Standards of Cover Study**
 - A draft is expected from our consultant, A.P. Triton, in May.

- **Succession Planning**
 - Staffing is a moving target, and the goal is to be ahead of the curve. On the operations side, Paramedic numbers continue to be a priority. Recruit Kevin Rafferty is a Paramedic and is expected to graduate from the Academy in June. Lateral Firefighter/Paramedic Elliot Hopkins is scheduled to start April 25th. CCFD is looking at hiring three Lateral Firefighter/Paramedics in the next few months and an additional three to four Lateral Firefighter/Paramedics for the fall Academy due to promotions and retirements
 - There is a Paramedic shortage across the nation. CCFD Medic numbers are good. The minimum number of Medics per the CCFD Firefighter MOU is 27; with Kevin and Elliot coming on board it will bring the number to 32
 - Recruitments are open for Account Technician and WUI Inspector (part/time) positions

Board Member Cole inquired about the costs for the WUI inspection program and whether the fee(s) paid by residents cover those costs. Chief Barron explained that the fees were structured to cover the costs.

Vice Chair Chuang shared that there have been many positive comments from residents about the WUI program and the mandated inspections and thanked Fire Marshal Reed and the Fire Prevention Team for their approach.

Vice Chair Chuang stated that in meeting with the A.P. Triton representatives, she learned that other agencies are also part of the community risk assessment/standards of cover study. Ms. Chuang further inquired about whether the findings of the study would include the other agencies or be CCFD specific. Chief Barron stated that while the county information is the same, each agency will receive an independent, specific report.

10. NEW BUSINESS

a. Resolution to Adopt the Salary Schedule for the Central County Fire Department

HR Manager Kristin Armbruster summarized the addition(s) to the Salary Schedule:

- Addition of the EMS Manager position and salary range

Vice Chair Chuang motioned to approve the resolution to adopt the salary schedule for Central County Fire Department. Board Member Brownrigg seconded the motion. Approved 4-0-0.

b. Resolution approving the amendments to the Class Specification for Training Battalion Chief

Ms. Armbruster gave an overview of the amendment(s) to the Class Specification for Training Battalion Chief:

- Change to the job description, noting the two-year rotation of the Training Battalion Chief

Board Member Cole motioned to approve the resolution to approve the Class Specification for the Training Battalion Chief. Vice Chair Chuang seconded the motion. Approved 4-0-0.

c. Resolution authorizing the Chief Administrative Officer to execute procurement of Self-Contained Breathing Apparatus (SCBA)

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

After discussions with the vendor, CCFD staff was able to obtain the same price per unit as the public bid used for the grant purchase allowing CCFD to make the purchase without entering into a joint purchase agreement with SMC Fire. The vendor provided a quote for the current pricing and will honor this pricing if approved within 30 days. The quote received from the vendor indicates a total of \$492,138.72, which is a savings of approximately \$87,000.

Board Member Cole inquired about the total number of SCBAs to be purchased. Ms. Ellam stated that 31 units are from the grant and this resolution will allow for 42 additional units to be purchased before pricing increases in May and before equipment ages out in 2023.

Board Member Cole motioned to approve the resolution to authorize the Chief Administrative Officer to execute procurement of Self-Contained Breathing Apparatus (SCBA). Vice Chair Chuang seconded the motion. Approved 4-0-0.

11. BOARD OF DIRECTORS' COMMENTS

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

12. ADJOURN TO CLOSED SESSION

Meeting adjourned at 4:43 p.m. No closed session (canceled).



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Special Meeting | Tuesday May 10th, 2022

1. CALL TO ORDER

The meeting was called to order by Chair Ortiz at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present.

4. APPROVAL OF MINUTES

There are no minutes for approval.

5. REPORT OUT FROM CLOSED SESSION

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

6. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

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)

Vice-Chair Chuang motioned to approve items 7a, 7b, and 7c on the consent calendar. Board Member Cole seconded the motion. Approved 4-0-0.

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 from the Board Members.

11. ADJOURNMENT

Meeting was adjourned at 1:04pm.



AGENDA ITEM: 7a

STAFF REPORT

MTG. DATE: June 8, 2022

TO: Board of Directors

DATE: June 8, 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, February 9, 2022, March 15, 2022, April 13, 2022, and May 10, 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, April 13, 2022, and May 10, 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. 22-14

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, April 13, 2022, and May 10, 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 8th day of June, 2022.

Signed: _____
Ricardo Ortiz, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-14 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 8th day of June, 2022 by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____



AGENDA ITEM: 7b

STAFF REPORT

MTG. DATE: June 8, 2022

TO: Board of Directors

DATE: June 8, 2022

FROM: Bruce Barron, Fire Chief

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

SUBJECT: Resolution authorizing the Chief Administrative Officer to execute the purchase of two staff pick-up vehicles

Recommendation:

Staff recommends the Board approve the resolution authorizing the Chief Administrative Officer to execute the purchase of two staff pick-up vehicles.

Background:

The FY 21/22 adopted budgeted includes replacement funds for one command vehicle in the amount of \$65,500. Staff is requesting to purchase two staff pick-up vehicles instead of one command vehicle.

At the April 13th Board meeting, the Board approved and adopted the FY 22/23 budget which includes the addition of two FTEs for the new CCFD Training Division. The purchase of two staff pick-up vehicles would allow for a vehicle to be assigned to each of the new FTEs in the Training Division.

Fiscal Impact:

The cost of the two vehicles is \$90,686.15. There are sufficient funds in the replacement fund for this purchase.

Attachments:

1. Resolution authorizing the Chief Administrative Officer to execute the purchase of two staff pick-up vehicles
2. Quote from Elk Grove/Winner Chevrolet

RESOLUTION NO. 22-15

RESOLUTION AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE PURCHASE OF TWO STAFF VEHICLES

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

WHEREAS, the FY 21/22 adopted budgeted includes replacement funds for one command vehicle in the amount of \$65,500; and

WHEREAS, staff is requesting to purchase two staff pick-up vehicles instead of one command vehicle; and

WHEREAS, the purchase of two staff pick-up vehicles would allow for a vehicle to be assigned to each of the new FTEs in the Training Division; and

WHEREAS, the cost of the two vehicles is \$90,686.15; and

WHEREAS, there are sufficient funds in the replacement fund for this purchase.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the resolution authorizing the Chief Administrative Officer to execute the purchase of two staff pick-up vehicles.

Approved at a special meeting of the Board of Directors held by teleconference this 8th day of June, 2022.

Signed: _____
Ricardo Ortiz, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-15 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held by teleconference on the 8th day of June 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: June 8, 2022

TO: BOARD OF DIRECTORS

DATE: June 8, 2022

FROM: Kristin Armbruster, Human Resources Manager

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

SUBJECT: Resolution to Adopt the Salary Schedule for the Central County Fire Department

Recommendation:

Adopt the resolution adopting the salary schedule for the Central County Fire Department.

Background:

At the April 13, 2022 meeting, the Fire Board approved 3.0% cost of living increases for the Management, Clerical and Mechanic units, and the Community Risk and Resiliency Specialist position. The salary schedule has been updated to reflect these changes.

The California Public Employees Retirement System requires the governing body to adopt the pay schedule at a public meeting.

Fiscal Impact:

The adopted budget for fiscal year 2022-23 includes the approved cost of living increases.

Attachments:

1. Resolution Adopting the Salary Schedule for Central County Fire Department
2. Central County Fire Department Salary Schedule, effective June 8, 2022

RESOLUTION 22-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
ADOPTING THE SALARY SCHEDULE FOR CENTRAL COUNTY FIRE DEPARTMENT**

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

WHEREAS, Central County Fire Department has established compensation rates for all positions in Central County Fire Department; and

WHEREAS, Central County Fire Department desires to provide competitive salaries and has determined that a cost of living increase is appropriate; and

WHEREAS, California Public Employees Retirement System requires a pay schedule to be adopted by the governing body of the agency at a public meeting; and

WHEREAS, Central County Fire Department desires to meet the requirements of the Public Employees Retirement System

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department adopts the Salary Schedule with changes effective June 8, 2022:

Cost of living increases of 3.0% for Management, Clerical, Mechanics and Community Risk and Resiliency Specialist units/positions, effective July 5, 2022.

Approved at a regular meeting of the Board of Directors at held by teleconference this 8th day of June, 2022.

SIGNED: _____
Ricardo Ortiz, Chair

ATTEST: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 22-16 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held by teleconference on the 8th day of June 2022 by the following vote of the members thereof:

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

Central County Fire Department
Salary Schedule - Adopted June 8, 2022

Clerical Unit
Effective Date

			A	B	C	D	E
Office Assistant I	Bi-weekly		2,199	2,309	2,424	2,545	2,673
7/4/2022	Monthly		4,765	5,003	5,252	5,514	5,791
	Annually		57,174	60,034	63,024	66,170	69,491
Office Assistant II	Bi-weekly		2,419	2,540	2,667	2,800	2,940
7/4/2022	Monthly		5,241	5,503	5,779	6,067	6,370
	Annually		62,894	66,040	69,342	72,800	76,440
Administrative Assistant	Bi-weekly		2,721	2,857	3,000	3,150	3,308
7/4/2022	Monthly		5,896	6,190	6,500	6,825	7,166
	Annually		70,746	74,282	78,000	81,900	85,995
Management Assistant	Bi-weekly		3,266	3,429	3,600	3,780	3,969
7/4/2022	Monthly		7,076	7,430	7,800	8,190	8,600
	Annually		84,916	89,154	93,600	98,280	103,194
Accounting Technician	Bi-weekly		3,064	3,217	3,378	3,547	3,724
7/4/2022	Monthly		6,639	6,970	7,319	7,685	8,069
	Annually		79,664	83,642	87,828	92,222	96,824
Senior Accounting Technician	Bi-weekly		3,370	3,538	3,715	3,901	4,096
7/4/2022	Monthly		7,302	7,666	8,049	8,452	8,875
	Annually		87,620	91,988	96,590	101,426	106,496
Community Risk and Resiliency Specialist	Bi-weekly		3,867	4,060	4,263	4,476	4,700
7/4/2022	Monthly		8,378	8,797	9,237	9,698	10,183
	Annually		100,534	105,561	110,839	116,381	122,200
Fire Prevention Specialist	Bi-weekly		3,721	3,907	4,103	4,308	4,523
7/4/2022	Monthly		8,062	8,465	8,889	9,333	9,800
	Annually		96,748	101,586	106,665	111,998	117,598
Temp - clerical	Hourly		15.00				35.00
7/4/2022							
Temp - Technician	Hourly		29.00				38.00
7/4/2022							

Management Employees
Effective Date

			A	B	C	D	E
Deputy Fire Chief	Bi-weekly		7,896	8,291	8,706	9,141	9,598
7/4/2022	Monthly		17,108	17,964	18,863	19,806	20,796
	Annually		205,296	215,566	226,356	237,666	249,548
Fire Chief	Bi-weekly		8,909	9,355	9,822	10,313	10,829
7/4/2022	Monthly		19,303	20,268	21,281	22,346	23,463
	Annually		231,635	243,217	255,378	268,147	281,554
Administrative Services Manager	Bi-weekly		4,994	5,244	5,506	5,781	6,070
7/4/2022	Monthly		10,820	11,362	11,930	12,526	13,152
	Annually		129,844	136,344	143,156	150,306	157,820
Emergency Medical Services Manager	Bi-weekly		5,379	5,648	5,930	6,227	6,538
4/13/2022	Monthly		11,655	12,237	12,848	13,492	14,167
	Annually		139,854	146,848	154,180	161,902	170,000

**Central County Fire Department
Salary Schedule - Adopted June 8, 2022**

Shop Services

Effective Date

		A	B	C	D	E
Emergency Vehicle Technician I 7/4/2022	Bi-weekly	3,221	3,382	3,551	3,729	3,915
	Monthly	6,979	7,328	7,694	8,080	8,484
	Annually	83,746	87,932	92,326	96,954	101,802
Emergency Vehicle Technician II 7/4/2022	Bi-weekly	3,544	3,721	3,907	4,102	4,307
	Monthly	7,679	8,062	8,465	8,888	9,332
	Annually	92,144	96,746	101,582	106,652	111,982
Emergency Vehicle Technician III 7/4/2022	Bi-weekly	4,252	4,465	4,688	4,922	5,168
	Monthly	9,213	9,674	10,157	10,664	11,198
	Annually	110,552	116,090	121,888	127,972	134,378

Fire Units

Effective Date

For those hired prior to May 1, 2012

		A	B	C	D	E
Fire Fighter 56 hour 7/5/2021	Bi-weekly	4,016.07	4,216.87	4,427.71	4,649.10	4,881.55
	Monthly	8,701.49	9,136.55	9,593.37	10,073.05	10,576.69
	Annually	104,417.82	109,638.62	115,120.46	120,876.60	126,920.30
Fire Fighter 40 hour 7/5/2021	Bi-weekly	4,397.59	4,617.47	4,848.34	5,090.76	5,345.30
	Monthly	9,528.11	10,004.52	10,504.74	11,029.98	11,581.48
	Annually	114,337.34	120,054.22	126,056.84	132,359.76	138,977.80

For those hired after May 1, 2012

		Trainee	Probationary	A	B	C	D	E
Fire Fighter 56 hour 7/5/2021	Bi-weekly	3,477.11	3,650.97	4,016.07	4,216.87	4,427.71	4,649.10	4,881.55
	Monthly	7,533.74	7,910.44	8,701.49	9,136.55	9,593.37	10,073.05	10,576.69
	Annually	90,404.86	94,925.22	104,417.82	109,638.62	115,120.46	120,876.60	126,920.30
Fire Fighter 40 hour 7/5/2021	Bi-weekly	3,807.44	3,997.81	4,397.59	4,617.47	4,848.34	5,090.76	5,345.30
	Monthly	8,249.45	8,661.92	9,528.11	10,004.52	10,504.74	11,029.98	11,581.48
	Annually	98,993.44	103,943.06	114,337.34	120,054.22	126,056.84	132,359.76	138,977.80
		total of 18 months	18 months	12 months	12 months	12 months	12 months	12 months

		A	B	C	D	E
Fire Captain 56 hour 7/5/2021	Bi-weekly	4,824.14	5,065.35	5,318.62	5,584.55	5,863.77
	Monthly	10,452.30	10,974.93	11,523.68	12,099.86	12,704.84
	Annually	125,427.64	131,699.10	138,284.12	145,198.30	152,458.12
Fire Captain 40 hour 7/5/2021	Bi-weekly	5,234.19	5,495.90	5,770.70	6,059.23	6,362.19
	Monthly	11,340.75	11,907.78	12,503.18	13,128.33	13,784.75
	Annually	136,088.94	142,893.40	150,038.20	157,539.98	165,416.94
Battalion Chief 56 hour 7/5/2021	Bi-weekly	6,594.57	6,924.30	7,270.51	7,634.04	8,015.74
	Monthly	14,288.24	15,002.65	15,752.77	16,540.42	17,367.44
	Annually	171,458.82	180,031.80	189,033.26	198,485.04	208,409.24
Battalion Chief 40 hour 7/5/2021	Bi-weekly	7,154.68	7,512.41	7,888.03	8,282.43	8,696.55
	Monthly	15,501.81	16,276.89	17,090.73	17,945.27	18,842.53
	Annually	186,021.68	195,322.66	205,088.78	215,343.18	226,110.30
Fire Marshal 40 hour 7/5/2021	Bi-weekly	7,154.68	7,512.41	7,888.03	8,282.43	8,696.55
	Monthly	15,501.81	16,276.89	17,090.73	17,945.27	18,842.53
	Annually	186,021.68	195,322.66	205,088.78	215,343.18	226,110.30

