



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

Wednesday August 10<sup>th</sup>, 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/81856413590?pwd=mSqeITHRwjtzfPMd6asJiClwocHBs.1>

Meeting ID: 818 5641 3590

Passcode: 418094

One tap mobile

+16699006833,,81856413590# US (San Jose)

+12532158782,,81856413590# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 818 5641 3590

Find your local number: <https://us02web.zoom.us/j/81856413590?pwd=mSqeITHRwjtzfPMd6asJiClwocHBs.1>

## **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**

- a. Minutes from July 6, 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](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 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. Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2021-22

**8. BOARD OF DIRECTORS' COMMENTS**

**9. ADJOURN TO CLOSED SESSION**

**10. 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

**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).*



**BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)***  
**Special Meeting | July 6, 2022**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Vice-Chair Chuang.

**3. ROLL CALL**

All Board members were present.

**4. APPROVAL OF MINUTES**

- a. Minutes from June 8, special meeting
- b. Minutes from June 16, special meeting

Vice-Chair Chuang motioned to approve the minutes from the June 8<sup>th</sup> and June 16<sup>th</sup> special meetings. Board Member Cole seconded the motion. Approved 4-0-0.

**5. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**6. 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).

There were no public comments on the consent calendar item. Vice-Chair Chuang motioned to approve. Board Member Brownrigg seconded the motion. Approved 4-0-0.

**7. BOARD OF DIRECTORS' COMMENTS**

Vice-Chair Chuang thanked Chief Barron and staff for a fire-safe 4<sup>th</sup> of July weekend. Chair Ortiz echoed Vice-Chair Chuang's sentiments.

**8. ADJOURNMENT**

Meeting was adjourned at 4:04 p.m.



AGENDA ITEM: 7a

## STAFF REPORT

MTG. DATE: August 10, 2022

TO: Board of Directors

DATE: August 10, 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, May 10, 2022, June 8, 2022, and July 6, 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, May

10, 2022, June 8, 2022 and July 6, 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."

On July 12, 2022, Louise Rogers, Chief of San Mateo County Health, issued a message which is noted:

*As of June 30th, we are in the CDC "high" tier, reflecting substantial virus transmission in the community as well as increases in COVID-19 hospitalizations for San Mateo and San Francisco counties. The number of patients hospitalized in San Mateo County with COVID-19 was 42 as of yesterday. We have seen the number of San Mateo County hospitalized with COVID-19 increase and fluctuate to a census of between 30 and 50 since late May compared to levels that were closer to 20 in early May. Fortunately, intensive care unit utilization remains relatively low, and our hospitals have been able to manage these hospitalization levels.*

*We continue to strongly recommend wearing a high-quality mask in indoor settings and increasing ventilation – such as by opening windows and doors where possible – to help prevent infection. We urge residents to test if symptomatic and to be in contact with one's physician or if positive to access the treatments that are available. <sup>1</sup>*

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.

---

<sup>1</sup> <https://www.smchealth.org/health-officer-updates/july-12-2022-message-chief>

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. 22-18**

### **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**, the San Mateo County Health Office indicates that COVID-19 cases and hospitalizations related to COVID-19 are currently increasing; 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, May 10, 2022, June 8, 2022, and July 6, 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. The California Department of Public Health and San Mateo County Health Officer continue to recommend that people take measures to prevent the transmission of COVID-19, particularly when gathering in indoor public settings; and
4. Holding meetings in person creates an imminent risk to the health and safety of attendees; and
5. Holding remote meetings by videoconference/teleconference will prevent the possibility of COVID-19 transmission during those meetings and allow those who are at-risk or potentially suffering COVID-19 symptoms to participate in meetings without physically attending.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Fire Board directs that, for at least the next thirty days, after which time or as soon thereafter as the Fire Board shall meet, 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 special meeting of the Board of Directors held by teleconference this 10<sup>th</sup> day of August, 2022.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 22-18 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its special meeting held by teleconference on the 10th day of August, 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: August 10, 2022

TO: Board of Directors

DATE: August 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 Q4 Fiscal Year 2021-22

---

### **Recommendation:**

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2021-22.

### **Background:**

The Treasurer's Report is provided to the Central County Fire Department's Board for Q4 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 .75% for Q4 FY 2021-22.

On June 30, 2022 the LAIF investment is primarily invested in:

Treasuries (68.02%)

Agencies (18.90%)

Certificates of Deposits and Bank Notes (5.71%)

All others combined (7.37%).

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 Q4 FY 2021-22

CENTRAL COUNTY FIRE DEPARTMENT

# TREASURER'S REPORT

Fiscal Year 2021/2022  
Q4 | Fiscal Quarter Ended June 30, 2022



PREPARED BY

Jan Cooke

*Finance Director and Treasurer*

1399 Rollins Road  
Burlingame, CA 94010

(650) 558-7600  
[www.ccfid.org](http://www.ccfid.org)



# PMIA/LAIF Performance Report as of 07/18/22



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

June	0.861
May	0.684
Apr	0.523

## Quarterly Performance Quarter Ended 06/30/22

LAIF Apportionment Rate <sup>(2)</sup> :	0.75
LAIF Earnings Ratio <sup>(2)</sup> :	0.00002057622201151
LAIF Fair Value Factor <sup>(1)</sup> :	0.987125414
PMIA Daily <sup>(1)</sup> :	0.99%
PMIA Quarter to Date <sup>(1)</sup> :	0.69%
PMIA Average Life <sup>(1)</sup> :	311

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 06/30/22 \$234.5 billion

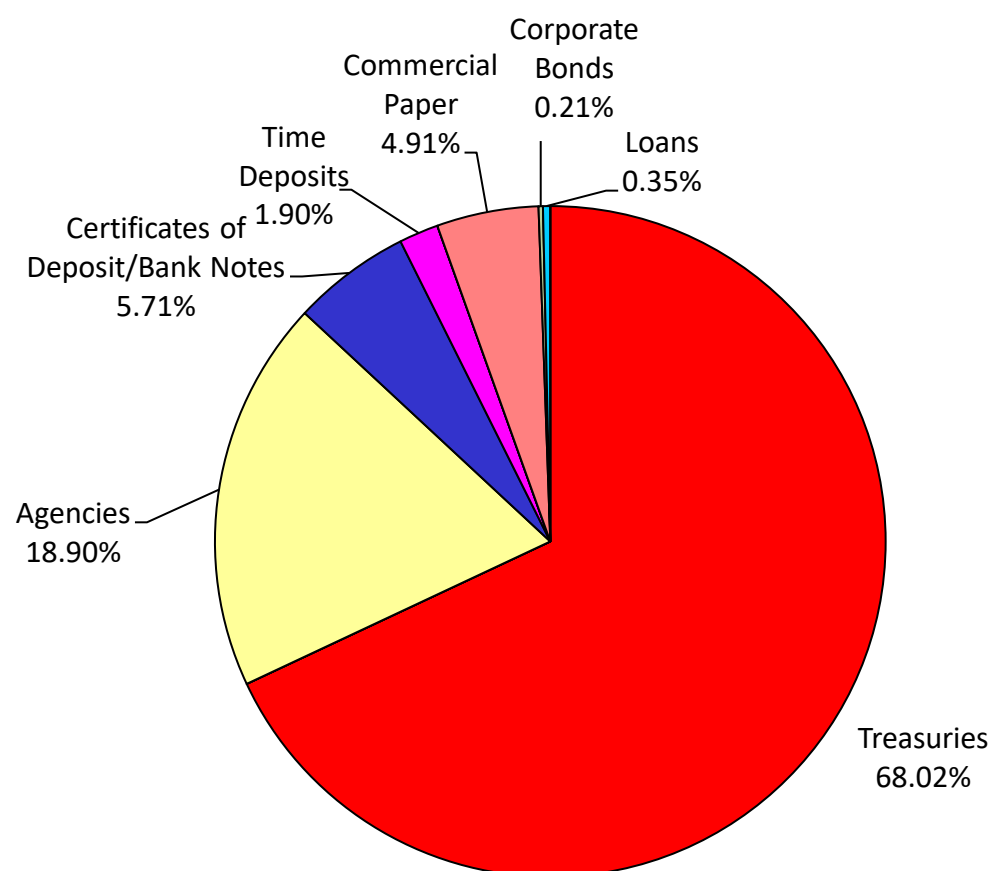


Chart does not include \$4,693,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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 07/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2022.

Earnings Ratio		.00002057622201151
Interest Rate		0.75%
Dollar Day Total	\$	183,265,842.41
Quarter End Principal Balance	\$	2,014,154.35
Quarterly Interest Earned	\$	3,770.92