



## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

Wednesday February 8<sup>th</sup>, 2023  
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/86911235041?pwd=aDlNUjRndFhNU3lvVXk3WG5uRzVIUT09>

Dial-in via phone:

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- +1 312 626 6799 US (Chicago)

Meeting ID: 869 1123 5041  
Passcode: 279973

### **TELECONFERENCE PARTICIPANTS**

Board Members Marie Chuang, Peter Stevenson, Sophie Cole, and Ricardo Ortiz 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 Marie Chuang, Peter Stevenson, Sophie Cole, and Ricardo Ortiz participating by teleconference.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

**4. 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 February 8, 2023.

**5. APPROVAL OF MINUTES**

- a. Minutes from December 14<sup>th</sup>, regular meeting
- b. Minutes from January 12<sup>th</sup>, special meeting

**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)
- b. Fiscal Year 2022/23 Mid-Year Financial Report for the Central County Fire Department
- c. Central County Fire Department Treasurer's Report for Q2 Fiscal Year 2022-2023

**7. STAFF REPORTS**

- a. Fire Chief's Update

**8. NEW BUSINESS**

There are no new business items for this agenda

**9. BOARD OF DIRECTORS' COMMENTS****10. ADJOURNMENT**



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*  
Regular Meeting | December 14, 2022

**1. CALL TO ORDER**

Meeting was called to order at 4:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Members Brownrigg, Chuang, and Cole were present. Board Member Ortiz was absent.

**4. REPORT OUT FROM CLOSED SESSION**

Report out from Closed Session of November 9<sup>th</sup>, 2022

General Counsel, Jean Savaree, stated there was no reportable action.

**5. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**6. ADJOURN TO CLOSED SESSION**

Before Board Members adjourned to closed session, Mr. Ryan Klarich, Union Leader for the Central County Firefighters Union, made public comments regarding the closed session item. Board Members adjourned to closed session at 4:16 p.m.

**7. CLOSED SESSION**

- a. Conference with Labor Negotiator for Central County Firefighters Union (Fire Captains, Firefighters, Fire Inspector and Deputy Fire Marshal) and Chief Officers (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

**8. ADJOURN FROM CLOSED SESSION**

Board Members returned to the regular session at 4:52 p.m.

**9. REPORT OUT FROM CLOSED SESSION**

General Counsel, Jean Savaree, stated there was no reportable action.

**10. APPROVAL OF MINUTES**

- a. Minutes from November 9<sup>th</sup>, 2022, special meeting

Vice-Chair Chuang asked for public comments. There were no public comments on this item. Board Member Brownrigg motioned to approve; Board Member Cole seconded the motion. Approved 3-1-0.

## 11. 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 Approving the Memorandum of Understanding between the Central County Fire Department and the Chief Officers Group
- c. Resolution Authorizing the Chief Administrative Officer to Approve the Purchase of three Staff Vehicles

Board Member Brownrigg asked if CCFD has a policy on purchasing electric vehicles. Chief Barron answered that currently there is no policy on electric vehicles, but staff has discussed the need and hopes to move in that direction in the future. Chief Barron added that the department does not have the infrastructure to support charging electric vehicles. Board Member Brownrigg encouraged staff to consider a policy on electric vehicles. Vice-Chair Chuang also commented that purchasing electric vehicles should be considered in future staff vehicle purchases.

Board Member Brownrigg motioned to approve; Board Member Cole seconded the motion.  
Approved 3-1-0.

## 12. STAFF REPORTS

- a. Fire Chief's Update (PowerPoint Presentation)

Chief Barron gave a brief PowerPoint presentation highlighting Department activity.

### Administration

- Staff is currently working on the International Organization for Standardization (ISO) update
- The Standards of Cover study has been completed; a presentation will be made in early 2023

### Operations

- New ladder truck has arrived; anticipated in-service date is early 2023
- New engine has been ordered; anticipated delivery date is late 2023
- Currently have 8 probationary firefighters

### Prevention

- Staff continues to work on construction and life safety inspections
- WUI inspections
  - 94% completed
- National CERT Conference will be held at Hyatt Regency, Burlingame, in June 2023

### Training

- Training Division reorganization and partnership with San Bruno is working well

Chief Barron ended his presentation by thanking outgoing Board Member Michael Brownrigg, Chair Ricardo Ortiz, and City Manager Ann Ritzma.

Board Member Cole asked about the criteria for moving from a 2 rating to a 1 rating for the ISO. Chief Barron gave a brief explanation of how the ratings and point system works.

### 13. NEW BUSINESS

a. Resolution Approving the Salary Schedule for the Central County Fire Department  
HR Manager, Kristin Armbruster, stated that the new salary schedule reflects the changes in salary for members of the Chief Officers Group.

There were no public comments on this item. Board Member Cole motioned to approve; Board Member Brownrigg seconded the motion. Approved 3-1-0.

b. Resolution Accepting the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2022

Finance Director, Jan Cooke, summarized the financial results. The overall result is a clean (unmodified opinion). Key points included:

- Significant strike team deployments; this is a reimbursable cost
- Improved net position due to good investment returns for CalPERS
- Joint Training Fund is winding down
- Favorable Workers' Comp claims with the last actuarial evaluation, which resulted in lower liabilities for the WC insurance fund

Ms. Cooke introduced Mitesh Desai from Badawi and Associates, auditors for the Central County Fire Department. Mr. Desai gave a brief PowerPoint presentation showing key points from the Annual Comprehensive Financial Report.

Board Member Cole asked about the general fund revenue stated on page 21 of the report. Ms. Cooke replied that the net revenues in the general fund show an increase due to strike team reimbursements, but other revenue items decreased compared to the previous fiscal year.

There were no public comments on this item.

Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

c. Resolution Approving the Distribution of Joint Training Funds to the Participating Agencies

Finance Director, Jan Cooke, stated that the numbers shown in the staff report reflect the remaining monies in the Joint Training Fund. Since the Joint Training partnership ended at the end of fiscal year 21/22, the remaining monies need to be distributed to the participating agencies. The distribution amounts were calculated according to the formula in the Joint Training Agreement.

There were no public comments on this item. Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

d. Discussion on returning to in-person Fire Board meetings

General Counsel, Jean Savaree, stated that this is an informational item. The Declaration of Emergency declared by the Governor's office will expire at the end of February. At that time, all public meetings will be required to be in person. There are some limited provisions that would

allow an individual elected official/board member to teleconference in to a meeting. Further details are included in the staff report.

Ms. Savaree stated staff is asking for direction from the Board for future meetings beginning March 1<sup>st</sup>. Board Members agreed that future meetings would be in person and have a teleconference option for the public.

e. Discussion on future Board meeting schedule

Chief Administrative Officer, Ann Ritzma, stated that staff is recommending some additional dates for Board meetings. Three additional meetings have been added to the schedule to address time-sensitive items.

Board Member Cole motioned to approve; Vice-Chair Chuang seconded the motion. Approved 3-1-0.

f. Rotation of Board Officers

Chief Administrative Officer, Ann Ritzma, stated that per section 6.4 of the JPA agreement, the Chair and Vice-Chair will serve for a term of two years in the respective positions. Chair Ortiz (Burlingame) has served as Chair since 2020 and Vice-Chair Marie Chuang (Hillsborough) has served as Vice-Chair since 2020.

Board Member Cole nominated Vice-Chair Chuang to be the new Chair for the Fire Board. Board Member Brownrigg seconded the motion. Approved 3-1-0.

Board Member Brownrigg nominated incoming Board Member Peter Stevenson for Vice-Chair. Board Member Cole seconded the motion. Approved 3-1-0.

Lisa Goldman, City Manager for Burlingame, will be the new CAO.

**14. BOARD OF DIRECTORS' COMMENTS**

Vice-Chair Chuang thanked Board Member Brownrigg for his service to the Board for the past 11 years. Board Member Cole also thanked Mr. Brownrigg.

**15. ADJOURNMENT**

The meeting was adjourned at 5:58 p.m.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*  
Special Meeting | January 12, 2023

**1. CALL TO ORDER**

Meeting was called to order at 11:07 a.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All Board Members were present.

**4. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**5. 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 Approving Updates to the Personnel Rules and Regulations

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

**6. STAFF REPORTS**

There are no staff reports for this meeting.

**7. NEW BUSINESS**

There are no new business items for this meeting.

**8. BOARD OF DIRECTORS' COMMENTS**

Chair Chuang and Board Members Cole and Ortiz welcomed new Board Member, Peter Stevenson.

**9. ADJOURNMENT**

Meeting was adjourned at 11:12 a.m.



AGENDA ITEM: 6a


## STAFF REPORT

MTG. DATE: February 8, 2023

TO: Board of Directors

DATE: February 8<sup>th</sup>, 2023

FROM: Jean Savaree, Department Counsel

APPROVED BY:   
Lisa K. Goldman, CAO

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

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### **Recommendation:**

Staff recommends that the Fire Board adopt the attached resolution, making the findings required under 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, July 6, 2022, August 10, 2022, September 14, 2022, October 12, 2022, November 9, 2022, and December 14, 2022, and January 12, 2023, 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 California Government Code Section 54953(e). 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 Government Code 54953, 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, July 6, 2022, August 10, 2022, September 14, 2022, October 12, 2022, November 9, 2022, December 14, 2022, January 12, 2023. 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."

Currently, the San Mateo County Health Office lists among its strategies for community prevention measures limiting the number of people indoors, maintaining proper ventilation in indoor spaces, and wearing masks.<sup>1</sup> As we have entered the cold winter months, ensuring proper ventilation inside the Board's meeting room will be more difficult than during the warmer months.

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 the 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 encourages social distancing measures to decrease transmission, particularly in indoor public locations, staff recommends that the Fire Board approve the attached resolution, which makes the

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<sup>1</sup> <https://www.smchealth.org/preventing-respiratory-infections> (accessed January 3, 2022)

findings required under Government Code 54953(e) 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. 23-03**

### **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**, on September 13, 2022, the State adopted AB 2449, which recast the provisions of Government Code 54953 originally adopted through AB 361 related to meeting remotely during the duration of the declared state of emergency; 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 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 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, May 10, 2022, June 8, 2022, July 6, 2022, August 10, 2022, September 14, 2022, October 12, 2022, November 9, 2022, December 14, 2022, and January 12, 2023, 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 continue to recommend that face coverings be worn in indoor public settings as a social distancing measure; 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 because COVID-19 spreads particularly quickly during indoor public gatherings; 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 8<sup>th</sup> day of February 8<sup>th</sup>, 2023.

Signed: \_\_\_\_\_  
Marie Chuang, Chair

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

I hereby certify that the foregoing is a true and correct copy of Resolution 23-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at a special meeting held by teleconference on the 8<sup>th</sup> day of February, 2023 by the following vote of the members thereof:

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



AGENDA ITEM: 6b

## STAFF REPORT

MTG. DATE: February 8, 2023

TO: Board of Directors

DATE: February 8, 2023

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

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Mid-Year Financial Report for FY 2022-2023

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### **Recommendation:**

It is recommended that the Board of Directors receive the FY 22/23 Mid-Year Financial Report for Central County Fire Department (CCFD).

### **Background:**

The CCFD mid-year review indicates that FY 22/23 net expenditures (expenditures net of operating revenue) are projected to be \$201k higher than the adopted budget. This is primarily attributable to higher expenditures for overtime, insurance, and gasoline, offset somewhat by higher revenue for strike teams and Wildland Urban Interface (WUI) revenue.

The estimated budget overage will be monitored to ensure an additional charge is not required from the cities. It is not expected that there will be an additional charge due to budget savings driven by the timing of filling open positions and/or retirement payout costs.

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

#### 1. Revenue:

- WUI revenue is higher than budget due to the timing of collections from the prior year. (+\$120k)
- Strike team revenue is higher than budget due to increased participation in strike teams in FY 22/23. (+\$124k)
- Miscellaneous/Other revenue is higher than budget primarily due to final joint training reimbursements. (+\$55k)

2. Expenditures:

- Salary and benefits are projected to be higher than budget primarily due to overtime costs. (+\$365k)
  - Regular salaries are in line with budget. There are no budget amendments for salaries or new personnel as compared to the adopted FY 22/23 budget.
  - The additional overtime costs are primarily attributable to strike team deployments (reimbursable), as well as coverage for disabilities and vacations.
- Materials and services are projected to be higher than budget by \$139k, primarily because of the higher cost of gasoline and annual liability insurance as compared to budget estimates, as well as changes in the wellness program.

**Fiscal Impact:**

There is no fiscal impact associated with receiving this report.

**Attachments:**

1. Central County Fire Department Mid-Year Financial Report for FY 2022-2023

**CENTRAL COUNTY FIRE DEPARTMENT  
FY 2022-2023 MID-YEAR PROJECTION  
GENERAL FUND**

	<b>Adopted Budget <u>2022-2023</u></b>	<b>Year to Date as of 12/31/22 <u>2022-2023</u></b>	<b>Revised Projection <u>2022-2023</u></b>	<b>\$ Change Revised Proj. 22/23 v. Adopted 22/23</b>
<b>REVENUES:</b>				
<b>PERMITS &amp; LICENSES</b>				
Construction Permits	\$ 280,000	\$ 93,698	\$ 280,000	\$ -
Fire Code Permit	20,000	8,471	20,000	-
Penalty Fees				-
Total Permits & Licenses	300,000	102,169	300,000	-
<b>INTERGOVERNMENTAL REVENUES</b>				
Burlingame	13,534,647	7,640,732	13,534,647	-
Hillsborough	9,023,098	5,093,819	9,023,098	-
Millbrae	8,654,097	4,950,914	8,654,097	-
Sub-total from Partner Cities	31,211,842	17,685,465	31,211,842	-
ALS JPA	190,656	73,392	190,656	-
Training Program	124,000	69,324	124,000	-
State Grants			-	-
Sub-total from Other Agencies	314,656	142,716	314,656	-
Total Intergovernment Revenues	31,526,498	17,828,181	31,526,498	-
<b>CHARGES FOR SERVICES</b>				
Fire Plan Review	150,000	51,163	150,000	-
Inspections/Reinspections	100,000	55,089	100,000	-
After Business Hours/Unscheduled			-	-
Fire Flow Inspection	1,861	1,463	1,861	-
Special Fire Services		3,200	3,200	-
Alternate Means of Protection	7,000	4,208	7,000	-
WUI Fees	140,000	209,800	260,000	120,000
Station 34 Mechanic Shop	19,500	5,300	19,500	-
Total Charges for Services	418,361	330,223	541,561	120,000
<b>OTHERS</b>				
Workers' Compensation Reimb	185,000	92,500	185,000	-
Other Reimb Revenue	14,716	19,601	19,601	4,885
Investment Earnings	299	623	623	324
Strike Team Reimbursement	228,202	352,676	352,676	124,474
COVID Reimbursement				-
Donations & Other Contributions				-
Miscellaneous	5,000	54,178	54,832	49,832
Imaging/Microfiche Services				-
Total Others	433,217	519,578	612,732	179,515
<b>TOTAL REVENUES</b>	<b>\$ 32,678,076</b>	<b>\$ 18,780,151</b>	<b>\$ 32,980,791</b>	<b>\$ 299,515</b>



**CENTRAL COUNTY FIRE DEPARTMENT  
FY 2022-2023 MID-YEAR PROJECTION  
GENERAL FUND**

	<b>Adopted Budget 2022-2023</b>	<b>Year to Date as of 12/31/22 2022-2023</b>	<b>Revised Projection 2022-2023</b>	<b>\$ Change Revised Proj. 22/23 v. Adopted 22/23</b>
<b>EXPENDITURES:</b>				
<b>SALARIES &amp; BENEFITS</b>				
Regular Salaries - Safety	\$ 12,313,011	\$ 5,626,141	\$ 12,313,011	\$ -
Regular Salaries - Non Safety	1,443,571	605,017	1,443,571	-
Part-time Salaries	57,362	22,618	57,362	-
COVID (Payroll)		82,263		-
Overtime:	1,908,000	1,534,908	2,270,130	362,130
Disability Leave	250,000	362,223	350,000	100,000
Vacation Leave	925,000	424,117	925,000	-
Sick Leave	200,000	96,009	200,000	-
Family Sick Leave/Bereavement	85,000	57,996	85,000	-
Special Assignment	125,000	99,780	125,000	-
Shop Mechanic	5,000	5,336	5,336	336
Reimbursable	18,000	5,384	18,000	-
Strike Team - Reimbursable		182,621	179,530	179,530
COVID (Overtime)	-	58,721	82,264	82,264
Miscellaneous	300,000	242,721	300,000	-
Holiday Pay	587,404	250,149	587,404	-
FLSA	293,693	131,156	293,693	-
Uniform Allowance	69,015	25,888	69,015	-
Medicare/FICA	214,062	117,332	214,062	-
PERS Retirement	6,644,590	5,352,459	6,644,590	-
Health Insurance	1,606,845	918,828	1,606,845	(0)
Dental Insurance	147,039	54,789	147,039	-
Vision	30,653	13,939	30,653	-
Life Insurance	17,940	9,638	17,940	-
Long-term Disability Insurance	7,036	3,604	7,036	-
Deferred Compensation		4,250	10,500	10,500
Retirement Health Savings	196,261	97,414	196,261	-
Technology and Wellness Benefit	9,000	2,231	2,000	(7,000)
Health Insurance - Retirees	1,383,000	374,015	1,383,000	-
Workers' Compensation	1,900,000	950,000	1,900,000	-
Vacation Leave Buyout	95,581	24,238	95,581	-
Sick Leave Buyout	84,782	-	84,782	-
Leave payouts at retirement	293,827	1,067	293,827	-
Other Payroll Charges	3,000	1,400	3,000	-
Admin Leave Payout	32,000	26,790	32,000	-
Total Salaries & Benefits	29,337,671	16,230,134	29,703,300	365,629

**CENTRAL COUNTY FIRE DEPARTMENT  
FY 2022-2023 MID-YEAR PROJECTION  
GENERAL FUND**

	<b>Adopted Budget <u>2022-2023</u></b>	<b>Year to Date as of 12/31/22 <u>2022-2023</u></b>	<b>Revised Projection <u>2022-2023</u></b>	<b>\$ Change Revised Proj. 22/23 v. Adopted 22/23</b>
MATERIALS & SERVICES:				
Office Expense	20,126	9,951	20,126	-
Expendable Supplies	36,050	12,967	36,050	-
Postage Expense	3,939	1,572	3,939	-
EMS Supplies	15,914	2,307	15,914	-
Respiratory Equipment Expense	30,591	1,925	30,591	-
Small Tools	89,610	11,362	89,610	-
Public Education	10,000	121	10,000	-
Safety Equipment	119,480	29,459	119,480	-
Uniform Supplies	11,301	6,053	11,301	-
Communications	66,837	42,961	76,837	10,000
Utilities	106,228	51,063	106,228	-
Building/Grounds/Facilities Maint	154,500	41,559	154,500	-
Gas, Diesel, Oil	84,593	67,832	126,889	42,296
Apparatus Maintenance (CCFD)	120,000	70,562	120,000	-
Hose and Nozzles	25,750	-	25,750	-
Radio Maintenance	15,965	696	15,965	-
Contractual Services	464,357	163,286	464,357	-
Legal Services	29,870	28,229	59,740	29,870
Auditing	13,308	12,000	12,000	(1,308)
Mechanic Shop Service Agreement	39,525	5,866	39,525	-
Mechanic Shop (Stock)	12,360	11,397	12,360	-
WUI Program	50,000	2,833	50,000	-
USAR Program	10,300	10,504	11,000	700
Dues & Subscriptions	9,671	6,100	9,671	-
Travel, Conferences & Meetings	15,450	221	15,450	-
HR (Hiring etc.)	27,368	2,627	27,368	-
Training & Safety	103,000	47,413	103,000	-
Training/EMS (new)	50,000	7,159	50,000	-
Ops Training (new)	40,000	6,249	40,000	-
Emergency Preparedness	36,050	1,527	36,050	-
Wellness & Safety	51,500	13,349	75,000	23,500
Weed Abatement	5,000	-	5,000	-
Liability, property and other insurances	204,539	232,697	232,697	28,158
Computer, Telephone & Other IT Costs	51,500	19,363	51,500	-
Mobile Technology	5,150	55	5,150	-
COVID Expenses	20,600		20,600	-
Miscellaneous	14,976	14,541	20,000	5,024
Total Materials and Services	2,165,406	935,806	2,303,647	138,241
TOTAL OPERATIONS COST	31,503,076	17,165,940	32,006,947	503,870
CAPITAL:				
Transfer to Capital Project Fund	100,000	50,000	100,000	-
Transfer to Vehicle Replacement Fund	1,075,000	537,500	1,075,000	-
Total Capital Outlay/Reserve	1,175,000	587,500	1,175,000	-
TOTAL EXPENDITURES	\$ 32,678,076	\$ 17,753,440	\$ 33,181,947	\$ 503,870
NET EXCESS/(DEFICIT) REVENUE OVER EXPENDITURES	(0)		(201,156)	
BEGINNING FUND BALANCE	771,885		771,885	
ENDING FUND BALANCE	\$ 771,885		\$ 570,729	



AGENDA ITEM: 6c


## STAFF REPORT

MTG. DATE: February 8, 2023

TO: Board of Directors

DATE: February 8, 2023

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

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q2 Fiscal Year 2022-23

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### **Recommendation:**

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q2 Fiscal Year 2022-23.

### **Background:**

The Treasurer's Report is provided to the Central County Fire Department's Board for Q2 Fiscal year 2022-23. The primary investment prioritizes safety and liquidity. The investments are in keeping with the adopted Investment Policy.

The interest rate was 2.07% for Q2 FY 2022-23.

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

Treasuries (66.7%)

Agencies (20.1%)

Certificates of Deposits and Bank Notes (6.3%)

All others combined (6.9%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (e) "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 Q2 FY 2022-23

CENTRAL COUNTY FIRE DEPARTMENT

# TREASURER'S REPORT

Q2 | *Fiscal Year Ended June 30, 2023*



PREPARED BY

Jan Cooke

*Finance Director and Treasurer*

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Burlingame, CA 94010

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[www.ccfld.org](http://www.ccfld.org)



# PMIA/LAIF Performance Report as of 01/18/23



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

December	2.173
November	2.007
October	1.772

## Quarterly Performance Quarter Ended 12/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	2.07
LAIF Earnings Ratio <sup>(2)</sup> :	0.00005680946709337
LAIF Fair Value Factor <sup>(1)</sup> :	0.981389258
PMIA Daily <sup>(1)</sup> :	2.29
PMIA Quarter to Date <sup>(1)</sup> :	1.98
PMIA Average Life <sup>(1)</sup> :	287

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 12/31/22 \$199.6 billion

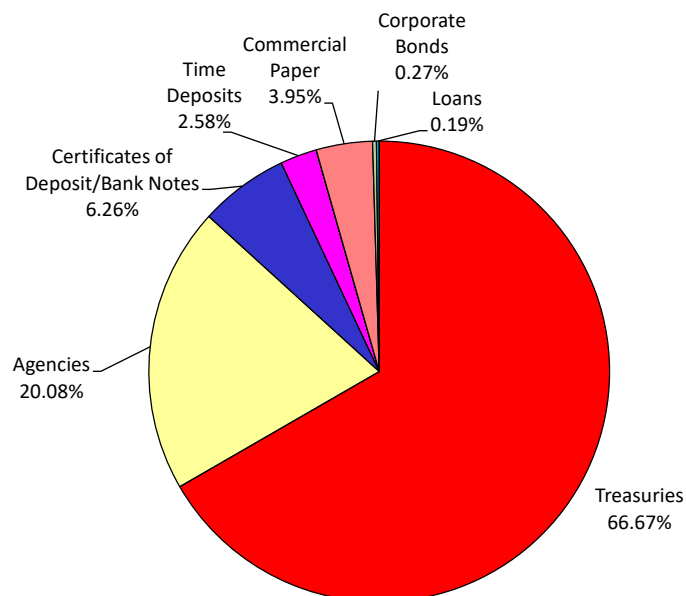


Chart does not include \$3,466,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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



MALIA M. COHEN  
California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name CENTRAL COUNTY FIRE  
Account Number 40-41-015

As of 01/13/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2022.

Earnings Ratio		.00005680946709337
Interest Rate		2.07%
Dollar Day Total	\$	186,191,559.38
Quarter End Principal Balance	\$	2,024,791.53
Quarterly Interest Earned	\$	10,577.44