



**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA**

**Wednesday April 12, 2023  
4 p.m.**

**Council Chambers, Burlingame City Hall, 501 Primrose Road, Burlingame, CA 94010**

Consistent with Government Code Section 54953, Central County Fire Department Board meetings are held in person. Members of the public may observe/participate in the meeting in person or via Zoom (link provided below).

**To Attend the Meeting in Person:**

Location: Burlingame City Hall, 501 Primrose Road, Burlingame, CA 94010

*Masking is not required but in accordance with the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious.*

**To Observe the Meeting via Zoom:**

To access the meeting by computer:

Go to [www.zoom.us/join](https://www.zoom.us/join)

Meeting ID: 856 3638 6606

Passcode: 027261

**To Access the Meeting by Phone:**

+1 309 205 3325 US

Meeting ID: 856 3638 6606

Passcode: 027261

**To Provide Public Comment in Person:**

Members of the public wishing to speak will be asked to fill out a "Request to Speak" card located on the table by the door and then hand it to staff. The provision of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, however, the Board Chair may adjust the time in light of the number of anticipated speakers.

**To Provide Public Comment via Zoom:**

During the meeting, public comment may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the "Raise Hand" feature (for those joining by phone, press "9" to "Raise Hand") during the public comment period for the agenda item you wish to address. The Zoom host will call on people to speak by name provided or the last four digits of the phone number for dial-in attendees. Speakers are limited to three minutes each, however, the Board Chair may adjust the time in light of the number of anticipated speakers.

**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 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 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 April 12, 2023.

**5. APPROVAL OF MINUTES**

- a. Minutes from February 8<sup>th</sup>, regular meeting

**6. PROCLAMATION**

- a. Proclamation of Service for Joe LaMariana, Burlingame resident

**7. CONSENT CALENDAR**

- a. Central County Fire Department Quarterly Financial Report (Unaudited) for Q2, Fiscal Year 2022-23
- b. Resolution Authorizing the Chief Administrative Officer to Execute the Purchase of Fire Hose

**8. PUBLIC HEARING**

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2023-2024 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 2023-2024 Budget for the Central County Fire Department
- 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



## **9. STAFF REPORTS**

- a. Fire Chief's Update

## **10. NEW BUSINESS**

- a. Resolution to Adopt the Salary Schedule for the Central County Fire Department
- b. Resolution Authorizing the Execution of an Agreement for Joint Training Program Between Central County Fire Department and the City of San Bruno

## **11. PRESENTATION**

- a. Central County Fire Department Community Risk Assessment: Standards of Cover and Deployment Analysis Report Update

## **12. BOARD OF DIRECTORS' COMMENTS**

## **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](http://www.ccfdonline.org).*



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*  
Regular Meeting | February 8, 2023

**1. CALL TO ORDER**

Meeting called to order at 4:05 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All Board Members were present.

**4. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**5. APPROVAL OF MINUTES**

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

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

**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

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

**7. STAFF REPORTS**

- a. Fire Chief's Update

Chief Barron gave a brief [PowerPoint](#) presentation outlining the Department's accomplishments in 2022 and goals for 2023.

Key points included the Standards of Cover study, interim appointments, and a new Employee Assistance Program.

Chair Chuang asked about the interim positions. Chief Barron explained that personnel who are currently on promotional lists were put into interim Captain positions to fill long term vacancies. The interim positions allow personnel to gain on-the-job experience for positions they are testing for within the Department.

Chair Chuang asked for clarification of the Employee Assistance Program. Chief Barron explained that the new program, Concern, offers a variety of services for employees, including mental health, counseling, financial planning, and webinars for a wide variety of topics. The program is accessible to employees through online access or an app. HR Manager, Kristin Armbruster, added that Concern offers counseling and services specific to first responders and a broader network of counselors than the previous vendor.

Board Member Cole asked for staff's perspective on Chapter 7A being incorporated into certain municipalities and ordinances, specifically in an area such as Hillsborough.

*(Chapter 7A of the California Building Code establishes minimum standards to protect life and property for a building located in a Wildland-Urban Interface Fire Area by increasing its ability to resist the intrusion of flames or embers.)*

Fire Marshal Christine Reed responded, stating that in general when the Town adopts municipal codes or local codes above and beyond what is required in the building or fire codes, then a justification is required to explain why we are adopting something more restrictive than state code. A discussion would be needed to evaluate if, given the topography of Hillsborough, there is adequate justification to enforce Chapter 7A requirements in areas that are not listed in Wildland Urban Interface (WUI) zones. Board Member Cole thanked Ms. Reed and stated that maybe this topic could be addressed at a future meeting after the new CAL-Fire maps are received.

There were no additional questions or public comments.

## **8. NEW BUSINESS**

There were no new business items for this agenda

## **9. BOARD OF DIRECTORS' COMMENTS**

Chair Chuang stated that this will be the last virtual meeting for the Board. The next meeting will be a hybrid meeting with all Board members present in person and a virtual option for the public. Meetings will alternate between Burlingame City Hall and Hillsborough Town Hall.

## **10. ADJOURNMENT**

The meeting was adjourned at 4:37 p.m.



AGENDA ITEM: 7a

## STAFF REPORT

MTG. DATE: April 12, 2023

TO: Board of Directors

DATE: April 12, 2023

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

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Quarterly Financial Report (Unaudited) for Q2  
Fiscal Year 2022-23

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### **Recommendation:**

Staff recommends the Board receive the Central County Fire Department Quarterly Financial Report (Unaudited) for Q2 Fiscal Year 2022-23.

### **Background:**

The Quarterly Financial Report is provided to the Central County Fire Department's Board for Q2 Fiscal year 2022-23. The financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal period July 1, 2022 to December 31, 2022. The General Fund is the primary fund of the Department and accounts for most operating activities.

Overall, revenues and expenditures are on track with the annual adopted budget. The quarter ends with a net excess revenue due to timing of certain revenues and expenditures.

### **Fiscal Impact:**

There is no fiscal impact associated with this agenda item.

### **Attachments:**

1. Central County Fire Department Quarterly Financial Report (Unaudited) for Q2 FY 2022-23.



## CENTRAL COUNTY FIRE DEPARTMENT

### 2022-23 Quarterly Financial Report (Unaudited)

### Second Quarter Ending December 31, 2022

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal quarter July 1, 2022 to December 31, 2022. The General Fund is the primary fund of the Department and accounts for most operating activities.

## GENERAL FUND

The General Fund shows a net excess (revenue greater than expenditure) of \$0.10 million through Q2 2022-23, and an ending fund balance of \$0.87 million on December 31, 2022. It is anticipated that annual results will be in line with budget, and Q2 results have timing differences that will even out over the course of the year.

GENERAL FUND	FISCAL YEAR 2022-23		
	Annual Budget	YTD Actual to 12/31/22	YTD %
Revenue	\$32,678,076	\$17,854,520	55%
Expenditures	31,503,076	17,216,077	55%
Capital Transfer	1,175,000	537,500	46%
EXCESS(DEFICIT)	-	100,943	
Beginning Fund Balance	771,885	771,885	
Ending Fund Balance	\$771,885	\$872,828	113%

## GENERAL FUND REVENUE

General Fund revenues through second quarter are 55% of budget and are 9% higher when compared to the same period last fiscal year. The increase from last year is primarily due to the increased city contributions. Permitting and license revenue is 34% of budget and 35% above the same period last year. Permitting activity timing varies throughout the year. Wildland Urban Interface (WUI) revenue is at 150% of budget and is attributable to timing of revenue. The charges for Services revenue are 48% of budget and is in line with the adopted budget. The Other revenue category reflects a negative number due to reversal of prior year strike team accrual\*. This is timing only within the fiscal year and will zero out when the actual cash is received.

GENERAL FUND REVENUE	FISCAL YEAR 2022-23			FISCAL YEAR 2021-22		
	Annual Budget	YTD Actual to 12/31/22	YTD %	YTD Actual to 12/31/21	\$ Variance CY vs. PY	% Variance CY vs. PY
Permits and Licenses	\$300,000	\$102,170	34%	\$75,798	\$26,372	35%
Intergovernmental Revenues	31,666,498	18,037,981	57%	16,617,914	1,420,067	9%
Charges for Services	293,077	140,025	48%	157,660	(17,635)	-11%
Others	418,501	(425,656)	-102%	(525,988)	100,331	-19%
TOTAL	\$32,678,076	\$17,854,520	55%	\$16,325,385	\$1,529,135	9%

\*Accounting rules require accrual of strike team reimbursements (in anticipation of receiving the actual cash) so that the revenue and expenditures match and are accounted for in the same year. In following year, the accrual is reversed and the actual cash received offsets the accrual reversal, thereby reflecting no revenue in the following year since it was recognized into revenue in the previous year. For example, as of Q2 there were not as much cash received as there was reversals as the receipts are slated to come after Q2 but before year end.





## CENTRAL COUNTY FIRE DEPARTMENT 2022-23 Quarterly Financial Report (Unaudited) Second Quarter Ending December 31, 2022

### GENERAL FUND EXPENDITURES

Total General Fund expenditures (including capital transfer) are at 54% of budget for the second quarter and are 3% higher when compared to the same period prior year. Salaries and benefits are 55% of budget and 2% higher than last year. Salaries and benefits in Q1 include the lump sum annual required UAL contribution to CalPERS. Overtime is at 80% of budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for disability and vacation leave. Materials and services are 46% budget due to timing of spending, primarily in insurance, apparatus maintenance and contact services.

GENERAL FUND EXPENDITURES	FISCAL YEAR 2022-23			FISCAL YEAR 2021-22		
	Annual Budget	YTD Actual to 12/31/22	YTD %	YTD Actual to 12/31/21	\$ Variance CY vs. PY	% Variance CY vs. PY
Salaries & Benefits	\$29,337,671	\$16,230,134	55%	\$15,951,214	\$278,920	2%
Materials and Services	2,165,405	985,943	46%	745,360	240,583	32%
Capital Transfer	1,175,000	537,500	46%	537,500	-	0%
TOTAL	\$32,678,076	\$17,753,577	54%	\$17,234,074	\$519,503	3%





# CENTRAL COUNTY FIRE DEPARTMENT

## 2022-23 Quarterly Financial Report (Unaudited)

### Second Quarter Ending December 31, 2022

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

Central County Fire Department Quarterly Financial Report Q2 FY 2022-23 (July 1, 2022 to December 31, 2022)								
	<u>GL Account Number</u>	<u>Budget 2022-23</u>	<u>Actual 2022-23</u>	<u>% to Budget</u>	<u>Actual 2021-22</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>	
REVENUES:								
PERMITS & LICENSES								
Construction Permits	00.320.101	\$ 280,000	\$ 93,699	33%	\$ 67,690	26,009	38%	
Fire Code Permit	00.320.102	20,000	8,471	42%	7,568	903	12%	
Penalty Fees	00.320.150	-	-		540	(540)		
Total Permits & Licenses		300,000	102,170	34%	75,798	26,372	35%	
INTERGOVERNMENTAL REVENUES								
Burlingame	00.330.100	13,534,647	7,640,732	56%	7,079,403	561,329	8%	
Hillsborough	00.330.200	9,023,098	5,093,819	56%	4,719,604	374,215	8%	
Millbrae	00.330.300	8,654,097	4,950,914	57%	4,588,650	362,264	8%	
Sub-total from City Contributions		31,211,842	17,685,465	57%	16,387,657	1,297,808	8%	
Other Agencies								
ALS JPA	00.341.100	190,656	73,392		95,328	(21,936)	-23%	
WUI Revenue	00.341.200	140,000	209,800	150%	76,800	133,000	173%	
Joint Training Program	00.342.100	124,000	69,324	56%	59,176	10,148	17%	
State Grants	00.334.000	-	-		(1,047)	1,047	-100%	
Sub-total from Other Agencies		454,656	352,516	78%	230,257	122,259	53%	
Total Intergovernmental Revenues		31,666,498	18,037,981	57%	16,617,914	1,420,067	9%	
CHARGES FOR SERVICES								
Special Fire Services	00.340.100	-	3,200		-	3,200		
Fire Plan Review	00.340.200	150,000	51,164	34%	43,983	7,181	16%	
Fire Service Line Permit	00.340.201	-	-		371	(371)		
Inspections/ReInspections	00.340.203	100,000	55,089	55%	64,602	(9,513)	-15%	
Fire Flow Inspection	00.340.205	1,861	1,463	79%	1,807	(344)	-19%	
Alternate Means of Protection	00.340.206	7,000	4,208	60%	3,648	560	15%	
Licensed Facility Inspection	00.340.207	-	-		-	-		
Other Reimb. Revenue	00.340.220	14,716	19,601	133%	42,949	(23,348)	-54%	
Station 34 Mechanic Shop	00.342.400	19,500	5,301	27%	300	5,001		
Total Charges for Services		293,077	140,025	48%	157,660	(17,635)	-11%	
OTHERS								
Workers Compensation Reimb	00.340.219	185,000	92,500	50%	(21)	92,521	-431335%	
Strike Team Reimbursement	00.340.300	228,202	(574,292)	-252%	(538,179)	(36,113)		
Investment Earnings	00.361.100	299	3,051	1020%	262	2,789	1066%	
Donations & Other Contribution	00.363.100	-	-		-	-		
Miscellaneous	00.364.100	5,000	53,085	1062%	11,951	41,134	344%	
Imaging/Microfiche Services	00.364.102	-	-		-	-		
Total Others		418,501	(425,656)	-102%	(525,988)	100,331	-19%	
TOTAL REVENUES		\$ 32,678,076	\$ 17,854,520	55%	\$ 16,325,385	\$ 1,529,135	9%	



# CENTRAL COUNTY FIRE DEPARTMENT

## 2022-23 Quarterly Financial Report (Unaudited)

### Second Quarter Ending December 31, 2022

Central County Fire Department Quarterly Financial Report Q2 FY 2022-23 (July 1, 2022 to December 31, 2022)							
<u>GL Account Number</u>	<u>Budget 2022-23</u>	<u>Actual 2022-23</u>	<u>% to Budget</u>	<u>Actual 2021-22</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>	
<b>EXPENDITURES:</b>							
<b>SALARIES &amp; BENEFITS</b>							
Regular Salaries - Safety	00.410.100	\$ 12,313,011	\$ 5,626,141	46%	\$ 5,481,116	\$ 145,025	3%
Regular Salaries - Non Safety	00.410.200	1,443,571	605,017	42%	559,590	45,427	8%
Part-time Salaries	00.420.100	57,362	22,619	39%	25,752	(3,134)	-12%
Overtime:		1,908,000	1,534,922	80%	2,152,009	(617,087)	-29%
Miscellaneous	00.430.000	300,000	242,721	81%	143,204	99,518	69%
Disability Leave	00.430.100	250,000	362,233	145%	51,731	310,502	600%
Vacation Leave	00.430.200	925,000	424,117	46%	699,501	(275,384)	-39%
Sick Leave	00.430.300	200,000	96,009	48%	138,949	(42,940)	-31%
Family Sick Leave/Bereavement	00.430.400	85,000	57,996	68%	34,708	23,289	67%
Special Assignment	00.430.500	125,000	99,780	80%	74,683	25,097	34%
Shop Mechanic	00.430.600	5,000	5,336	107%	1,262	4,074	323%
Strike Team - Reimbursable	00.430.700	-	182,622		983,812	(801,190)	-81%
Reimbursable	00.430.850	18,000	5,385	30%	13,357	(7,973)	-60%
COVID-19 (OT)	00.441.000	-	58,721		10,802	47,919	444%
COVID-19 (family leave, etc.)	00.440.000	-	82,264		10,296	71,968	699%
Holiday Pay	00.440.100	587,404	250,150	43%	258,122	(7,972)	-3%
FLSA	00.440.200	293,693	131,156	45%	134,239	(3,083)	-2%
Uniform Allowance	00.440.300	69,015	25,888	38%	27,493	(1,605)	-6%
Medicare/FICA	00.440.400	214,062	117,332	55%	126,735	(9,403)	-7%
PERS Retirement	00.440.500	6,644,590	5,352,459	81%	4,785,260	567,199	12%
Health Insurance	00.440.600	1,606,845	918,828	57%	845,686	73,142	9%
Dental Insurance	00.440.700	147,039	54,788	37%	40,578	14,211	35%
Vision	00.440.800	30,653	13,939	45%	10,446	3,492	33%
Life Insurance	00.440.900	17,940	9,638	54%	7,970	1,668	21%
Long-term Disability Insurance	00.441.100	7,036	3,604	51%	3,137	466	15%
Deferred Compensation	00.441.200	-	4,250		-	4,250	
Retirement Health Savings	00.441.300	196,261	97,714	50%	90,357	7,357	8%
Technology & Wellness Benefit	00.441.320	9,000	2,231	25%	3,076	(844)	-27%
Health Insurance - Retirees	00.441.350	1,383,000	374,015	27%	364,618	9,397	3%
Workers' Compensation	00.441.500	1,900,000	950,000	50%	952,015	(2,015)	0%
Vacation Leave Buyout	00.451.100	95,581	24,238	25%	29,558	(5,321)	-18%
Sick Leave Buyout	00.451.200	84,782	-	0%	-	-	
Leave Payout upon Retirement	00.451.300	293,826	1,067	0%	12,091	(11,024)	-91%
Other Payroll Charges	00.451.400	3,000	1,400	47%	2,750	(1,350)	-49%
Admin Leave Buyout	00.451.500	32,000	26,476	83%	28,321	(1,845)	-7%
<b>Total Salaries &amp; Benefits</b>		<b>29,337,671</b>	<b>16,230,134</b>	<b>55%</b>	<b>15,951,214</b>	<b>278,920</b>	<b>2%</b>



# CENTRAL COUNTY FIRE DEPARTMENT

## 2022-23 Quarterly Financial Report (Unaudited)

### Second Quarter Ending December 31, 2022

Central County Fire Department Quarterly Financial Report Q2 FY 2022-23 (July 1, 2022 to December 31, 2022)							
GL Account Number	Budget 2022-23	Actual 2022-23	% to Budget	Actual 2021-22	\$ Variance CY v. PY	% Variance CY v. PY	
<b>MATERIALS &amp; SERVICES:</b>							
Office Expense	00.510.100	\$ 20,126	\$ 10,844	54%	\$ 7,398	\$ 3,446	47%
Expendable Supplies	00.510.400	36,050	14,749	41%	16,589	(1,840)	-11%
Postage Expense	00.510.600	3,939	1,944	49%	2,062	(117)	-6%
EMS Supplies	00.510.800	15,914	2,615	16%	1,584	1,032	65%
Respiratory Equipment Expense	00.511.100	30,591	3,698	12%	22,785	(19,087)	-84%
Small Tools	00.511.500	89,610	16,184	18%	39,211	(23,027)	-59%
Public Education	00.511.900	10,000	121	1%	544	(423)	-78%
Safety Equipment	00.512.300	119,480	29,720	25%	32,656	(2,936)	-9%
Unifrom Supplies	00.512.400	11,301	6,053	54%	6,215	(163)	-3%
Communications	00.512.600	66,837	42,691	64%	32,585	10,106	31%
Utilities	00.513.000	106,228	51,063	48%	12,240	38,823	317%
Building/Grounds/Facilities Maint	00.514.100	154,500	45,722	30%	27,646	18,076	65%
Gas, Diesel, Oil	00.514.800	84,593	69,801	83%	37,970	31,831	84%
Apparatus Maintenance (CCFD)	00.515.500	120,000	77,658	65%	24,258	53,400	220%
Hose and Nozzles	00.515.700	25,750	173	1%	788	(615)	-78%
Radio Maintenance	00.515.900	15,965	696	4%	-	696	
Contractual Services	00.516.300	464,357	165,101	36%	165,366	(265)	0%
Legal Services	00.516.350	29,870	28,229	95%	4,019	24,210	602%
Auditing	00.516.500	13,308	12,000	90%	11,720	280	2%
Mechanic Shop Service Agreement	00.516.600	39,525	5,866	15%	5,310	556	10%
Mechanic Shop- Inventory/Stock	00.516.700	12,360	11,711	95%	1,869	9,842	526%
WUI Expenses	00.516.800	50,000	3,658	7%	1,903	1,755	92%
USAR Program	00.516.900	10,300	11,743	114%	547	11,195	2045%
Dues & Subscriptions	00.517.000	9,671	8,886	92%	6,557	2,329	36%
Travel, Conferences & Meetings	00.517.400	15,450	2,249	15%	7,435	(5,185)	-70%
HR (Hiring etc.)	00.517.420	27,368	2,658	10%	26,746	(24,088)	-90%
Training & Safety	00.517.800	103,000	52,671	51%	15,904	36,767	231%
Training/EMS	00.517.850	50,000	9,800	20%	-	9,800	
OPS Training	00.517.875	40,000	9,324	23%	-	9,324	
Emergency Preparedness	00.517.900	36,050	7,290	20%	6,551	739	11%
CERT Program Expense	00.517.950	-	-	-	-	-	
Wellness & Safety	00.518.200	51,500	13,349	26%	723	12,626	1746%
Weed Abatement	00.518.500	5,000	-	0%	-	-	
Liability, Property, Other Ins	00.518.900	204,539	232,697	114%	194,799	37,898	19%
Computer, Telephone & Other IT	00.519.300	51,500	19,363	38%	24,268	(4,905)	-20%
Mobile Technology	00.519.400	5,150	908	18%	527	382	72%
Miscellaneous	00.520.400	14,973	14,708	98%	6,587	8,121	123%
COVID Expense	00.520.401	20,600	-	0%	-	-	
<b>Total Materials and Services</b>		<b>2,165,405</b>	<b>985,943</b>	<b>46%</b>	<b>745,360</b>	<b>240,583</b>	<b>32%</b>
<b>TOTAL OPERATIONS COST</b>		<b>31,503,076</b>	<b>17,216,077</b>	<b>55%</b>	<b>16,696,574</b>	<b>519,503</b>	<b>3%</b>



# **CENTRAL COUNTY FIRE DEPARTMENT** **2022-23 Quarterly Financial Report (Unaudited)** **Second Quarter Ending December 31, 2022**

Central County Fire Department Quarterly Financial Report Q2 FY 2022-23 (July 1, 2022 to December 31, 2022)							
	<u>GL Account Number</u>	<u>Budget 2022-23</u>	<u>Actual 2022-23</u>	<u>% to Budget</u>	<u>Actual 2021-22</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>
CAPITAL TRANSFERS:							
Transfer to Capital Project	00.710.100	\$ 100,000	\$ -		\$ -	-	
Transfer to Vehicle Replacement	00.710.200	1,075,000	537,500	50%	537,500	-	0%
<b>Total Capital Outlay/Reserve</b>		<b>1,175,000</b>	<b>537,500</b>	<b>46%</b>	<b>537,500</b>	<b>-</b>	
<b>TOTAL INCLUDING CAPITAL</b>		<b>\$ 32,678,076</b>	<b>\$ 17,753,577</b>	<b>54%</b>	<b>\$ 17,234,074</b>	<b>\$ 519,503</b>	<b>3%</b>



AGENDA ITEM: 7b


## STAFF REPORT

MTG. DATE: April 12, 2023

TO: Board of Directors

DATE: April 12, 2023

FROM: Deputy Fire Chief Ken Giacotto

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute the Purchase of Fire Hose and Nozzles from All Star Fire Equipment

---

### **Recommendation:**

Staff recommends the Board approve and adopt the resolution authorizing the Chief Administrative Officer to execute the purchase of fire hose and nozzles from All Star Fire Equipment.

### **Background:**

The Central County Fire Department (CCFD) has established a 10-year replacement cycle for fire hose and nozzles based on industry best practices and the recommendations found in National Fire Protection Association (NFPA) 1962, Standard for the Care, Use, Inspection, Service Testing and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances. CCFD last replaced all fire hose and nozzles in 2012 through a grant.

Fire hose and nozzles are one of the most important tools a firefighter uses. The length of time that a section of fire hose or a nozzle may be used with adequate reliability varies based on several factors, including the quality of the hose and nozzles, the frequency of use, the care and maintenance it receives, and whether it receives abuse or physical damage. Testing by the Fire Equipment Manufacturers' Association indicates an increase in failure in fire hoses after ten years of use. CCFD conducts annual testing on all its fire hose to comply with the standards outlined in NFPA 1962, and the results are documented in Department records. All nozzles are routinely cleaned and maintained to ensure operational readiness.

Staff requested quotes from three vendors and found that only All Star Fire Equipment was able to provide the hose and nozzles specified for CCFD apparatus. Therefore, CCFD has identified All Star Fire Equipment as a sole source provider for the type of fire hose and nozzles required for CCFD apparatus.

### **Fiscal Impact:**

Funding for the purchase of hose and nozzles is allocated in the CCFD Equipment Replacement Fund in the FY 22-23 adopted budget.

**Attachments:**

1. Resolution Authorizing the Chief Administrative Officer to Execute the Purchase of Fire Hoses and Nozzles from All Star Fire Equipment
2. NFPA 1962
3. All Star Fire Equipment quote

**RESOLUTION NO. 23-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE PURCHASE OF FIRE  
HOSE AND NOZZLES FROM ALL STAR FIRE EQUIPMENT**

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

**WHEREAS**, based on best practices and recommendations found in the National Fire Protection Association (NFPA) 1962, the Central County Fire Department (CCFD) has established a 10-year replacement cycle for fire hose and nozzles; and

**WHEREAS**, CCFD previously purchased fire hose and nozzles in 2012; and

**WHEREAS**, the current fire hose and nozzles have reached the end of the recommended life expectancy; and

**WHEREAS**, staff has identified All Star Fire Equipment as a sole source provider for the type of hose and nozzles required for CCFD apparatus; and

**WHEREAS**, the quote received is for \$145,457.87; and

**WHEREAS**, there are sufficient funds in the CCFD Equipment Replacement Fund for this purchase.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department approves a resolution authorizing the purchase of fire hose and nozzles from All Star Fire Equipment.

Approved at a regular meeting of the Board of Directors held at Burlingame City Hall this 12<sup>th</sup> day of April 2023.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 23-04 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 12th day of April 2023, by the following vote of the members thereof:

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



**Fire Equipment Inc.**

12328 Lower Azusa Road  
Arcadia, CA 91006  
(626) 652-0900

2552 Barrington Court  
Hayward, CA 94545  
(510) 887-6295

**SALES QUOTE**

CCFD032323-1

Written By  
Justin Eldridge

Bill To: Central County Fire Department  
1399 Rollins Rd.  
Burlingame, CA 94010

Ship To: Same  
Attn: Garland Armstrong

Phone:

Email:

Date		Date Required	Cust. Order #	Tax Exempt #	Terms	F.O.B.	Salesperson	Ship Via
3/23/2023			<b>QUOTE</b>		Net 30	Origin	Richert	Drop Ship
Quantity	U/M		Description				Price	Amount
200	EA		Key <b>DP17-TRU</b> TRU-ID Fire Hose, Double Jacket, Rubber-Lined, All Polyester, 1.75" x 50', CPLD 1.5", <b>Color: (40) Green, (40) Yellow, (40) Red, (60) Orange, (20) White</b>				184.50	36,900.00
200	EA		Key <b>DP25-TRU</b> TRU-ID Fire Hose, Double Jacket, Rubber-Lined, All Polyester, 2.5" x 50', CPLD 2.5", <b>Color: (160) Blue, (40) Red</b>				242.50	48,500.00
20	EA		Key <b>DP17-TRU</b> TRU-ID Fire Hose, Double Jacket, Rubber-Lined, All Polyester, 1.75" x 15', CPLD 1.5" <b>Color: (10) Yellow, (10) Green</b>				109.00	2,180.00
60	EA		Elkhart <b>0033XD02</b> XD Shutoff, 1.5" Inlet and 1.5" Outlet, 1-3/8" Waterway, No Pistol Grip <b>Bale Color: (10) Green, (10) Yellow, (20) Red, (10) Orange, (10) White</b>				343.85	20,631.00
50	EA		Elkhart <b>04XD0101</b> Chief XD Tip, 1.5" NST-F, 150gpm@50psi, <b>Bumper Color: Black</b>				439.95	21,997.50
20	EA		Elkhart <b>66755007</b> 187-XD Smooth Bore 7/8" with 1.5" Inlet, <b>Bumper Color: Black</b>				107.95	2,159.00
						Subtotal		\$132,367.50
						Sales Tax	9.625%	\$12,740.37
						Freight		\$350.00
						<b>Total</b>		\$145,457.87



AGENDA ITEM: 8a

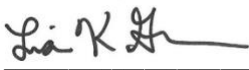
## STAFF REPORT

MTG. DATE: April 12, 2023

TO: Board of Directors

DATE: April 12<sup>th</sup>, 2023

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

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Resolution to Adopt the Fiscal Year 2023-24 Budget for the Central County Fire Department

### Recommendation:

Hold a Public Hearing and approve the Resolution to adopt the Fiscal Year 2023-24 Budget for the Central County Fire Department (CCFD).

### Background:

The General Fund proposed budget is growing \$1.9 million (6.2%), driven by a \$1.8 million (5.6%) increase in expenditures and a \$0.1 million (7.5%) decrease in operating revenues as compared to the FY 2022-23 adopted budget. Personnel costs account for 89.6% of the budget and drive the overall expenditure growth, primarily due to CalPERS and cost of living increases and timing of filling open positions. Materials and services costs are primarily driven by contractual and CPI increases. The vehicle and capital contribution increases to \$1.3 million based on future replacement schedules.

### Central County Fire Department Proposed General Fund Budget - Fiscal Year 2023-24

	2022-23 Adopted	2023-24 Proposed	\$ Change	% Change	% To Total Change
<b>Operating Revenues</b>	\$ (1,466,234)	\$ (1,356,730)	\$ 109,504	-7.5%	0.4%
<b>Expenditures</b>					
Personnel Costs	29,337,671	30,922,048	1,584,378	5.4%	5.1%
Materials and Services	2,165,406	2,277,698	112,293	5.2%	0.4%
Vehicle and Equipment Capital	1,175,000	1,300,000	125,000	10.6%	0.4%
Total Expenditures	32,678,076	34,499,747	1,821,670	5.6%	5.8%
<b>Net Funding Requirement</b>	<b>\$ 31,211,842</b>	<b>\$ 33,143,017</b>	<b>\$ 1,931,175</b>	<b>6.2%</b>	<b>6.2%</b>
<b>Funding</b>					
Contribution - Burlingame	13,534,647	14,372,078	837,431	6.2%	
Contribution - Hillsborough	9,023,098	9,581,385	558,287	6.2%	
Contribution - Millbrae	8,654,097	9,189,553	535,456	6.2%	
<b>Total Contributions</b>	<b>\$ 31,211,842</b>	<b>\$ 33,143,017</b>	<b>\$ 1,931,175</b>	<b>6.2%</b>	
General Fund - Ending Fund Balance	\$ 771,885	\$ 771,885			

### **Detailed Analysis**

The detailed report is shown on pages 26-29 of the Proposed Budget. Detailed explanations of the variations are provided below. *Note: The % growth of the detailed bullet points below reflects the % change as compared to the prior year budget for the specific line item, not the contribution to the overall budget.*

#### **Operating Revenues:**

General Fund operating revenues are projected to decrease by \$109k (-7.5%) as compared to the FY 2022-23 adopted budget.

- Construction permit revenue is projected to increase based on updated fee schedule and current trends. (\$40k, +14%)
- ALS JPA revenue is projected to decrease due to increases in dispatch costs at the county level. (-\$14k, -8%)
- Fire plan review and inspections revenue categories are increasing primarily due to the updated fee schedule. (\$35k, +14%)
- WUI inspections revenue is expected to increase based on the inspection cycle and collections of prior years' fees. (\$25k, +18%)
- The Other revenue category is projected to decrease primarily due to strike team reimbursement in FY 2022-23 budget. Strike team revenue and expenses are not typically budgeted for. (-\$206k, -48%)

#### **Contributions**

- The increase in FY 2023-24 contributions from the cities is \$1.9 million (Burlingame+\$837k, Hillsborough +\$558k, and Millbrae +\$535k). The \$1.9 million increase is attributable to an increase in expenditures of \$1,821,670 and a decrease in operating revenues of \$109,505.

#### **Salaries and Benefits**

The overall increase in salaries and benefits is \$1.6 million (5.4%) as compared to the FY 2022-23 adopted budget. This is primarily attributable to CalPERS increases, cost of living increases, and filling of open positions.

- Salaries expenditures are increasing due to cost of living (COLA), step increases, and filling of open positions. (\$1,181k, +9%)
- Overtime costs increase primarily as a result of wage increases. (\$199k, +11%)
- Retirement annual contributions as a percentage of payrolls are increasing 2% for the Safety Classic Plan (73% in FY 2023-24 versus 71% in FY 2022-23) and increasing .3% for the Safety PEPR Plan (14.4% in FY 2023-24 versus 14.1% in FY 2022-23). The Miscellaneous Classic Plan is increasing 2% (20% in FY 2023-24 versus 18% in FY 2022-23) and the Miscellaneous PEPR Plan is decreasing 1% (8.6% in FY 2023-24 versus 8.0% in FY 2022-23). (\$352k, +5%)
- The workers' compensation contribution remains at \$1.9 million in the FY 2023-24 budget based on the workers' compensation actuarial valuation. (No change)
- Other Post-Employment Benefit (OPEB) funding is decreasing for FY 2023-24 based on the actuarial valuation. (-\$366k, -26%)
- Leave payouts include payouts for vacation and sick leave programs and retirements. The FY 2023-24 estimate is projected to be lower due to the number of retirements and experience rate on sick and vacation leave payout programs. (-\$101k, -21%)
- All other benefits (Health, dental, other) increase from the FY 2022-23 budget primarily due to experience rate and healthcare cost increases. (\$319k, +10%)

#### **Materials and Services Expenditures**

- Materials and Services expenditures are budgeted to increase primarily for liability and property insurance and CPI increases. (\$112k, +5%)

Asset Replacements/Reserves

- A service charge of \$1,200,000 is budgeted in the FY 2023-24 General Fund for vehicle and equipment replacements. In addition, a \$100k service charge is budgeted for a transfer to the capital fund.

**Fiscal Impact:**

The proposed budget for FY 2023-24 reflects a \$33.1 million contribution from Burlingame, Hillsborough, and Millbrae. This is a \$1.9 million (6.2%) increase over the FY 2022-23 adopted budget.

**Attachments:**

1. Proposed FY 2023-24 Budget for Central County Fire Department
2. Resolution to Adopt the Fiscal Year 2023-24 Budget for Central County Fire Department

**RESOLUTION NO. 23-05**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT**  
**ADOPTING THE BUDGET FOR FISCAL YEAR 2023-2024**

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

**WHEREAS**, the Joint Powers Agreement establishing the Central County Fire Department became effective April 20, 2004; and

**WHEREAS**, Section 16.1 of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operations costs and costs of special services in time to allow approval by Member Agencies prior to June 30<sup>th</sup> of each year; and

**WHEREAS**, the budget for fiscal year 2023-24 has been prepared and reviewed by staff; and

**WHEREAS**, the budget from Central County Fire Department has been submitted to and reviewed by the Board of Directors.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department adopts the budget for the Central County Fire Department for fiscal year 2023-2024.

	<b>Fiscal Year 2023-2024</b>
General Fund	\$34,499,747
Capital Project Fund	-
Sub-total	\$34,499,747
Internal Service Fund –Insurance	1,923,750
Internal Service Fund-Vehicles/Equipment	451,359
GRAND TOTAL	\$36,874,856

Approved at a regular meeting of the Board of Directors held at Burlingame City Hall this 12th day of April, 2023.

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

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

I hereby certify that the foregoing is a true and correct copy of Resolution 23-05 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held at Burlingame City Hall on the 12th day of April, 2023, by the following vote of the members thereof:

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



AGENDA ITEM: 8b


## STAFF REPORT

MTG. DATE: April 12, 2023

TO: Board of Directors

DATE: April 12, 2023

FROM: Bruce Barron, Fire Chief  
Christine Reed, Fire Marshal

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Public Hearing for Resolution to Approve and Adopt the FY 2023-24 Master Fee Schedule for the Central County Fire Department

---

### **Recommendation**

Hold a Public Hearing and approve the Resolution to adopt the FY 2023-24 Master Fee Schedule for the Central County Fire Department (CCFD).

### **Background**

CCFD has historically established fees based upon a formula that takes average times to perform services multiplied by the fully burdened work rates of multiple employee classifications engaged in performing services. Over the last two years, CCFD has made cost of living adjustments providing pay increases to personnel providing the services. To update the CCFD fee schedule for FY 2023-24, the average times were again evaluated, modified as necessary, and verified utilizing new burdened work rates for all employees.

The FY 2023-24 fee schedule reflects minor language clarifications and the addition of three new fees for inspections and two new miscellaneous fees:

- Additional Construction Inspection fee – for inspections in addition to those already paid for through the construction permit (i.e., partial inspection or reinspection after a failed inspection)
- Apartment, Hotels, and Motels fee – 2 new number of unit categories, 101-200 units and 301 or more units, to account for the additional time needed to complete the inspection of these larger buildings
- Photocopies – added to recover costs of copies made for the general public
- Non-Sufficient Funds | Returned Check Fee – added to recover costs incurred from the bank

**Fiscal Impact:**

There will be an increase in revenues due to new charges for fees and services.

**Attachments:**

1. Resolution to Adopt and Approve the FY 2023-24 Master Fee Schedule for the Central County Fire Department
2. Central County Fire Department Master Fee Schedule FY 2023-24 (redlined)
3. Central County Fire Department Master Fee Schedule FY 2023-24 (clean copy)



**RESOLUTION NO. 23-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
TO APPROVE AND ADOPT THE MASTER FEE SCHEDULE FOR THE FISCAL YEAR 2023-2024**

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

**WHEREAS**, the Central County Fire Department has historically established fees based upon a formula of time taken to perform services multiplied by the fully burdened work rates of employees; and

**WHEREAS**, the Central County Fire Department has not increased fees since 2021; and

**WHEREAS**, the fees in the Master Fee Schedule have been updated and verified utilizing new burdened work rates; and

**WHEREAS**, the FY 2023-24 Master Fee Schedule includes five new fees; and

**WHEREAS**, the new fees are:

- Additional Construction Inspection fee – for inspections in addition to those already paid for through the construction permit (i.e., partial inspection or reinspection after a failed inspection)
- Apartment, Hotels, and Motels fee – 2 new number of unit categories, 101-200 units and 301 or more units, to account for the additional time needed to complete the inspection of these larger buildings
- Photocopies – added to recover costs of copies made for the general public
- Non-Sufficient Funds – added to recover costs incurred from the bank

**WHEREAS**, all fees as delineated in the Master Fee Schedule shall become effective July 2023; and

**WHEREAS**, notice of the amended fee schedule and of the April 12, 2023, public hearing in connection therewith, has been duly provided pursuant to the provisions of State law.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Central County Fire Department approves and adopts the FY 23-24 Master Fee Schedule.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department held at Burlingame City Hall this 12th day of April, 2023.

SIGNED: \_\_\_\_\_  
Marie Chuang, Chair

ATTEST: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 23-06 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held on the 12<sup>th</sup> day of April 2023, by the following vote of the members thereof:

AYES:	Board Members:	<hr/>
NOES:	Board Members:	<hr/>
ABSENT:	Board Members:	<hr/>
ABSTAIN:	Board Members:	<hr/>

## MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY2022-2023	PROPOSED FY2023-2024
<b>Care Facilities Inspections</b>			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$173	\$190
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	Fee set by State	Fee set by State
Residential Care Facility		\$358	\$381
Large Family Day Care		\$111	\$111
Skilled Nursing Facilities		\$686	\$741
Hospital/Institution		\$2,658	\$3,621
<b>Re-Inspections</b>			
Second re-inspection (fee per inspection)		\$133	\$126
Third and subsequent re-inspection (fee per inspection)		\$161	\$157
<b>Construction Fees</b>			
General Fire & Life Safety Services <ul style="list-style-type: none"> <li>• Consultation &amp; Research</li> <li>• Pre-application meetings &amp; Design Review</li> <li>• Property Survey</li> <li>• General Construction Inspections</li> <li>• Processing, Scheduling, and Record Keeping</li> </ul>		12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)		\$181	\$224
Expedite Building or Planning Check Fees (2 hour minimum)		\$362	\$412
Consultation and Planning (per hour)		\$263	\$302
Alternate Means of Protection Review (per hour)		\$263	\$423
Additional Construction Inspection (all permits) (per hour)	NEW	-	\$185
<b>Fire Alarm/Fire Protection Systems</b>			
Permit for Sprinkler Monitoring System		\$207	\$228
Permit for Manual System		\$207	\$228
Permit for Automatic System		\$371	\$408
Permit for Combination System		\$535	\$588
Fixed Fire Extinguishing System Permit		\$289	\$318
Standpipe System Permit		\$371	\$408
Storage Tank (above or below ground) Permit		\$207	\$228
Multi-Residential or Commercial Fire Alarm system remodel or extension		\$207	\$228
Multi-residential or commercial <u>minor</u> fire alarm remodel or repair (device relocation/adjustment)		\$125	\$183
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$342	\$465
<b>Fire Sprinkler Systems</b>			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$452	\$588
Fire Pump Permit		\$207	\$228
New Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$864	\$948
Multi-Residential or Commercial Fire Sprinkler system remodel or extension		\$207	\$273

## MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY2022-2023	PROPOSED FY2023-2024
Fire Sprinkler minor remodel or repair (sprinkler head relocation/adjustment)		\$125	\$183
Underground Fire Service Line Permit		\$371	\$408
Fire Flow Information Admin Fee (Please refer to fee schedule for each city for respective fire flow fees for each city)		\$39	\$39
<b>Miscellaneous Fees and Permits</b>			
Community CPR / AED Class		\$40 Resident \$50 Non-Resident	\$40 Resident \$50 Non-Resident
Labor Rate for Mechanic Shop		\$125	\$125
Photographs from investigations		Cost of Reproduction	Cost of Reproduction
Photocopies	NEW	-	\$1 + .20 cents/page
Fire Incident Reports (not including photographs)		\$10	\$15
Non-Sufficient Funds   Returned Check Fee	NEW	-	As charged by Bank
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	Up to 10 times the permit fees
Emergency Response Costs for Driving under the Influence. (Billing upon conviction)	Govt. Code §53150-58	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State
False Alarms		\$540 for 3 to 5 and \$1,080 for 6 or more	\$540 for 3 to 5 and \$1,080 for 6 or more
Wildland-Urban Interface (WUI) Inspection		\$200	\$200
Change of Use inspection (usually triggered by new business license)		\$158	\$155
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State
<b>Standby Service</b>			
Firefighter (per hour – minimum of 3 hours)		\$116	\$127
Fire Captain (per hour – minimum of 3 hours)		\$134	\$146
Battalion Chief (per hour – minimum of 3 hours)		\$157	\$168
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$480 per hour + \$140 per hour for apparatus	\$480 per hour + \$141.96 per hour for apparatus
<b>Personnel Costs (per hour)</b>			
Administration		\$67	\$73
Firefighter		\$116	\$127
Fire Captain		\$134	\$146
Fire Prevention Specialist		\$82	\$90
Fire Inspector		\$164	\$180
Deputy Fire Marshal		\$173	\$190
Battalion Chief		\$157	\$168
Fire Marshal		\$198	\$232
Deputy Fire Chief		\$238	\$238

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY2022-2023</u>	<u>PROPOSED FY2023-2024</u>
Fire Chief		\$272	\$289
<b>General Permits</b>			
Aerosol Products		\$193	\$206
Amusement Buildings		\$316	\$341
Apartments, Hotels, and Motels – 10 or less units		\$163	\$161
Apartments, Hotels, and Motels – 11 to 25 units		\$184	\$184
Apartments, Hotels, and Motels – 26 to 100 units		\$205	\$206
Apartments, Hotels, and Motels – 101 to 300 units	NEW	-	\$356
Apartments, Hotels, and Motels – 301 or more units	NEW	-	\$446
Apartments (Specialized Inspection)		\$219	\$116
Aviation Facilities		\$563	\$611
Battery System		\$563	\$611
Carnivals and Fairs		\$316	\$341
Christmas Tree Lot		\$316	\$341
Combustible Fiber Storage		\$316	\$341
Combustible Material Storage		\$316	\$341
Commercial Occupancy Assigned to Prevention		\$200	\$116
Commercial Rubbish-Handling Operation		\$316	\$341
Compressed Gases		\$316	\$341
Cryogenics		\$316	\$341
Dry Cleaning Plants		\$316	\$341
Dust-Producing Operations		\$316	\$341
Exhibits & Trade Shows – Display Booth		\$316	\$341
Exhibits & Trade Shows – With Open Flame		\$316	\$341
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$316	\$341
Explosives or Blasting Agents		\$563	\$611
Fire Hydrants and Water Control Valves		\$313	\$336
Fireworks		\$563	\$611
Flammable or Combustible Liquids		\$563	\$611
Hazardous Materials		\$563	\$611
High-Piled Combustible Storage – 20,000 square feet or less		\$572	\$621
High-Piled Combustible Storage – more than 20,000 square feet		\$654	\$711
Highrise	H&S§13214(b)	\$449	\$636
Hot-Work Operations		\$316	\$341
Liquefied Petroleum Gasses		\$563	\$611
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$563	\$611
Live Audiences		\$563	\$611
Lumber Yards storing in excess of 100,000 board feet		\$440	\$476
Magnesium Working		\$316	\$341
Motor Vehicle Fuel-Dispensing Stations		\$316	\$341
Open Burning		\$316	\$341
Organic Coating		\$316	\$341
Ovens, Industrial Baking and Drying		\$316	\$341
Parade Floats		\$316	\$341
Places of Assembly		\$522	\$566
Production Facilities		\$522	\$566
Pyrotechnical and Special Effects Material		\$563	\$611
Radioactive Materials		\$316	\$341
Refrigeration Equipment		\$440	\$476

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**MASTER FEE SCHEDULE**

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<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY2022-2023</u></b>	<b><u>PROPOSED FY2023-2024</u></b>
Repair Garage		\$316	\$341
Spraying and Dipping		\$316	\$341
Tents, Canopies, and Temporary Membrane Structures		\$478	\$516
Tire Storage		\$316	\$341
Wood Products		\$316	\$341



AGENDA ITEM: 10a


## STAFF REPORT

MTG. DATE: April 12, 2023

TO: BOARD OF DIRECTORS

DATE: April 12, 2023

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY:   
Lisa K. Goldman, CAO

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

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### **Recommendation:**

Staff recommends the Board of Directors adopts a resolution to adopt the salary schedule for the Central County Fire Department.

### **Background:**

At the April 13, 2022 meeting, the Fire Board approved a two-year compensation plan for the Management, Clerical and Mechanic units, and the Community Risk and Resiliency Specialist position. This plan includes a 3.0% cost of living increase beginning the first full pay period of July 2023.

The salary range for temporary employees has also been increased to reflect the current minimum wage.

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:**

Funding for these already approved salary increases is included in the proposed FY 2023-24 budget for the Central County Fire Department.

### **Attachments:**

1. Resolution Adopting the Salary Schedule for Central County Fire Department
2. Central County Fire Department Salary Schedule, effective July 3, 2023



**RESOLUTION 23-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
ADOPTING THE SALARY SCHEDULE FOR THE 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**, the Central County Fire Department has established compensation rates for all positions in the Central County Fire Department; and

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

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

**WHEREAS**, the 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 July 3, 2023:

Cost of living increases of 3.0% for all Management, Clerical, Mechanic and Community Risk and Resiliency Specialist positions, effective July 3, 2023.

Approved at a regular meeting of the Board of Directors held at Burlingame City Hall this 12<sup>th</sup> day of April, 2023.

SIGNED: \_\_\_\_\_  
Marie Chuang, Chair

ATTEST: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 23-07 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held at Burlingame City Hall on the 12<sup>th</sup> day of April 2023 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 April 12, 2023**

<b>Clerical Unit</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Effective Date</b>							
<b>Office Assistant I</b>	Bi-weekly		<b>2,265</b>	<b>2,378</b>	<b>2,497</b>	<b>2,622</b>	<b>2,753</b>
7/3/2023	Monthly		4,908	5,152	5,410	5,681	5,964
	Annually		58,890	61,828	64,922	68,172	71,571
<b>Office Assistant II</b>	Bi-weekly		<b>2,491</b>	<b>2,616</b>	<b>2,747</b>	<b>2,884</b>	<b>3,028</b>
7/3/2023	Monthly		5,397	5,668	5,952	6,249	6,561
	Annually		64,766	68,016	71,422	74,984	78,728
<b>Administrative Assistant</b>	Bi-weekly		<b>2,803</b>	<b>2,943</b>	<b>3,090</b>	<b>3,244</b>	<b>3,407</b>
7/3/2023	Monthly		6,073	6,377	6,695	7,029	7,381
	Annually		72,878	76,518	80,340	84,344	88,569
<b>Management Assistant</b>	Bi-weekly		<b>3,363</b>	<b>3,531</b>	<b>3,708</b>	<b>3,893</b>	<b>4,088</b>
7/3/2023	Monthly		7,287	7,651	8,034	8,435	8,857
	Annually		87,438	91,806	96,408	101,218	106,283
<b>Accounting Technician</b>	Bi-weekly		<b>3,155</b>	<b>3,313</b>	<b>3,479</b>	<b>3,653</b>	<b>3,836</b>
7/3/2023	Monthly		6,836	7,178	7,538	7,915	8,311
	Annually		82,030	86,138	90,454	94,978	99,736
<b>Senior Accounting Technician</b>	Bi-weekly		<b>3,472</b>	<b>3,646</b>	<b>3,828</b>	<b>4,019</b>	<b>4,220</b>
7/3/2023	Monthly		7,523	7,900	8,294	8,708	9,143
	Annually		90,272	94,796	99,528	104,494	109,720
<b>Community Risk and Resiliency Specialist</b>	Bi-weekly		<b>3,983</b>	<b>4,182</b>	<b>4,391</b>	<b>4,610</b>	<b>4,841</b>
7/3/2023	Monthly		8,629	9,061	9,514	9,989	10,489
	Annually		103,550	108,728	114,164	119,872	125,866
<b>Fire Prevention Specialist</b>	Bi-weekly		<b>3,833</b>	<b>4,025</b>	<b>4,226</b>	<b>4,437</b>	<b>4,659</b>
7/3/2023	Monthly		8,305	8,720	9,156	9,614	10,095
	Annually		99,657	104,640	109,872	115,366	121,134
<b>Temp - clerical</b>	Hourly		15.50				35.00
7/3/2023							
<b>Temp - Technician</b>	Hourly		30.00				40.00
7/3/2023							

<b>Management Employees</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Effective Date</b>							
<b>Fire Chief</b>	Bi-weekly		<b>9,176</b>	<b>9,635</b>	<b>10,117</b>	<b>10,623</b>	<b>11,154</b>
7/3/2023	Monthly		19,882	20,876	21,920	23,016	24,167
	Annually		238,587	250,517	263,042	276,194	290,004
<b>Deputy Fire Chief</b>	Bi-weekly		<b>8,133</b>	<b>8,540</b>	<b>8,967</b>	<b>9,415</b>	<b>9,886</b>
7/3/2023	Monthly		17,622	18,503	19,429	20,399	21,420
	Annually		211,458	222,040	233,142	244,790	257,036
<b>Administrative Services Manager</b>	Bi-weekly		<b>5,143</b>	<b>5,400</b>	<b>5,670</b>	<b>5,954</b>	<b>6,252</b>
7/3/2023	Monthly		11,143	11,700	12,285	12,900	13,546
	Annually		133,718	140,400	147,420	154,804	162,552
<b>Emergency Medical Services Manager</b>	Bi-weekly		<b>5,540</b>	<b>5,817</b>	<b>6,108</b>	<b>6,413</b>	<b>6,734</b>
7/3/2023	Monthly		12,003	12,604	13,234	13,895	14,590
	Annually		144,040	151,242	158,808	166,738	175,084

**Central County Fire Department**  
**Salary Schedule - Adopted April 12, 2023**

**Shop Services**

Effective Date

			A	B	C	D	E
<b>Emergency Vehicle Technician I</b>	Bi-weekly		<b>3,318</b>	<b>3,484</b>	<b>3,658</b>	<b>3,841</b>	<b>4,033</b>
7/3/2023	Monthly		7,189	7,549	7,926	8,322	8,738
	Annually		86,268	90,584	95,108	99,866	104,851
<b>Emergency Vehicle Technician II</b>	Bi-weekly		<b>3,650</b>	<b>3,832</b>	<b>4,024</b>	<b>4,225</b>	<b>4,436</b>
7/3/2023	Monthly		7,908	8,303	8,719	9,154	9,611
	Annually		94,900	99,632	104,624	109,850	115,336
<b>Emergency Vehicle Technician III</b>	Bi-weekly		<b>4,380</b>	<b>4,599</b>	<b>4,829</b>	<b>5,070</b>	<b>5,323</b>
7/3/2023	Monthly		9,490	9,965	10,463	10,985	11,534
	Annually		113,880	119,574	125,554	131,820	138,403

**Fire Units**

Effective Date

For those hired prior to May 1, 2012

			A	B	C	D	E
<b>Fire Fighter 56 hour</b>	Bi-weekly		<b>4,016.07</b>	<b>4,216.87</b>	<b>4,427.71</b>	<b>4,649.10</b>	<b>4,881.55</b>
7/5/2021	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
<b>Fire Fighter 40 hour</b>	Bi-weekly		<b>4,397.59</b>	<b>4,617.47</b>	<b>4,848.34</b>	<b>5,090.76</b>	<b>5,345.30</b>
7/5/2021	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
<b>Fire Fighter 56 hour</b>	Bi-weekly	<b>3,477.11</b>	<b>3,650.97</b>	<b>4,016.07</b>	<b>4,216.87</b>	<b>4,427.71</b>	<b>4,649.10</b>	<b>4,881.55</b>
7/5/2021	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
<b>Fire Fighter 40 hour</b>	Bi-weekly	<b>3,807.44</b>	<b>3,997.81</b>	<b>4,397.59</b>	<b>4,617.47</b>	<b>4,848.34</b>	<b>5,090.76</b>	<b>5,345.30</b>
7/5/2021	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

			A	B	C	D	E
<b>Fire Captain 56 hour</b>	Bi-weekly		<b>4,824.14</b>	<b>5,065.35</b>	<b>5,318.62</b>	<b>5,584.55</b>	<b>5,863.77</b>
7/5/2021	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
<b>Fire Captain 40 hour</b>	Bi-weekly		<b>5,234.19</b>	<b>5,495.90</b>	<b>5,770.70</b>	<b>6,059.23</b>	<b>6,362.19</b>
7/5/2021	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
<b>Battalion Chief 56 hour</b>	Bi-weekly		<b>6,792.41</b>	<b>7,132.03</b>	<b>7,488.63</b>	<b>7,863.06</b>	<b>8,256.21</b>
7/4/2022	Monthly		14,716.89	15,452.73	16,225.37	17,036.63	17,888.46
	Annually		176,602.66	185,432.78	194,704.38	204,439.56	214,661.46
<b>Battalion Chief 40 hour</b>	Bi-weekly		<b>7,369.76</b>	<b>7,738.25</b>	<b>8,125.16</b>	<b>8,531.42</b>	<b>8,957.99</b>
7/4/2022	Monthly		15,967.81	16,766.21	17,604.51	18,484.74	19,408.97
	Annually		191,613.76	201,194.50	211,254.16	221,816.92	232,907.68
<b>Fire Marshal 40 hour</b>	Bi-weekly		<b>7,369.76</b>	<b>7,738.25</b>	<b>8,125.16</b>	<b>8,531.42</b>	<b>8,957.99</b>
7/4/2022	Monthly		15,967.81	16,766.21	17,604.51	18,484.74	19,408.97
	Annually		191,613.76	201,194.50	211,254.16	221,816.92	232,907.68

**Central County Fire Department**  
**Salary Schedule - Adopted April 12, 2023**

<b>Deputy Fire Marshal</b>	Bi-weekly		<b>5,306.55</b>	<b>5,571.88</b>	<b>5,850.47</b>	<b>6,142.99</b>	<b>6,450.14</b>
7/5/2021	Monthly		11,497.52	12,072.40	12,676.02	13,309.82	13,975.31
	Annually		137,970.29	144,868.80	152,112.24	159,717.85	167,703.74
<b>Fire Inspector</b>	Bi-weekly		<b>4,824.14</b>	<b>5,065.35</b>	<b>5,318.62</b>	<b>5,584.55</b>	<b>5,863.77</b>
7/5/2021	Monthly		10,452.31	10,974.92	11,523.67	12,099.85	12,704.84
	Annually		125,427.68	131,699.06	138,284.01	145,198.21	152,458.12
<b>Fire Inspector no EMT</b>	Bi-weekly		<b>4,655.29</b>	<b>4,888.06</b>	<b>5,132.46</b>	<b>5,389.09</b>	<b>5,658.54</b>
	Monthly		10,086.47	10,590.80	11,120.34	11,676.35	12,260.17
7/5/2021	Annually		121,037.67	127,089.55	133,444.03	140,116.23	147,122.04



AGENDA ITEM: 10b

## STAFF REPORT

MTG. DATE: April 12, 2023

**TO:** Board of Directors

**DATE:** April 12, 2023

**FROM:** Jean Savaree, Department Counsel

**APPROVED BY:**   
Lisa K. Goldman, CAO

**SUBJECT:** Resolution of the Board of Directors of the Central County Fire Department Authorizing Execution of an Agreement for Joint Training Program Between Central County Fire Department and the City of San Bruno

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### **Recommendation:**

It is recommended that the Board adopt the attached resolution (Attachment 1) authorizing execution of an agreement between the Central County Fire Department and the City of San Bruno pursuant to which the parties would continue to operate a joint training program.

### **Background:**

In 2006, the governing boards of the Belmont Fire Protection District, Central County Fire Department, Foster City, Millbrae, San Bruno, and San Mateo approved a joint operational training program. In 2014, the relationship was formalized by approval of an Agreement for Joint Operational and EMS Training Services and Administration Program. Last year, the San Mateo Consolidated Fire Department notified the Central County Fire Department that it intended to terminate the Agreement for Joint Operational and EMS Training Services and conduct its training internally. Since that time, staff from the Central County Fire Department and the City of San Bruno have continued to conduct joint training programs and engaged in discussions regarding terms for a new agreement pursuant to which the Central County Fire Department and the City of San Bruno would continue to conduct joint training. Attached for the Board's review and approval is a proposed Agreement for Joint Training between the Central County Fire Department and the City of San Bruno (the "Participating Agencies").

### **Terms of the Proposed Agreement:**

If approved, the contract would have a retroactive commencement date of July 1, 2022, and continue until one of the Participating Agencies terminates its participation upon 180 days' notice, pursuant to Section 15, Termination or Withdrawal.

The scope of services to be provided per the Agreement is outlined in Section 2, Services

Provided. It includes annual mandated training for fire suppression, EMS, and other all-risk disciplines, as outlined by OSHA, NFPA, ISO, state and local regulatory bodies, and related training for personnel employed by the Participating Agencies. The Program will ensure that any and all continuing education requirements are offered to Participating Agencies' personnel to ensure certification and licensure maintenance and documentation of records via Vector Solutions or other approved recording systems. The Program shall provide EMS oversight, as required by CCR Title 22, controlled substance accountability, resupply, mandatory controlled substance audits, designated infection control officer (DICO), and EMS JPA Supervisor, as required by the SMC Co EMSA JPA Contract.

Payment terms are outlined in Section 3, Invoices and Payment. It provides that Central County Fire will invoice the City of San Bruno on a quarterly basis for Program Costs, commencing on October 1, 2022, and San Bruno shall pay those invoices within forty-five (45) days.

The Agreement provides that the following staff for the Training Division shall be appointed by the Fire Chiefs of the Participating Agencies.

- a. Training Division Battalion Chief employed by Central County Fire to provide oversight for the Training Division.
- b. EMS Manager employed by Central County Fire to act as the EMS JPA Supervisor and provide EMS Training, and act as the DICO. The EMS Manager will be responsible for all EMS training for personnel of the Participating Agencies.
- c. Two Training Captains: one employed by Central County Fire, and one employed by the City of San Bruno, to deliver operations training, probationary testing, development of SOP's and SOG's, along with assisting the EMS Manager as needed.
- d. One Administrative Assistant employed by Central County Fire to perform all clerical work including documentation and scheduling.
- e. The Fire Chief of each Participating Agency has the authority to appoint temporary replacements for their Training Division Personnel who leave the Training Division. Temporary replacements would serve until a new individual is identified by a testing process established for the Program. (Section 4, Training Division Personnel).

The Agreement further provides that personnel assigned to the Training Division shall remain as employees of their respective agencies, which shall be solely responsible for payment of all salary, benefits, and insurance. The Training Division Battalion Chief shall approve overtime for CCFD personnel assigned to the Training Division. The Fire Chief for San Bruno or his designee shall approve overtime for the San Bruno Training Captain. (Sections 5, Employment of Training Division Personnel, and 6, Overtime Reimbursement).

Each Participating Agency shall provide the vehicles and safety gear it deems necessary for its personnel assigned to the Training Division. (Sections 7, Vehicles, and 8, Safety Equipment).

Program costs shall be reviewed annually and consist of 100% of the total compensation of the EMS Manager and Administrative Assistant and Program operations costs, which include training supplies, equipment, records documentation, specialized instructors, and other items directly related to providing the Program. The program costs shall be allocated to each Participating Agency as follows:

- a. Training Division Battalion Chief - Employee of Central County Fire - no Program related costs are anticipated, but Participating Agencies agree to review and determine at the end of the first year of this Agreement whether cost impacts have occurred and, if so, to amend this Agreement to provide for payment of those agreed upon costs.
- b. EMS Manager - Employee of Central County Fire - position funded 30% by San Bruno and 70% by Central County Fire.
- c. Two Captains - Respectively employed by the City of San Bruno and Central County Fire - no Program-related cost.
- d. Administrative Assistant - Employee of Central County Fire - position funded 30% by San Bruno and 70% by Central County Fire.
- e. All other Program Costs-funded 30% by the City of San Bruno and 70% by Central County Fire.
- f. Training Facility at Station 37 - No Program-related costs. (Sections 9, Program Costs, and 10, Allocation of Program Costs).

If Training Division Personnel are on long-term paid leave, the Fire Chiefs of the Participating Agencies shall meet and confer regarding how to staff the position during the term of the leave. (Section 11, Disability Leave or any Long-Term Leave).

Employee evaluations shall fall onto their respective agency's direct supervisor. The Fire Chiefs of the Participating Agencies shall have the right to remove an individual from his or her position in the Training Division if he or she is performing at a substandard level. (Sections 12, Employee Performance, and 13, Employee Evaluations).

Training Division Personnel may elect to return to a position in their respective agency after a term of two (2) years and may formally request a reassignment under specific conditions. (Section 14, Training Division Term Commitment (out clause)).

If the Agreement is approved, each Participating Agency will be required to maintain general commercial and automobile liability insurance with the other Participating Agency named as an additional insured. Neither Participating Agency will be responsible for acts or omissions of the other Participating Agency's officers or employees and will not incur any liability arising out of the services of the other Participating Agency's officers or employees. Except for those claims arising out of willful misconduct, each Participating Agency will be obligated to hold harmless and indemnify the other parties, their elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of each Participating Agency's performance of this Agreement, and each Participating Agency agrees to defend the other parties, their elected and appointed officials, employees, and agents against any such claims. (Sections 17, Indemnity, and 18,

Insurance).

The Agreement makes clear that it is the intent of the Participating Agencies to establish only a cost-sharing arrangement with regard to the training program and not to create a joint powers agency, partnership, joint venture, or joint enterprise of any kind. (Section 19, Not a Joint Venture or Joint Powers Authority).

Should any dispute arise, either Participating Agency may request that it be submitted to mediation. The cost of mediation shall be borne equally by the parties. Neither party is permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. (Section 24, Mediation Prior to Litigation).

### **Conclusion**

Staff recommends that the Board review the proposed Agreement and adopt the Resolution authorizing its execution.

### **Attachments:**

1. Resolution Authorizing Execution of an Agreement for Joint Training Program Between the Central County Fire Department and the City of San Bruno
2. Agreement for Joint Training Program Between the Central County Fire Department and the City of San Bruno



**RESOLUTION NO. 23-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT AUTHORIZING EXECUTION OF AN AGREEMENT FOR A JOINT TRAINING  
PROGRAM BETWEEN THE CENTRAL COUNTY FIRE DEPARTMENT  
AND THE CITY OF SAN BRUNO**

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

**WHEREAS**, the Fire Agencies of Belmont, Central County Fire, Foster City, Millbrae, San Bruno and San Mateo have successfully operated a joint operational training program for a number of years; and

**WHEREAS**, the Central County Fire Department and the City of San Bruno wish to continue this joint training program pursuant to the terms and conditions enumerated in the attached agreement; and

**WHEREAS**, the Board of Directors of the Central County Fire Department finds the terms and conditions of the agreement to be acceptable.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central County Fire Department authorizes execution of the Agreement for a Joint Training Program between the Central County Fire Department and the City of San Bruno.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department held at Burlingame City Hall this 12th day of April, 2023.

SIGNED: \_\_\_\_\_  
Marie Chuang, Chair

ATTEST: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 23-08 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held on the 12<sup>th</sup> day of April 2023, by the following vote of the members thereof:

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

## AGREEMENT FOR JOINT TRAINING PROGRAM BETWEEN THE CENTRAL COUNTY FIRE DEPARTMENT AND CITY OF SAN BRUNO

This Agreement for Joint Training Program (the "Agreement") is entered into as of July 1, 2022 by and between the City of San Bruno, a municipal corporation ("San Bruno"), and Central County Fire, a Joint Powers Authority ("Central County Fire"), collectively "Participating Agencies."

### RECITALS

WHEREAS, the Cities of Belmont, Foster City, Millbrae, San Bruno, San Mateo, and Central County Fire Department, for a number of years operated a Joint Operational and Emergency Medical Services (EMS) training program (the "Program"); and

WHEREAS, Central County Fire began providing fire and emergency medical services to the City of Millbrae pursuant to a contract entered into on December 29, 2014; and

WHEREAS, the Belmont Fire Protection District ("District"), the City of Foster City, and City of San Mateo entered into a Joint Powers Authority Agreement creating the San Mateo Consolidated Fire Department to provide fire and emergency services within their jurisdictions and have now determined that they wish to withdraw from the Program and;

WHEREAS, the Participating Agencies wish to enter into the Agreement to reflect the structure of the Program which has changed over the years, and to clearly delineate each Participating Agency's responsibilities for the Program; and

Based upon these Recitals, the Participating Agencies agree as follows:

### AGREEMENT

1. Term of Agreement: The term of this Agreement shall commence on July 1, 2022 and continue until terminated pursuant to Section 13, Termination or Withdrawal. The Participating Agencies agree that during its term, the Agreement shall be reviewed annually and amended if the Participating Agencies agree that amendments to its terms are required.

2. Services Provided: The Participating Agencies shall establish a Training Division pursuant to paragraph 4 of this Agreement to provide the Program services, which include annual mandated training for fire suppression, EMS and other all-risk disciplines, as outlined by OSHA, NFPA, ISO, state and local regulatory bodies, and related training for personnel employed by the Participating Agencies. The Program will ensure that any and all continuing education requirements are offered to Participating Agencies' personnel to ensure certification and licensure maintenance and documentation of records via Vector Solutions or other approved recording systems. The Program shall provide EMS oversight, as required by CCR Title 22, controlled substance accountability, resupply, mandatory controlled substance audits, designated infection control officer (DICO) and EMS JPA Supervisor, as required by the SMC Co EMSA JPA Contract.

3. Invoices and Payment: Central County Fire will invoice the City of San Bruno

on a quarterly basis commencing on October 1, 2022, for Program Costs, beginning on July 1, 2022, pursuant to the payment calculations set forth in Sections 9 and 10 of this Agreement. San Bruno shall, within forty-five (45) days from the date of the invoice, pay to Central County Fire, the amount reflected in the invoice received.

4. Training Division Personnel: Staff for the Training Division shall be appointed to the following positions by the Fire Chiefs of the Participating Agencies.

a. Training Division Battalion Chief employed by Central County Fire. The Training Division Battalion Chief will provide oversight for the Training Division.

b. EMS Manager employed by Central County Fire. The EMS Manager may act as the EMS JPA Supervisor and provide EMS Training, and act as the DICO. The EMS Manager will be responsible for all EMS training for personnel of the Participating Agencies.

c. Two Training Captains: one employed by Central County Fire and one employed by the City of San Bruno. The Captains will deliver operations training, probationary testing, development of SOP's and SOG's along with assisting the EMS Manager as needed.

d. One Administrative Assistant employed by Central County Fire. The Administrative Assistant will be responsible for all clerical work including documentation and scheduling.

e. The Fire Chief of each Participating Agencies shall appoint a temporary replacement for their Training Division Personnel who leave the Training Division. Temporary replacements would serve until a new individual is identified by a testing process established for the Program.

5. Employment of Training Division Personnel: Personnel assigned to the Training Division shall remain as employees of their respective agencies which shall be solely responsible for payment of all salary, benefits and insurance for their personnel assigned to the Training Division, who shall be considered solely employees of their agencies, for all supervisory, disciplinary and other employment related purposes. The assigned personnel shall not be entitled to any benefits or other employment rights with any other Participating Agency with regards to services provided under this Agreement.

6. Overtime Reimbursement: The Training Division Battalion Chief shall approve overtime for CCFD personnel assigned to the Training Division. The Fire Chief for San Bruno or his designee shall approve overtime for the San Bruno Training Captain. Personnel may work overtime for their host agency as provided in existing MOU's and/or rules and regulations.

7. Vehicles: Each Participating Agency shall provide vehicles, as it deems necessary for its personnel assigned to the Training Division.

8. Safety Equipment: Each participating agency shall provide all the appropriate

safety gear to personnel assigned to the Training Division. Repair and replacement of this safety equipment shall fall onto the respective employee's Agency.

9. Program Costs:

a. Program costs consist of 100% of the total compensation of the EMS Manager and Administrative Assistant and Program operations costs which include training supplies, equipment, records documentation, specialized instructors, and other items directly related to providing the Program ("Program Costs").

b. Program Costs will be reviewed each year. On or before February 1<sup>st</sup> each year, the Training Division Battalion Chief shall provide the Participating Agencies with the annual Program Costs which will be effective on July 1<sup>st</sup> each year. The annual Program Costs will reflect changes in total compensation of Training Division Personnel and projected operations costs for the fiscal year commencing on July 1 and ending on the following June 30.

10. Allocation of Program Costs: The Program Costs shall be allocated to each Participating Agency as follows:

a. Training Division Battalion Chief-Employee of Central County Fire - no Program related costs are anticipated but Participating Agencies agree to review and determine at the end of the first year of this Agreement whether cost impacts have occurred and, if so, to amend this Agreement to provide for payment of those agreed upon costs.

b. EMS Manager-Employee of Central County Fire -position funded 30% by San Bruno and 70% by Central County Fire.

c. Two Captains- Respectively employed by the City of San Bruno and Central County Fire - -no Program related cost.

d. Administrative Assistant-Employee of Central County Fire-position funded 30% by San Bruno and 70% by Central County Fire.

e. All other Program Costs-funded 30% by the City of San Bruno and 70% by Central County Fire.

f. Training Facility at Station 37-No Program related costs.

11. Disability Leave or any Long-Term Leave: If Training Division Personnel are on long-term paid leave, the Fire Chiefs of the Participating Agencies shall meet and confer regarding how to staff the position during the term of the leave.

12. Employee Performance: The Fire Chiefs of the Participating Agencies shall have the right to remove an individual from his or her position in the Training Division if he or she is performing at a substandard level. Every attempt should be made to correct the substandard behavior prior to removal from the program.

13. Employee Evaluations: Employee evaluations shall fall onto their respective agency's direct supervisor. This evaluation may be shared with the participating Fire Chiefs, at their request.

14. Training Division Term Commitment (out clause): Training Division Personnel may elect to return to a position in their respective agency after a term of two (2) years. This term can be modified with a mutual agreement between the employee and the Participating employee's Fire Chief. Training Division Personnel may formally request a reassignment under any of the following conditions:

- a. There is an opening for the position held prior to the assignment in the Training Division.
- b. The employee is retiring or resigning from employment with his or her Participating Agency.
- c. The employee can no longer perform the duties of the training division due to injury that requires specific job accommodations.
- d. The request for reassignment shall be made when the opening occurs.
- e. The request shall be in writing to the Fire Chief of the respective Department.
- f. The employee has applied for and been selected for promotion.
- g. The MOU of each respective agency will take precedence.

15. Termination or Withdrawal: At any time with or without cause, a Participating Agency may terminate its participation in this Agreement and withdraw from the Program by giving at least 180 days prior written notice to the other Participating Agency. The Participating Agency that withdraws shall be liable for its share of Program Costs to the end of the current fiscal year.

16. Responsibility: No Participating Agency shall be responsible for acts or omissions of another Participating Agency's officers or employees and shall not incur any liability arising out of the services of any other Participating Agency's officers or employees.

17. Indemnity: Except for those claims arising out of willful misconduct, each Participating Agency agrees to hold harmless and indemnify the other parties, their elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of each Participating Agency's performance of this Agreement, and each Participating Agency agrees to defend the other parties, their elected and appointed officials, employees, and agents against any such claims.

18. Insurance: Each Participating Agency shall provide and maintain:

- a. Commercial General Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate

limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

b. Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

c. Workers' Compensation in at least the minimum statutory limits.

d. General Provisions for all insurance. All insurance shall:

1. Include the other parties, their elected and appointed officials, employees, and agents as additional insured with respect to this Agreement and the performance of services in this Agreement. The coverage shall contain no special limitations on the scope of its protection to the above-designated insured.

2. Be primary with respect to any insurance or self-insurance programs of the other parties, their elected and appointed officials, employees, and agents.

3. Be evidenced, prior to commencement of services, by properly executed policy endorsements in addition to a certificate of insurance.

4. No changes in insurance may be made without the written approval of each Agency's counsel.

19. Not a Joint Venture or Joint Powers Authority: The Participating Agencies intend by this Agreement to establish only a cost sharing arrangement of the Participating Agencies with regard to the training program and do not intend to create a joint powers agency, partnership, joint venture or joint enterprise of any kind.

20. No Third-Party Beneficiary: This Agreement is only for the benefit of the Participating Agencies and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action or obtain any right to benefits or position of any kind for any reason whatsoever.

21. Notices: All notices required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below:

To Central County:	Fire Chief Central County Fire Department 1399 Rollins Road Burlingame, CA 94010
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To San Bruno:	Fire Chief San Bruno Fire Department 567 El Camino Real San Bruno, CA 94066
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22. Waiver: No failure on the part of any Participating Agency to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that Agency may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

23. Non-Discrimination: Each Participating Agency warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. No Participating Agency nor any of its subcontractors shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

24. Mediation Prior to Litigation: Should any dispute arise out of this Agreement, either Participating Agency may request that it be submitted to mediation. The parties shall meet in mediation within 60 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfolded" process.

The cost of mediation shall be borne equally by the parties. No party shall be deemed the prevailing party. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement.

25. Governing Laws and Venue: This Agreement shall be governed by the laws of the State of California, and, in the event of litigation, venue will be in the County of San Mateo.

26. Authority to Enter Agreement: Each party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into this Agreement so as to bind each respective party to abide by the terms and conditions of this Agreement.

27. Entire Agreement: This Agreement constitutes the complete and exclusive statement of the Agreement between the Participating Agencies. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by each Participating Agency to be bound, shall be binding on any of the Participating Agencies.

IN WITNESS WHEREOF, the Participating Agencies have executed this Agreement as the date indicated on page 1 (1).

ATTEST:

Central County Fire Department  
A Joint Powers Authority of the State of  
California

By: \_\_\_\_\_

Rubina Ellam, Board Secretary

By: \_\_\_\_\_

Lisa K. Goldman, Chief Administrative Officer

ATTEST:

City of San Bruno  
A municipal corporation of the State of California

By: \_\_\_\_\_

By: \_\_\_\_\_





AGENDA ITEM: 11a

## STAFF REPORT

MTG. DATE: April 12, 2023

TO: Board of Directors

DATE: April 12, 2023

FROM: Bruce Barron, Fire Chief

APPROVED BY:   
Lisa K. Goldman, CAO

SUBJECT: Community Risk Assessment: Standards of Cover and Deployment Analysis  
Report for the Central County Fire Department

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### **Recommendation:**

Staff recommends that the Board receive the Community Risk Assessment (CRA): Standards of Cover (SOC) and Deployment Analysis Report for the Central County Fire Department.

### **Background and Discussion:**

In June 2021, staff issued a Request for Proposals (RFP) for a comprehensive Standards of Cover Study for the Central County Fire Department (CCFD). The contract was awarded to AP Triton, LLC., a leader in fire service consulting.

The purpose of completing the CRA/SOC document is to assist CCFD in ensuring a safe and effective response force for fire suppression, emergency medical services, and specialty response situations. The study closely follows the Center for Fire Public Safety Excellence (CPSE) Standards of Cover model, 6<sup>th</sup> edition, which develops written procedures to determine the community risk, distribution, and concentration of a fire and emergency service agency's fixed and mobile resources.

Creating a Community Risk Assessment/Standards of Cover document requires that a number of areas be researched, studied, and evaluated. The report begins with an overview of CCFD and the communities of Burlingame, Hillsborough, and Millbrae. Following the overview, the report discusses topics such as community risk assessment, critical task analysis, agency service level objectives, and distribution and concentration measures. The report continues with an analysis of historical performance and concludes with policy and operational recommendations.

### **Summary of the CRA/SOC Study**

The study is an objective-based phased study beginning with a Community Risk Assessment followed by a Standards of Cover and Deployment Analysis consistent with state and national best practices. The study also follows the methodologies and recommendations

from the Center for Public Safety Excellence. The SOC includes an analysis and recommendations for future improvements to services CCFD provides to the communities.

The study provides findings and recommendations based on the data received, onsite observations, and stakeholder interviews. The recommendations include the following:

### **Response / Dispatch**

- Consider initiating a regular Response Time Performance time tracking and reporting system.
- The department should start conducting performance and outcome measurements.
- Consider doing further analysis of the call answering times, call processing times, and specifically call transfer times from the City of Burlingame PD and the Hillsborough PD PSAP Dispatch Centers to San Mateo County Dispatch Center.
- Consider studying turnout time performance measures and possible causes.

### **Staffing**

- Consider hiring enough additional firefighters to staff Truck 34 to ensure a minimum of 4-person staffing daily.
- Consider hiring enough additional firefighters to ensure a minimum of 4-person staffing daily on all six CCFD Fire Engines.
- Consider hiring a full time FTE Facilities and Fleet Manager.
- Consider conducting a management staffing analysis to analyze the management staffing needs of CCFD and make adjustments to the organizational structure and chart.
- Consider hiring a full-time (FTE) Plans Reviewer for the Fire Prevention Division.
- Continue to support and update Central County Fire Department's succession planning and career development programs.

### **Facilities**

- Consider developing a long-term Capital Facilities Replacement Plan.
- Consider constructing or relocating the Central County Fire Department Administrative Facility to a more suitable facility location.
- Consider replacing Station 36 with a new staffed fire station for future growth and consider locating property on the East side of CCFD for a future fire station.
- Find suitable locations for work out exercise areas, outside of the apparatus bays, at stations 32, 33, 35, 37, and 38.

### **Budget**

- Consider modifying and expanding the long-term Apparatus Replacement Plan.
- Consider funding a more aggressive reserve fund for capital replacements.
- Consider implementing a digital record keeping system.

### **Future**

- Consider conducting a cooperative services feasibility study for shared services with neighboring agencies.
- Consider conducting a feasibility study for the formation of a potential CCFD Fire District.
- Consider developing a Strategic Plan and Master Plan for Central County Fire Department.

**Misc.**

- Develop and update standard operating guidelines.

**Fiscal Impact:**

There is no fiscal impact from receiving this report.

**Attachments:**

1. [Community Risk Assessment: Standards of Cover and Deployment Analysis Report for the Central County Fire Department](#)