



BOARD OF DIRECTORS MEETING MINUTES *(Approved)*
Wednesday December 8, 2021
Meeting held by Teleconference

1. CALL TO ORDER

The meeting was called to order at 4:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present.

4. APPROVAL OF MINUTES

a. Regular meeting minutes of September 8, 2021

b. Special meeting minutes of September 21, 2021

Vice-Chair Chuang motioned to approve. Board Member Cole seconded the motion.

Approved 4-0-0.

5. REPORT OUT FROM CLOSED SESSION

a. Report out from closed session of September 8, 2021

General Counsel, Jean Savaree reported that there were no actionable items at the closed session.

6. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

7. CONSENT CALENDAR

There are no consent calendar items for this meeting.

8. PUBLIC HEARING

There are no public hearing items for this meeting.

9. STAFF REPORTS

a. Fire Chief's Update (PowerPoint)

Chief Barron gave the annual report for 2021.

• Administration

- Three new firefighters; two entry-level and one lateral
- Academy graduation scheduled for December 17th
- Battalion Chief Tom Donnelly will be retiring at the end of December
- Jasmine Del Chiaro was promoted to Management Assistant
- Ed Stirling was promoted to Emergency Vehicle Supervisor to replace Dave Barajas who will be graduating from the Firefighter Academy
- Rangel Ramos joined CCFD as Emergency Vehicle Technician

- CCFD was awarded a joint AFG grant with San Mateo Consolidated Fire to purchase SCBAs
- Standards of Cover study (SOC) project data collection phase is complete; next phase is site visits and interviews
- Herman Barahona nominated for the Jefferson Award for his work on the Toy Drive
- Prevention
 - Most engine crews will resume performing fire inspections in 2022
 - Refresher electronic inspections training will be provided during the Prevention update sessions
 - 2,832 initial WUI inspections completed
 - Reinspections continue on 20% of the properties
- Operations
 - CCFD participated in County vaccination clinics for adults and children
 - New Ladder Truck will be completed soon
 - The truck committee expects to perform the mid-inspection sometime in the first week of January 2022
 - Final inspection is tentatively scheduled for January 2022
 - Working to complete the outfitting of the three reserve apparatus to fully equipped status so they are ready to be in service at any time
- Training
 - Staff is looking to reorganize the training division. More information will be provided later in this meeting.
 - CCFD currently has seven probationary firefighters
- Facilities

Chief Barron provided a brief update on all stations.

Board Chair Ortiz asked for questions from the Board. Vice Chair Chuang congratulated Chief Donnelly on his retirement and thanked him for his service.

Board Chair Ortiz also thanked Chief Donnelly for his service and thanked Captain Barahona for his work on the Toy Drive. Board Member Brownrigg expressed his gratitude for CCFD and their contribution to the communities. He appreciates seeing CCFD personnel at different community events. Board Member Cole also expressed her appreciation for CCFD's work in the communities.

10. NEW BUSINESS

- a. Resolution Accepting the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2021

Ms. Jan Cooke, Finance Director, stated the

- General Fund net revenue excess is approximately \$200k which is added to reserves
- General Fund ending fund balance is \$900k

Ms. Cooke introduced Mitesh Desai, Principal at Badawi & Associates, auditors for the Central County Fire Department.

Mr. Desai gave a brief presentation outlining the CAFR and CCFD audit. The key points addressed included:

- A risk-based audit was performed
- Three main areas of focus; revenues, pension and OPEB liabilities, and management overrides
- Auditors have issued an unmodified opinion for the CCFD audit
- Financial statements are fairly presented in all material respects
- Significant accounting policies have been consistently applied
- Estimates are reasonable
- Disclosures are properly reflected in the financial statements

Mr. Desai's PowerPoint presentation is available on the CCFD website.

Board Chair Ortiz thanked Mr. Desai for the presentation. Board Member Cole inquired about the calculation for the PERS discount rate. Ms. Cooke explained the criteria used in calculations the PERS discount rate.

There were no public comments for this agenda item.

Vice-Chair Chuang motioned to approve. Board Member Brownrigg seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

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

General Counsel Jean Savaree explained the requirement of this resolution. Ms. Savaree explained that the resolution will need to be approved every 30 days if the Board wished to continue to meet remotely. Ms. Savaree explained that there will be a need for a special meeting every 30 days to approve a new resolution for remote meetings.

There were no public comments on this item.

Board Member Brownrigg motioned to approve. Vice-Chair Chuang seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

- c. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of One Fire Engine

Chief Barron explained that the purchase of this engine is budgeted in the adopted budget for FY 21/22.

There were no public comments on this item.

Vice-Chair Chuang motioned to approve. Board Member Cole seconded the motion. Roll Call was taken for votes. Approved 4-0-0.

11. DISCUSSION

- a. Pension Liability Update

Finance Director, Jan Cooke gave a brief update on CCFD pension liabilities. The key points included:

- An explanation of the PERS Asset Liability Management Process
- Projected increase in contributions effective FY23/24
- Options for pre-funding; a 115 Trust or discretionary payment to PERS
- Reasons for prefunding –
 - Investment opportunities
 - Earn better dollars today
 - Achieve cost savings
 - Less interest
- Options for pre-funding the pension liability -
 - General Fund reserves
 - One-time windfall from excess revenues
 - Budget line item
 - Pension obligations bonds (currently not recommended by the GFOA)
 - Increased contributions by each city

Staff requested direction from the Board to proceed with hiring an actuarial and preparing a detailed analysis to be brought back to the Board at a future meeting.

There was a brief discussion on this item. All Board Members agreed that the pre-funding options should be discussed with Millbrae at the City Managers level and gave staff direction to move forward with the actuarial study and analysis.

b. Proposal for Training Division Reorganization (PowerPoint)

Chief Barron explained that the current training division (CSMCTD) includes CCFD, San Bruno, and San Mateo. San Mateo has indicated that they would like to withdraw from the joint training division. As it stands today, the training division is understaffed and underfunded to meet all the mandated training for all firefighters in the three agencies.

Chief Barron asked Battalion Chief Jake Pelk to do a comprehensive evaluation of the training needs for CCFD and what a reorganization of the training division would look like.

Key points made by Battalion Chief Pelk:

- The current model is understaffed and underfunded to meet mandated training requirements
- Proposal for new training division (CCFD)
 - EMS/Training/Health/Safety
 - Staffing would include a Training Battalion Chief, Training Captain, EMS Manager and Administrative Assistant
 - Preliminary budget numbers show an increase of \$461,571
- Possibility of San Bruno joining the new training division

Further details are included in the PowerPoint presentation.

Board Chair Ortiz asked if the budget increase is for FY 22/23 or the current fiscal year. Chief Barron replied that the increase will be for FY 22/23. Vice Chair Chuang asked why San Mateo is leaving. Chief Barron explained that due to the size of their agency, San Mateo has recognized that an in-house training division would be more beneficial to them.

Chief Barron added that upon evaluation, CCFD staff found that with the current number of probationary firefighters is it important to have a dedicated in-house training division to address those needs.

Board Chair Ortiz confirmed with Chief Barron that this request is for next fiscal year and thanked Chief and staff for bringing it to the Board ahead of the budget.

There were no further questions from Board Members. All Board Members agreed to give direction to Chief and staff to move forward with the reorganization of the training division and include it in the FY22/23 proposed budget.

There were no public comments on this item.

c. Procurement of Self-Contained Breathing Apparatus (SCBA)

Battalion Chief Tim Louis gave a brief summary:

- The current SCBA packs were purchased in 2008 and have a 15- year lifespan
- Budgeted in the replacement fund to be purchased in 2023
- CCFD had the opportunity to apply for a joint grant with San Mateo (SMC)
- CCFD was also awarded a UASI grant in the amount of \$92k
- Total cost of SCBA pack will be approximately \$1million
- Total grant funds will be approximately \$330k

Battalion Chief Louis stated staff is asking for approval for a budget amendment to the current budget in order to pay the difference between the total cost and grant monies received.

There were no questions from the Board and no public comments on this item.

Board Member Cole motioned to approve the budget amendment needed. Board Member Brownrigg seconded the motion. Roll call was taken for votes. Approved 4-0-0.

Battalion Chief Louis added that CCFD may have the opportunity to make a joint purchase with San Mateo for the packs not purchased with the grant monies. He asked for further approval to proceed with a joint purchase under San Mateo's procurement process. Board Member Cole asked Ms. Cooke if this would cause any auditing issues. Ms. Cooke confirmed that a joint procurement would not cause any auditing issues.

Board Chair Ortiz asked Board Member Cole to amend her original motion. Motion was amended and seconded by Board Member Brownrigg. Roll call was taken for votes. Approved 4-0-0.

12. BOARD OF DIRECTORS' COMMENTS

There were no additional comments.

13. ADJOURN TO CLOSED SESSION

Adjourned to closed session at 5:42 p.m.

14. CLOSED SESSION

- a. Conference with Labor Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, and Administrative Services Manager), Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Management Assistant, Administrative

Assistant, Office Assistant and Fire Prevention Specialist), Unrepresented Mechanics (Emergency Vehicle Technicians), Unrepresented Community Risk and Resiliency Specialist, (GC#54957.6(a)). Agency Negotiator: Glenn Berkheimer.

15. ADJOURN FROM CLOSED SESSION