



BOARD OF DIRECTORS MEETING MINUTES *(Approved)*
Regular Meeting | Wednesday, February 9th, 2022

1. CALL TO ORDER

The meeting was called to order by Chair Ortiz at 4:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All members were present.

4. APPROVAL OF MINUTES

- a. Regular Meeting minutes of December 8, 2021
- b. Special Meeting minutes of January 5, 2022

Board Member Chuang motioned to approve the meeting minutes of December 8, 2021, and January 5, 2022. Board Member Cole seconded the motion. Approved 4-0-0.

5. REPORT OUT FROM CLOSED SESSION

- a. Report out from closed session of January 5, 2022

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

6. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

7. CONSENT CALENDAR

- a. Fiscal Year 2021/22 Mid-Year Financial Report for the Central County Fire Department
- b. Resolution Finding that Meetings of the Central County Fire Department Fire Board via Teleconference protect against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

Board Member Chuang motioned to items 7a and 7b. Board Member Brownrigg seconded the motion. Approved by roll call, 4-0-0.

8. PUBLIC HEARING

There were no public hearing items for this meeting.

9. STAFF REPORTS

a. Fire Chief's Update

Chief Barron gave a brief update:

- **History**

- Station 35 presented with the last 48-star flag to fly over the station in January 1960. Burlingame Firefighter Ed Matt thoughtfully saved the flag in the closet of his home on Linden Ave. in Burlingame. Ed worked as a Firefighter from 1945-1973 and died in 1984. His wife, Bernadine Puccio-Matt, was a call taker for the Fire Department. She also worked for BFD in the late 40's and 50's, before finishing her career with the City of Burlingame. Bernadine passed away on June 20, 2020, three days shy of her 105th birthday.

Ed and Bernadine's niece, Vicki Metzger, found the flag in 2020, in the back of that same closet on Linden Ave. With the flag was the following note: "This was the last 48-star flag to fly over Station 2 on Hillside Drive in Burlingame before Hawaii and Alaska were added to the Union." -Ed Matt. Vicki graciously returned the flag to us so that CCFD could display it at Station 35 once again.

- **Priorities and Goals for 2022**

- CCFD has identified 4 major priorities:
 - Fire Prevention and Inspection Program
 - New Central County Training Division
 - Community Risk Assessment / Standards of Cover
 - Succession Planning for CCFD

- **Fire Prevention and Inspections**

- Fire Prevention is always at the top of priorities and goals and, despite COVID, has never really slowed down
- 1757 annual inspections, these are conducted by Fire crews and prevention personnel
- 1400 +/- Hillsborough Wildland-Urban Interface area inspections
 - Ongoing 2021 reinspections of approximately 300 properties
- Plus, all of the day-to-day responsibilities including, but not limited to: smaller commercial developments, residential construction projects, complaints, code enforcement, and business licenses
- As COVID is decreasing major construction is increasing. Inspections required at major construction projects ongoing or anticipated to begin in 2022:
 - 5 major construction projects in Millbrae:
 - Millbrae Station, N. Rollins Rd. - 4 buildings
 - 30 Rollins/230 Adrian - 3 high rise life sciences buildings, 1 amenities building
 - 959 El Camino - 5-story 232 unit residential
 - 1031 Broadway - 6-story 98 unit residential
 - 210 Adrian Rd. - 5-story life sciences building
 - 7 Major Construction Projects in Burlingame
 - 1095 Rollins - 6-story 150 unit residential
 - 1-45 Adrian Ct. - 7-story 265 unit residential

- 567 Airport - 8-story office (Facebook)
 - 920 Bayswater - 4-story 128 unit residential
 - 250 California - 4-story office
 - 220 Park - 6-story office
 - 250 Anza - Top Golf
- **New Central County Training Division**
 - San Mateo Consolidated gave verbal notice December 2021 and has recently given official notice not to renew the Central San Mateo County Training Division agreement
 - December 2021 - staff informed the CAO and Fire Board about San Mateo and requested the formation of the Central County Training Division
 - CCFD is actively consulting with General Counsel, Jean Savaree, to establish a new agreement for Training with San Bruno Fire Department
 - Get our Training staff in place as soon as possible
 - Negotiate a new partnership with San Bruno Fire Department
 - Hit the ground running July 1st, 2022 (all while maintaining all day-to-day training requirements including probation and EMS)
- **Community Risk Assessment / Standards of Cover**
 - Our consultant, AP Triton, is scheduled to be at CCFD for three days, March 7, 8 and 9 to see all the facilities, apparatus, equipment and to conduct interviews with our Command Staff, Prevention, Operations Divisions and some City staff members
 - CCFD is working with the City Managers to develop the interview list for Burlingame, Hillsborough, and Millbrae
 - The project should be complete in April 2022 and CCFD will have a presentation to the Board on its conclusion
- **Succession Planning for CCFD**
 - Over the last two years, department wide, CCFD has hired 15 new people and hope to hire 15 more over the next two years.
 - Another piece of this is that in California as well as nationally, there is a shortage of Paramedics. Some agencies are actively recruiting medics and offering higher pay and incentives. CCFD is also recruiting although the numbers applying are low and we are looking into options to training our own personnel in Paramedicine. County Fire Chiefs and AMR are also looking into these options
 - Hoping this is a short-term issue. Paramedic schools are back from a COVID break, although it takes between 18 and 24 months to get certified, then some time to gain the experience
 - This is one of the many reasons CCFD needs to get our Training Division up and running as soon as possible

Board Member Chuang inquired about the shortage of Paramedics. Chief Barron affirmed that while AMR is fulfilling their contract, the anticipated shortage is stemming from multiple issues such as large numbers of Medics participating in various Fire Academies throughout the county and state, upcoming retirements and promotions and agencies offering higher pay and incentives. Chief Barron stated that CCFD is looking at feasibility of offering training for current Firefighters interested in becoming Medics and looking into working with the County and AMR, Foothill College, South Bay Regional and NCTI (owned by AMR) for training classes. Chief

Barron further stated that at present, CCFD has enough Medics and will be ok, but this situation is a “moving target” and that it is important to look ahead and plan for the future.

Chair Ortiz asked whether CCFD anticipates losing trained Medics to other agencies. Chief Barron stated that there are always rumors about people are testing out and given the shortage and other agencies actively recruiting, higher pay and incentives will continue to be a draw.

Board Member Brownrigg inquired about staff morale across the department. Chief Barron stated that other than COVID burnout, facilities upgrades have played a big part in improved morale and that a majority of people are happy, but there is always room for improvement. With the new Training Division, CCFD is looking at dedicating staff to mental and physical health. From the line personnel, to volunteer interns, there is a long line of people that continue to step up to make it all work and move the department forward.

Chair Ortiz asked about opportunities to share in training and equipment with other agencies. Chief Barron confirmed that CCFD will continue to share equipment and participate in training with other agencies. For example, there are four Urban Search and Rescue teams in the county and CCFD is getting a program together for training quarterly with those other agencies.

Board Member Chuang asked about whether there is a “sweet spot” for the number of engine companies involved in training. Chief Barron stated that between the “sweet spot” is between 10 and 12 engine or truck companies. San Mateo had 12, and CCFD and San Bruno together have a total of 10. CCFD is still open to sharing specific aspects of training, like certain EMS classes and other mandated training but in-house training is an area that CCFD would really like to focus on as well.

10. NEW BUSINESS

- a. Resolution approving the Amendments to the Class Specifications for Training Battalion Chief and Training Captain and approving a new Class Specification of Emergency Medical Services (EMS) Manager

HR Manager Kristin Armbruster briefly outlined the class specification amendments:

- The existing job descriptions for Training Battalion Chief and Training Captain were updated for current standards and practices and pertinent for today
- The Emergency Medical Services (EMS) Manager position was updated to reflect the envisioned restructured Training Division as an employee of CCFD (previously held by an employee of San Mateo Consolidated)

Board Member Brownrigg inquired about whether the training division positions would add to the headcount. Ms. Armbruster confirmed that Training Captain and EMS Manager would add to the headcount and that this is to approve job descriptions only, not headcount.

Board Member Cole inquired about licensing and certifications. Ms. Armbruster clarified that possession of BLS and AHA certifications based on their position and that the employee would have to maintain them or obtain them if they do not have them at the time of employment.

Board Member Chuang motioned to approve item 10a. Board Member Cole seconded the motion. Approved 4-0-0.

11. BOARD OF DIRECTORS' COMMENTS

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

12. ADJOURN TO CLOSED SESSION

Meeting adjourned at 4:32 p.m.

13. 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.

14. REPORT OUT FROM CLOSED SESSION

The report out will be made at the next meeting.

15. ADJOURN FROM CLOSED SESSION

The closed session was adjourned at approximately 4:51 p.m.

