



BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Wednesday September 13, 2023
4 p.m.**

Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave., 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: Hillsborough Town Hall, 1600 Floribunda Ave., 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

Meeting ID: 819 8203 3669

Passcode: 866282

To Access the Meeting by Phone:

+1 669 444 9171 US

Meeting ID: 819 8203 3669

Passcode: 866282

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. 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 September 13, 2023.

5. PRESENTATION

- a. Commendation for Fire Marshal Christine Reed

6. APPROVAL OF MINUTES

- a. Minutes from July 12th, regular meeting

7. CONSENT CALENDAR

- a. Central County Fire Department Treasurer's Report for Q4, Fiscal Year 2022-23
- b. Resolution Approving the Disposition of Surplus Apparatus
- c. Resolution to Adopt Administrative Policy 153

8. STAFF REPORTS

- a. Fire Chief's Update (*Oral Report*)

9. NEW BUSINESS

There are no new business items for this agenda.

10. BOARD OF DIRECTORS' COMMENTS**11. ADJOURNMENT**

NOTICE: Any members of the public wishing accommodation 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.ccfcd.org.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting | July 12, 2023

1. CALL TO ORDER

Meeting was called to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

5. ADJOURN TO CLOSED SESSION

Board Members and staff adjourned to the closed session at 4:01 p.m.

6. CLOSED SESSION

- a. Conference with Labor Negotiator for Central County Fire Department Chief Officers (Battalion Chiefs and Fire Marshal) (GC#54957.6(a)). Agency Negotiator: Timothy Davis, Attorney, Burke, Williams & Sorensen

7. ADJOURN FROM CLOSED SESSION

Board Members and staff returned from closed session at 4:15 p.m.

8. REPORT OUT FROM CLOSED SESSION

General Counsel, Jean Savaree, stated there was no reportable action taken in closed session.

9. APPROVAL OF MINUTES

- a. Minutes from June 14th, regular meeting

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

10. CONSENT CALENDAR

- a. Resolution Authorizing the Chief Administrative Officer to Execute the Purchase of Ballistic Protective Equipment.
- b. Resolution Approving the Memorandum of Understanding between the Central County Fire Department and the Central County Fire Department Chief Officers.

Board Member Cole motioned to approve consent calendar items. Board Member Stevenson seconded the motion. Approved 3-0-1.

11. STAFF REPORTS

a. Fire Chief's Update (*Oral Report*)

Chief Barron gave a brief update which included the following:

- Standards of Cover study presentations to all City Councils complete.
 - Chief Barron thanked CAO Lisa Goldman for reaching out to The Daily Journal to correct their Standards of Cover study article to clarify that the recommendations in the report were from the consultant and not CCFD.
- After 32 years in the fire service, Chief Barron announced his retirement; his last day with CCFD will be October 19th.

12. NEW BUSINESS

There were no new business items for this meeting.

13. BOARD OF DIRECTORS' COMMENTS

Each Board Member expressed their gratitude and wished Chief Barron well on his retirement. Chair Chuang stated that the Standards of Cover study presentations were well-received and thanked Chief Barron and staff. Chair Chuang also gave kudos to CCFD's Dena Gunning, Co-Chair of the CERT Conference, which was held in late June, and shared that the event was well-attended.

14. ADJOURNMENT

Meeting adjourned at 4:26 p.m.



AGENDA ITEM: 7a


STAFF REPORT

MTG. DATE: September 13, 2023

TO: Board of Directors

DATE: September 13, 2023

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

APPROVED BY: 
Doug Davis, Acting CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2022-23

Recommendation:

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2022-23.

Background:

The Treasurer's Report is provided to the Central County Fire Department's Board for Q4 Fiscal year 2022-23. The primary investment prioritizes safety and liquidity. The investments are in keeping with the adopted Investment Policy.

The interest rate was 3.01% for Q4 FY 2022-23.

On June 30, 2023 the LAIF investment is primarily invested in: Treasuries (64.5%), Agencies (20.4%), Certificates of Deposits and Bank Notes (6.9%), All others combined (8.2%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (e) "For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local agency from these institutions in lieu of the information required by paragraph (1) of subdivision(b) regarding investments in these institutions."

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Central County Fire Department Treasurer's Report for Q4 FY 2022-23

CENTRAL COUNTY FIRE DEPARTMENT

TREASURER'S REPORT

Q4 | *Fiscal Year Ended June 30, 2023*



PREPARED BY

Jan Cooke

Finance Director and Treasurer

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Burlingame, CA 94010

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MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 07/14/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2023.

Earnings Ratio		.00009193930822782
Interest Rate		3.36%
Dollar Day Total	\$	186,288,584.95
Quarter End Principal Balance	\$	2,049,087.03
Quarterly Interest Earned	\$	17,127.24



PMIA/LAIF Performance Report as of 07/14/23



Quarterly Performance Quarter Ended 06/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.36
LAIF Earnings Ratio ⁽²⁾ :	0.00009193930822782
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	0.984828499
PMIA Daily ⁽¹⁾ :	3.26
PMIA Quarter to Date ⁽¹⁾ :	3.01
PMIA Average Life ⁽¹⁾ :	260

PMIA Average Monthly Effective Yields⁽¹⁾

June	3.167
May	2.993
April	2.870
March	2.831
February	2.624
January	2.425

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 05/31/23 \$179.6 billion

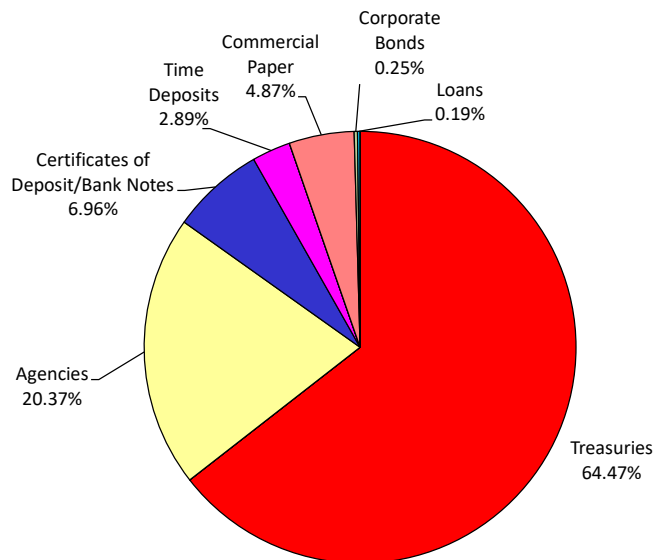


Chart does not include \$2,938,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



AGENDA ITEM: 7b

STAFF REPORT


MTG. DATE: September 13, 2023

TO: Board of Directors

DATE: September 13, 2023

FROM: Bruce Barron, Fire Chief

APPROVED BY: _____


Doug Davis, Acting CAO

SUBJECT: Resolution Authorizing the Disposition of Surplus Apparatus

Recommendation:

Staff recommends the Board of Directors adopt a resolution authorizing the disposition of one surplus ladder truck and one fire engine.

Background:

In 2021, CCFD purchased a new ladder truck and one new fire engine. Both apparatus were received and placed in service in 2022, replacing existing apparatus that had reached the maximum frontline life expectancy. The former frontline ladder truck and engine have been placed as reserve apparatus.

CCFD now has one reserve ladder truck and one reserve fire engine that have reached the end of their reserve life expectancy. Staff have been approached by two separate fire agencies that have expressed an interest in purchasing the reserve ladder truck and fire engine. Upon Board approval, staff will ensure that both agencies sign a release and waiver of liability and indemnification.

Fiscal Impact:

The estimated value of the ladder truck is approximately \$40k and the estimated value of the engine is approximately \$20k. Any revenues received from the disposition of the ladder truck and fire engine will be returned to the CCFD general fund.

Attachments:

1. Resolution Authorizing the Disposition of Surplus Apparatus by the Central County Fire Department.
2. Release and Waiver of Liability and Indemnification Agreement for Receipt of Donated or Purchased Apparatus or Vehicle

RESOLUTION NO. 23-15

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY BY 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 (CCFD) has in its possession one 1995 ladder truck and one 2001 fire engine; and

WHEREAS, both apparatus are over twenty years old and have reached the end of their operable life expectancy; and

WHEREAS, the ladder truck has a monetary value of approximately \$40,000; and

WHEREAS, the fire engine has a monetary value of approximately \$20,000.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of CCFD finds that the 1995 ladder truck and 2001 fire engine are no longer used or needed by the CCFD; and

BE IT FURTHER RESOLVED, that the Board declares the 1995 ladder truck and 2001 fire engine to be surplus property; and

BE IT FURTHER RESOLVED, that the Board finds disposing of this surplus property will benefit CCFD, by freeing up storage space currently occupied by this surplus property; and

BE IT FURTHER RESOLVED, that the Board finds that CCFD is authorized to transfer the ownership of the 1995 ladder truck and 2001 fire engine to interested fire agencies; and

BE IT FURTHER RESOLVED, that the Board finds that the Fire Chief of the CCFD is authorized to execute the Release and Waiver of Liability and Indemnification Agreement for Receipt of Donated Apparatus or Equipment between CCFD and the interested fire agency for the transfer of the ladder truck or fire engine.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department at Hillsborough Town Hall this 13th day of September, 2023.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 23-15 adopted by the Board of Directors of the Central County Fire Department, at a regular meeting held on 13th day of September, 2023 by the following vote of the members thereof:

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



AGENDA ITEM: 7c


STAFF REPORT

MTG. DATE: September 13, 2023

TO: Board of Directors

DATE: September 13, 2023

FROM: Rebecca Burnside, Human Resources Consultant

APPROVED BY: 
Doug Davis, Acting CAO

SUBJECT: Resolution to Adopt Administrative Policy 153

Recommendation:

Staff recommends that the Board of Directors approve the resolution to adopt Administrative Policy 153, Field Training Officer Specialist.

Background:

The Paramedic Field Training program is instrumental in training and developing firefighters to become paramedics and obtain County accreditation. To achieve the required standards, the Department pairs each paramedic trainee with a Paramedic Field Training Officer (FTO). Pursuant to Section 6.9 of the Memorandum of Understanding with the CCFD Firefighter Union, the Department instituted a 5% specialty pay differential for FTO duties. A labor-management committee met to establish operational policies and procedures pertaining to the FTO specialist pay, including when the assigned FTO would be eligible to receive the pay and various procedures that the FTO must perform. The operational procedures and process are memorialized in Administrative Policy 153.

Fiscal Impact

There is no fiscal impact associated with this item.

Attachments:

1. Administrative Policy 153
2. Resolution to Adopt Administrative Policy 153



ADM-153

Field Training Officer Specialist

Adopted: 9/09/23
Amended: 00/00/00
Review: 2026

Purpose

The purpose of this policy is to establish the operational policies and procedures pertaining to the Field Training Officer specialist assignment.

Related Documents

CCFD Fire MOU Section 6.9 Specialist Assignment Pay

Policy

Selection

The Department typically uses a variety of factors to select the appropriate and most effective field training officer for a paramedic trainee. Only employees in the established FTO pool will be eligible for consideration, in accordance with the standards required by the EMS Manager, which include LEMSA certification, paramedic license in good standing, completion of the EMS FTO training class, and a firefighter who has passed probation. Captains are not eligible for FTO assignments.

The Department has the discretion to assign a Firefighter Paramedic as a Field Training Officer. When assigning an FTO, the Shift Battalion Chief in conjunction with the EMS Manager selects the best potential FTO based on several factors, including, but not limited to, current shift assignment, opportunity for ALS calls (station and apparatus), training abilities, experience, development opportunities for the paramedic, availability, shift disruption, personnel preferences, effectiveness of the trainers teaching and paramedic skills, and equity of opportunities.

Training Phases

The Department's dedication to the trainee starts with the trainee's hire. All personnel are expected to help develop trainees, irrespective of whether they have commenced their FTO-period or not. A paramedic trainee will meet with the EMS Manager to go over their training plan and to receive the FTO task book. The trainee must complete certain portions of the task book as directed by the EMS Manager, including some policies, non-ALS tasks, talking through how to handle calls, shadowing etc., before the commencement of an accreditation. These pre-accreditation tasks may be signed off by any SMCO Accredited Paramedic.

Accreditation Phase

FTO Specialty Pay commences when the Shift Battalion Chief and the EMS Manager select and assign the FTO. The FTO then proceeds to train the trainee and completes an



evaluation of the trainee's ability to determine readiness to begin the accreditation process. Once started, the accreditation is expected to last approximately 30 days and is complete when the EMS Manager submits the accreditation to, and it is approved by, County EMS.

FTO Phase

The Department intends to continue to support the newly accredited Paramedic with an FTO until evaluation deems them ready to function as a stand-alone Paramedic. The FTO period typically lasts anywhere from two to six months, which varies by trainee depending on experience and demonstrated ability. During this period, the FTO will work with the trainee on readying them to function as a stand-alone Paramedic, finishing the task book, implementing the training plan, supervising ALS calls, etc. The FTO Phase is complete when the FTO and the EMS Manager determine that the trainee can work stand-alone.

For the FTO Phase, a backup FTO will be selected who will fulfill the responsibilities of the FTO and be eligible to receive specialist pay for shift(s) worked in the absence of the primary FTO.

In the later portion of the FTO Phase, with the approval of the EMS Manager, the trainee may be allowed to work as a paramedic when paired with any San Mateo County Accredited Paramedic, on an occasional basis, for minimum staffing purposes. Even at this point in the process, the department intent is to keep the trainee with their assigned FTO whenever possible.

The Accreditation and FTO phases may be done with the same FTO, but the latter can be conducted by another assigned FTO, as the needs of the trainee and department require.

Reassignment

The needs of the department may lead to reassignment, which could include availability, call volume, shift needs, etc. The reassignment of FTO is not grievable and not covered by the discipline procedure.

Commitment to the FTO Program

When a Paramedic assumes the duties of FTO, they dedicate themselves to the training of the trainee and this is a vital commitment for the future of the Department. During the Accreditation Phase, so as not to interfere with their FTO obligations, the FTO is not eligible for Acting Captain duties, deployments or other similar activities.

RESOLUTION 23-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING ADMINISTRATIVE POLICY 153, FIELD TRAINING OFFICER
SPECIALIST**

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

WHEREAS, Central County Fire Department (CCFD) has occasion to assign a Paramedic Field Training Officer; and

WHEREAS, CCFD wishes to memorialize its operational procedures for selecting a Field Training Officer Specialist (FTO); and

WHEREAS, pursuant to Section 6.9 of the Memorandum of Understanding with the Central County Firefighters Union, a 5% specialty pay differential is instituted for the FTO.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department adopts Administrative Policy 153, Field Training Officer Specialist.

Approved at a regular meeting of the Board of Directors at Hillsborough Town Hall this 13th day of September, 2023.

SIGNED: _____
Marie Chuang, Board Chair

ATTEST: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 23-16 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 13th day of September 2023 by the following vote of the members thereof:

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