



BOARD OF DIRECTORS MEETING MINUTES  
Regular Meeting | April 12, 2023

**1. CALL TO ORDER**

Meeting called to order at 4:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Chuang asked Mr. Joe La Mariana to lead in the pledge of allegiance.

**3. ROLL CALL**

All Board members present.

**4. PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

**5. APPROVAL OF MINUTES**

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

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

**6. PROCLAMATION**

a. Proclamation of Service for Joe LaMariana, Burlingame resident

Chair Chuang read the proclamation of heroism for Mr. Joe La Mariana. Mr. La Mariana was recognized for saving a citizen on the waterfront in Burlingame. Chief Barron presented Mr. La Mariana with a CCFD challenge coin and plaque for his service. Mr. La Mariana commended the men and women of CCFD for their service.

**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

Board Member Stevenson motioned to approve. Board Member Ortiz seconded the motion. Approve 4-0-0.

**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

Finance Director, Jan Cooke, presented the FY 23/24 proposed budget.

Key points included:

- Budget is increasing by 5.6%, \$1.8 million
- Member contributions for Burlingame, Hillsborough and Millbrae will increase by 6.2%, \$1.9 million
- Operating expenditures are increasing by 5.6%, driven mainly by personnel costs:
  - Safety salaries increasing by 8%
  - Non-safety salaries increasing by 5.3%
  - Overtime increasing by 10.5%
  - PERS costs increasing by 5.3%
- Capital expenditure includes two new staff vehicles and safety equipment.

Chair Chuang asked for Board Member questions and comments. Board Member Ortiz asked for clarification on strike team revenues. Ms. Cooke explained that strike team reimbursements are not budgeted. They are shown in the ledger when they are received. Board Member Stevenson asked about overtime costs. Chief Barron explained that CCFD is on constant staffing, so any vacancies created due to an absence creates overtime. In addition, personnel on strike teams incur overtime for any days that are not a regular shift day. Board Member Cole asked about the PPE safety budget – is the cost fairly stable or has there been an increase recently? Chief Barron explained that overall, all materials have increased in price and the PPE equipment has increased by 9%. Board Member Cole asked about the SCBA purchase approved in a previous meeting. Chief Barron explained that the SCBA purchase was mostly covered by a grant and CCFD's portion was paid from the replacement fund. Chair Chuang commented on the ballistic helmets and vests purchase listed under capital expenditures. Chief Barron explained that this equipment ages out similar to other safety equipment and is due for replacement.

Chair Chuang asked for any other questions from the Board Members. There were no further questions from Board Members. Chair Chuang asked for public comments. There were no public comments.

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

b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for Central County Fire Department

Ms. Ellam presented the proposed fee schedule.

Chair Chuang asked for Board Member questions and public comments. There were no questions or public comments.

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

## 9. STAFF REPORTS

a. Fire Chief's Update (PowerPoint)

Chief Barron stated that his staff report would be after the Standards of Cover presentation.

## 10. NEW BUSINESS

a. Resolution to Adopt the Salary Schedule for the Central County Fire Department

HR Manager, Kristin Armbruster, presented the salary schedule. Ms. Armbruster explained that the salary schedule reflects previously approved salary increases for the Unrepresented employees.

Chair Chuang asked for Board Member questions and public comments. There were no questions or public comments.

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

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

General Counsel, Jean Savaree, explained that this is a new contract between the Central County Fire Department and the San Bruno Fire Department (City of San Bruno).

Chair Chuang asked for Board Member questions and public comments. There were no questions or public comments.

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

## 11. PRESENTATION

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

Chief Barron introduced Mr. Jim Syring from AP Triton Consultants. Mr. Syring presented the Standards of Cover and Deployment Analysis Report (SOC). The purpose of this report was to provide an objective-based phased study beginning with a Community Risk Assessment followed by a Standards of Cover and Deployment Analysis. The SOC includes an analysis and recommendations for future improvements of service delivery.

The [presentation](#) included details from the [report](#).

Board Member Cole asked if the data for staffing considers fire zones. Mr. Syring replied that is purely staffing per 1,000 population regardless of the fire zones. Board Member Stevenson also asked for clarification of the staffing data.

Mr. Syring stated that all stations were inspected as part of the study. Four stations were rated as "Fair" and three were rated as "Poor". Board Member Stevenson noted that Station 33 and Station 37 are approximately the same age, but Station 33 was rated "Fair", and Station 37 was rated "Poor". Mr. Stevenson asked what factors contributed to the difference in ratings. Chief Barron replied that the Town of Hillsborough has made several improvements to the stations in Town. CAO, Lisa Goldman, clarified that the stations are owned by the individual cities and improvements are made as City budgets permit.

The next two slides referred to CCFD engines. Chair Chuang asked Chief Barron if CCFD is still putting monies in the replacement fund for engines and vehicles. Chief Barron confirmed that CCFD still funds the replacement fund for engines and vehicles. Chief Barron stated that engines are now at the \$1million mark and the lead time is two years for an engine and three years for a truck.

Mr. Syring continued with the Community Risk Assessment part of the report. The maps showed landslide risks, flood risks, and wildland fire risks. Mr. Syring spoke about the Hillsborough WUI program and showed a map showing the WUI areas in Hillsborough.

Chair Chuang asked if the target hazards map includes the Life Sciences developments that are coming to Burlingame and Millbrae. Board Member Ortiz asked if the target hazards map shows exiting hazards or projected. Mr. Syring confirmed that the target hazards map shows exiting hazards. Mr. Syring noted that many of the existing target hazards and future projects are along the bayfront, east of highway 101 and that in the future consideration should be given to having a fire station east of highway 101.

Mr. Syring stated that CCFD has an ISO rating of 2, putting the department in the top 20% of fire departments in the State.

The next part of the presentation was the Standard of Cover and Deployment Analysis. This section went into details about call volume, response times, types of calls. etc. There were several slides showing different call related data. Chair Chuang asked if all 911 calls are going to the County Dispatch Center. Mr. Syring replied that in Burlingame and Hillsborough the calls go to police department first and are then transferred to County Dispatch. In Millbrae the calls go straight to County Dispatch.

The presentation continued with more details about calls with different maps showing detailed data.

Board Member Ortiz asked about the “hot zone” that showed on the All Incidents Demand Density. Mr. Ortiz asked if this area is showing red due to senior living facilities and the hospital. Chief Barron replied that yes, that is why the area is showing as red. The volume of calls is higher due to the senior living facilities and the hospital. Mr. Syring stated that 60% of CCFD calls are EMS calls.

The next part of the presentation addressed findings and observations followed by proposed recommendations.

Recommendations included were noted as follows:

#### **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.

Chief Barron explained that the response times for all agencies are being discussed at the County Chiefs level. The County is using a new CAD system and some IT glitches are being worked out.

Board Member Ortiz asked about the possibility of having a smaller apparatus for EMS calls to avoid the larger engines having to travel through narrow streets. Chief Barron explained that the response routes are set and sometimes do require the engines to travel through narrow streets. Smaller apparatus/vehicles for EMS calls have been discussed at the County Chiefs and could be a possibility in the future.

### **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.

Chief Barron stated that CCFD engine staffing at 3 is standard with other agencies in the Bay Area. Chief Barron added that it would be beneficial to have 4 on the truck. CCFD has applied for the SAFER grant. If awarded, the grant would cover the cost of three additional firefighters.

### **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 highway 101 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.

Chief Barron stated that these items have been addressed in the FY23/24 budget.

### **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.

Chief Barron stated that staff has started to work on updating the standard operating guidelines.

Board Member Ortiz thanked Mr. Syring and Chief Barron for the presentation and recommended that the presentation be taken to the three City Councils.

Board Members Cole and Stevenson echoed Mr. Ortiz's sentiments.

Chair Chuang also thanked Mr. Syring and Chief Barron for the presentation and agreed that the presentation should be made to all three City Councils.

**12. BOARD OF DIRECTORS' COMMENTS**

Chair Chuang commended CCFD for all their work during the storms.

**13. ADJOURNMENT**

The meeting was adjourned at 6:06 p.m.