



BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting | October 11, 2023

1. CALL TO ORDER

Meeting called to order at 5:49 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

5. APPROVAL OF MINUTES

a. Minutes from July 12th, regular meeting

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

6. 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

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

7. STAFF REPORTS

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

Chief Barron gave his final update to the Board, sharing highlights and accomplishments over the last three and a half years:

- COVID
- Community Risk Assessment (Standards of Cover)
- Battalion Chief Classification Study
- ISO rating evaluation
- Implementation of Hillsborough WUI Program
- Re-establishment of CCFD Training Division and shared service with San Bruno Fire, including staffing the following positions:
 - Training Battalion Chief
 - Training Operations Captain
 - EMS Manager
- Re-establishment of Paramedic FTO program
- Hired 1/3 of department
- Created a 40-hour FF pay schedule
- Created an interim position across all officer ranks
- Added an OES Type VI apparatus

- Purchased new engine
- Purchased new truck
- Application for S.A.F.E.R. grant for increased truck staffing
- Joint SMCO/CSM Academy
- Expanded CCFD CERT program
- New CCFD website
- Upgrades to facilities
- Increase to the health and mental health budget

Chief Barron ended his oral report by thanking the Board and CAO for their stewardship and City/Town and CCFD staff for their partnership.

8. NEW BUSINESS

Board Member Ortiz motioned to adopt non-agenda new business item 8a., Resolution to Adopt Revised Fire Chief Job Specification. Board Member Cole seconded the motion. Approved 3-0-1.

CAO Goldman shared that in finalizing the advertising for the Fire Chief recruitment, staff discovered that the minimum qualifications needed updating to modernize the requirements and accommodate a national search. To that end, the following changes were made:

- The minimum requirements were changed to accept the equivalent to the California Chief Officers' certification or to obtain the certification within a year of assuming of the position:
- The requirement to have an Associate's degree was deleted; a Bachelor's degree was designated as highly desirable
- The requirement to obtain the National Incident Command certification was deleted as this is typical of lower Fire Management classifications, but not Fire Chief
- The requirement of possessing a California driver's license was changed to requiring the driver's license within 90 days of hire

Board Member Cole requested clarification about the degree requirement and whether either degree, Associate's, Bachelor's, or both, are acceptable. CAO Goldman stated that one or the other or both are acceptable.

Board Member Stevenson inquired whether the driver's license requirement change is solely to accommodate out-of-state candidates. CAO Goldman stated that requiring out-of-state candidates to have a California driver's license at the time of hire is impractical and that 90 days is a sufficient amount of time to allow out-of-state candidates to go through that process.

9. BOARD OF DIRECTORS' COMMENTS

Each Board Member expressed their deep gratitude and wished Chief Barron well on his retirement.

10. ADJOURNMENT

Meeting adjourned at 6:05 p.m.