



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**Wednesday February 14, 2024
4 p.m.**

Council Chambers, Burlingame City Hall, 501 Primrose Rd., Burlingame, 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: Council Chambers, Burlingame City Hall, 501 Primrose Rd., Burlingame, 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: 853 2416 3301

Passcode: 485422

To Access the Meeting by Phone:

+1 669 900 6833

Meeting ID: 853 2416 3301

Passcode: 485422

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 February 14, 2024.

5. ADJOURN TO CLOSED SESSION**6. CLOSED SESSION**

- a. Conference with Legal Counsel – Existing Litigation (Gov't Code Sec 54956.9(d)(1)): Name of Case: Jake Pelk vs. Central County Fire Department; WCAB No.: ADJ16373848 and ADJ16374305
- b. Conference with Legal Counsel - One Case Anticipated Litigation Government Code Section 54956.9 (2)-(4).

7. REPORT OUT FROM CLOSED SESSION**8. APPROVAL OF MINUTES**

- a. Minutes from December 13th, regular meeting

9. CONSENT CALENDAR

- a. Central County Fire Department Quarterly Financial Report for Q2, Fiscal Year 2023-24
- b. Central County Fire Department Treasurer's Report for Q1 and Q2 FY 2023-24
- c. Fiscal Year 2023/24 Mid-Year Financial Report for the Central County Fire Department
- d. Resolution granting the Chief Administrative Officer authorization to make determinations and applications relating to disability retirements under the Public Employee's Retirement Law
- e. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department
- f. Resolution Approving the Amendments to the Class Specification for Fire Marshal
- g. Resolution Approving the Amendments to the Class Specification for Fire Captain



10. STAFF REPORTS

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

11. BOARD OF DIRECTORS' COMMENTS

12. 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.ccfid.org.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting | December 13, 2023

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Chuang, Cole, and Ortiz present. Stevenson absent.

4. PUBLIC COMMENTS – NON-AGENDA

No public comments.

5. APPROVAL OF MINUTES

a. Minutes from November 8th, regular meeting

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

6. CONSENT CALENDAR

a. Central County Fire Department Quarterly Financial Report for Q1, Fiscal Year 2023-24

Board Member Ortiz pulled item 6a. to inquire about the Q1 expenditures for salaries and benefits. Finance Director Jan Cooke clarified that the salaries and benefits in Q1 include an annual required lump sum UAL (unfunded accrued liability) contribution made in July to CalPERS for a cost savings. Board Chair Chuang motioned to approve the consent calendar. Board Member Ortiz seconded the motion. Approved 3-0-1.

7. PRESENTATIONS

a. Commendation for Fire Captain Scott Stacey, Firefighter Michael McWhirter, and Firefighter Colin Kelly

Board Chair Chuang pulled item 7a. and stated that it would be postponed to a later date.

8. STAFF REPORTS

a. Pension Update

Finance Director Cooke introduced Ira Sumner, CalPERS Consultant. Mr. Sumner provided an informational update on the CCFD CalPERS pension obligation. Staff worked with an actuary to prepare a projection of CCFD's annual required contribution amounts over the next several years. Based on the projection, amounts will nearly double over the next ten years. Contributions then start to move downward due to the higher number of employees/retirees in the lower-cost PEPR pension formula, as well as other policy changes. Mr. Sumner shared pension pre-funding strategies that range from paying the liability faster to establishing a Section 115 Pension Trust. Mr. Sumner stated that there are significant savings by paying down the liability early as the interest rate (discount rate) is 6.8%.

Board Chair Chuang and CAO Lisa Goldman thanked Mr. Sumner for his presentation. A discussion ensued about the need to develop a healthy rainy-day fund. CAO Goldman stated that any pre-funding strategy would require additional contributions from the cities, which would increase their annual budget contribution, and thus warrant a conversation with the Councils of each city.

b. Resolution to Accept the Annual Comprehensive Financial Report (ACFR) for the Central County Fire Department for the year ended June 30, 2023

Finance Director Jan Cooke stated the

- General Fund revenue is better than the budget by \$.08 million, primarily due to reimbursements for strike team participation in statewide fires. Expenditures, including transfers out, are on budget. Net revenue over expenditures is \$0.8 million and is added to reserves.
- Expenditures and transfers increased by \$0.9 million (3%), primarily driven by salary increases and contractual rates for annual required pension contributions, offset somewhat by lower overtime costs due to fewer strike team deployments.
- General Fund ending fund balance is \$1.6 million on June 30, 2023.
- Capital asset additions of \$0.6 million in FY 22-23 included one vehicle, SCBA equipment, and personal safety equipment.
- Statement of Net Position as of June 30, 2023, reflects a deficit of \$37.9 million. The net position improved by \$6.1 million in FY 22-23 due to changes and timing of pension and OPEB-related liabilities. The negative net position of CCFD is primarily due to the pension, Other Post-Employment Benefits (OPEB), and workers' compensation liabilities of the Department.
- Statement of Net Position – Proprietary Funds shows a net position of \$7.8 million on June 30, 2023. This comprises cash and capital assets in the Vehicle Replacement Fund, and cash and offsetting workers' compensation actuarial claims liability in the Self-Insurance Fund. The Self-Insurance Fund is fully funded to the required actuarial valuation level on June 30, 2023, with \$6.7 million held for claims reserves. The Vehicle Replacement Fund holds \$2.1 million in cash for future engine, vehicle, and equipment replacements.

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

Mr. Desai gave a brief presentation outlining the ACFR 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

Board Chair Chuang thanked Mr. Desai for his presentation. Vice-Chair Chuang motioned to approve. Board Member Ortiz seconded the motion. Approved 3-0-1.

9. BOARD OF DIRECTORS' COMMENTS

Board Member Ortiz extended holiday wishes to CCFD staff and Board Member Cole expressed her gratitude for work done by CCFD staff throughout the year.

10. ADJOURNMENT

Meeting adjourned at 5:01pm



AGENDA ITEM: 9a


STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief
Jan Cooke, Finance Director

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Quarterly Financial Report (Unaudited) for Q2
Fiscal Year 2023-24

Recommendation:

Staff recommends the Board receive the Central County Fire Department Quarterly Financial Report (Unaudited) for Q2 Fiscal Year 2023-24.

Background:

The Quarterly Financial Report is provided to the Central County Fire Department's Board for Q2 Fiscal year 2023-24. The financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal year to date from July 1, 2023, to December 31, 2023. The General Fund is the primary fund of the Department and accounts for most operating activities.

Overall, the financials are on track with the budget at quarter end. The quarter ends with net excess revenue due to the timing of certain revenues and expenditures. Results are being monitored for approximately \$500k in expenditures approved for FY 2023-24 after the adopted budget, primarily for compensation increases in the Memoranda of Understanding for the firefighters' union, chief officers, and management, as well as the purchase of ballistics equipment recommended for replacement by the National Fire Protection Association. If the actuals remain above budget, additional City contributions may be considered.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Central County Fire Department Quarterly Financial Report (Unaudited) for Q2 FY 2023-24.



CENTRAL COUNTY FIRE DEPARTMENT

2023-24 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2023

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal year-to-date from July 1, 2023, to December 31, 2023. The General Fund is the primary fund of the Department and accounts for most operating activities.

GENERAL FUND

The General Fund shows a net excess (revenue greater than expenditure) of \$0.4 million for the first half of 2023-24 and an ending fund balance of \$2.0 million on December 31, 2023. Results are being monitored for approximately \$500k in expenditures approved for FY 2023-24 after the adopted budget, primarily for a compensation increase in the Memorandum of Understanding for the firefighter's union, chief officers, and management, as well as a ballistics equipment purchase recommended for replacement by the National Fire Protection Association. If the actuals remain above budget, an additional contribution from the cities may be considered.

GENERAL FUND	FISCAL YEAR 2023-24			FISCAL YEAR 2022-23		
	Annual Budget	YTD Actual to 12/31/23	YTD %	YTD Actual to 12/31/22	\$ Variance CY vs. PY	% Variance CY vs. PY
Revenue	\$34,499,747	\$19,203,945	56%	\$18,428,813	\$775,133	4%
Expenditures	33,199,747	18,209,076	55%	17,216,077	993,000	6%
Capital Transfer	1,300,000	600,000	46%	537,500	(62,500)	-12%
EXCESS (DEFICIT)	-	394,869		675,236	280,367	
Beginning Fund Balance	1,602,951	1,602,951		771,885		
Ending Fund Balance	\$1,602,951	\$1,997,820	125%	\$1,447,121	\$550,699	

GENERAL FUND REVENUE

General Fund revenues for the first half are 56% of the budget and are 8% higher compared to the last fiscal year. The increase from last year is primarily due to the increased city contributions. Permitting and license revenue is 29% of the budget, and 4% decreased from the same period last year. Permitting activity timing varies throughout the year. Wildland Urban Interface (WUI) revenue is at 22% of the budget due to the timing of property reviews. Charges for Services revenues are 46% of the budget, primarily due to lower fire plan review revenue as compared to the budget.

GENERAL FUND REVENUE	FISCAL YEAR 2023-24			FISCAL YEAR 2022-23		
	Annual Budget	YTD Actual to 12/31/23	YTD %	YTD Actual to 12/31/22	\$ Variance CY vs. PY	% Variance CY vs. PY
Permits and Licenses	\$340,000	\$98,381	29%	\$102,170	(\$3,789)	-4%
Intergovernmental Revenues	33,618,480	18,826,430	56%	18,037,981	788,448	4%
Charges for Services	335,966	155,037	46%	140,025	15,012	11%
Others	205,301	124,098	60%	148,636	(24,539)	-17%
TOTAL	\$34,499,747	\$19,203,945	56%	\$18,428,813	\$775,133	4%



CENTRAL COUNTY FIRE DEPARTMENT 2023-24 Quarterly Financial Report (Unaudited) Second Quarter Ending December 31, 2023

GENERAL FUND EXPENDITURES

General Fund expenditures are at 55% of the budget for the first half of 2023-24 and 6% higher than the prior year. Salaries and benefits are 56% of the budget and 6% higher than last year. Salaries and benefits include the lump sum annual required UAL contribution to CalPERS. Overtime is 69% of the budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for sick and vacation leave. Materials and services are 44% of the budget due to the timing of spending, primarily in contractual services.

GENERAL FUND EXPENDITURES	FISCAL YEAR 2023-24			FISCAL YEAR 2022-23		
	Annual Budget	YTD Actual to 12/31/23	YTD %	YTD Actual to 12/31/22	\$ Variance CY vs. PY	% Variance CY vs. PY
Salaries & Benefits	\$30,922,049	\$17,199,957	56%	\$16,230,134	\$969,824	6%
Materials and Services	2,277,698	1,009,119	44%	985,943	23,176	2%
Capital Outlay/Reserve	1,300,000	600,000	46%	537,500	62,500	12%
TOTAL	\$34,499,747	\$18,809,076	55%	\$17,753,577	\$1,055,500	6%



CENTRAL COUNTY FIRE DEPARTMENT

2023-24 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2023

DETAILED TABLES: The following table shows the detailed line items of General Fund revenue and expenditures.

Central County Fire Department Quarterly Financial Report Q2 FY 2023-24 (July 1, 2023 to December 31, 2023)							
<u>GL Account Number</u>	<u>Budget 2023-24</u>	<u>Actual 2023-24</u>	<u>% to Budget</u>	<u>Actual 2022-23</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>	
REVENUES:							
PERMITS & LICENSES							
Construction Permits	00.320.101	\$ 320,000	\$ 89,440	28%	\$ 93,699	(4,259)	-5%
Fire Code Permit	00.320.102	20,000	8,941	45%	8,471	470	6%
Penalty Fees	00.320.150	-	-		-	-	
Total Permits & Licenses		340,000	98,381	29%	102,170	(3,789)	-4%
INTERGOVERNMENTAL REVENUES							
Burlingame	00.330.100	14,372,078	8,041,766	56%	7,640,732	401,034	5%
Hillsborough	00.330.200	9,581,385	5,361,177	56%	5,093,819	267,358	5%
Millbrae	00.330.300	9,189,553	5,206,009	57%	4,950,914	255,095	5%
Sub-total from City Contributions		33,143,016	18,608,952	56%	17,685,465	923,487	5%
Other Agencies							
ALS JPA	00.341.100	176,136	98,743	56%	73,392	25,351	35%
WUI Revenue	00.341.200	165,000	36,500	22%	209,800	(173,300)	-83%
Joint Training Program	00.342.100	134,328	82,235	61%	69,324	12,910	19%
State Grants	00.334.000	-	-		-	-	
Sub-total from Other Agencies		475,464	217,478	46%	352,516	(135,039)	-38%
Total Intergovernmental Revenues		33,618,480	18,826,430	56%	18,037,981	788,448	4%
CHARGES FOR SERVICES							
Special Fire Services	00.340.100	-	-		3,200	(3,200)	
Fire Plan Review	00.340.200	165,000	60,368	37%	51,164	9,204	18%
Fire Service Line Permit	00.340.201	-	-		-	-	
Inspections/Reinspections	00.340.203	120,000	85,486	71%	55,089	30,397	55%
After Business Hours/Unsched	00.340.204		369		-	369	
Fire Flow Inspection	00.340.205	2,881	1,579	55%	1,463	116	8%
Alternate Means of Protection	00.340.206	7,000	4,971	71%	4,208	763	18%
Other Reimb. Revenue	00.340.220	21,000	2,515	12%	19,601	(17,086)	-87%
Station 34 Mechanic Shop	00.342.400	20,085	(250)	-1%	5,301	(5,550)	-105%
Total Charges for Services		335,966	155,037	46%	140,025	15,012	11%
OTHERS							
Workers Compensation Reimb	00.340.219	185,000	92,500	50%	92,500	-	0%
Strike Team Reimbursement	00.340.300	-	18,048		-	18,048	
Investment Earnings	00.361.100	301	9,049	3006%	3,051	5,997	197%
Donations & Other Contribution	00.363.100	-	-		-	-	
Miscellaneous	00.364.100	20,000	3,586	18%	53,085	(49,499)	-93%
Imaging/Microfiche Services	00.364.102	-	915		-	915	
Total Others		205,301	124,098	60%	148,636	(24,539)	-17%
TOTAL REVENUES		\$34,499,747	\$19,203,945	56%	\$18,428,813	\$ 775,133	4%



CENTRAL COUNTY FIRE DEPARTMENT

2023-24 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2023

Central County Fire Department Quarterly Financial Report Q2 FY 2023-24 (July 1, 2023 to December 31, 2023)							
GL Account Number	Budget 2023-24	Actual 2023-24	% to Budget	Actual 2022-23	\$ Variance CY v. PY	% Variance CY v. PY	
EXPENDITURES:							
SALARIES & BENEFITS							
Regular Salaries - Safety	00.410.100	\$ 13,417,651	\$ 6,155,094	46%	\$ 5,626,141	\$ 528,954	9%
Regular Salaries - Non Safety	00.410.200	1,520,112	671,052	44%	605,017	66,035	11%
Part-time Salaries	00.420.100	57,362	9,330	16%	22,619	(13,289)	-59%
Overtime:		2,107,480	1,458,154	69%	1,558,464	(100,310)	-6%
Miscellaneous	00.430.000	318,000	194,496	61%	242,721	(48,226)	-20%
Disability Leave	00.430.100	350,000	150,854	43%	362,233	(211,380)	-58%
Vacation Leave	00.430.200	980,500	501,687	51%	424,117	77,569	18%
Sick Leave	00.430.300	212,000	179,409	85%	96,009	83,401	87%
Family Sick Leave/Bereavement	00.430.400	90,100	53,182	59%	57,996	(4,814)	-8%
Special Assignment	00.430.500	132,500	94,475	71%	99,780	(5,306)	-5%
Shop Mechanic	00.430.600	5,300	4,210	79%	5,336	(1,126)	-21%
Strike Team - Reimbursable	00.430.700	-	267,677		182,622	85,055	47%
Reimbursable	00.430.850	19,080	12,164	64%	5,385	6,779	126%
COVID-19 (OT)	00.441.000	-	-		82,264	(82,264)	-100%
COVID-19 (family leave, etc.)	00.440.000	-	-		58,721	(58,721)	-100%
Holiday Pay	00.440.100	632,892	289,808	46%	250,150	39,658	16%
FLSA	00.440.200	316,442	144,904	46%	131,156	13,749	10%
Uniform Allowance	00.440.300	74,115	32,143	43%	25,888	6,255	24%
Medicare/FICA	00.440.400	232,244	128,371	55%	117,332	11,039	9%
PERS Retirement	00.440.500	6,997,158	5,493,103	79%	5,352,459	140,643	3%
Health Insurance	00.440.600	1,785,815	956,596	54%	918,828	37,768	4%
Dental Insurance	00.440.700	151,019	45,784	30%	54,788	(9,004)	-16%
Vision	00.440.800	28,265	8,403	30%	13,939	(5,535)	-40%
Life Insurance	00.440.900	18,960	8,224	43%	9,638	(1,414)	-15%
Long-term Disability Insurance	00.441.100	7,036	3,324	47%	3,604	(279)	-8%
Deferred Compensation	00.441.200	10,500	5,250	50%	4,250	1,000	24%
Retirement Health Savings	00.441.300	231,804	114,447	49%	97,714	16,733	17%
Technology & Wellness Benefit	00.441.320	-	-		2,231	(2,231)	-100%
Health Insurance - Retirees	00.441.350	1,016,888	401,330	39%	374,015	27,315	7%
Workers' Compensation	00.441.500	1,900,000	950,000	50%	950,000	-	0%
Vacation Leave Buyout	00.451.100	61,605	89,404	145%	24,238	65,166	269%
Sick Leave Buyout	00.451.200	29,495	-	0%	-	-	
Leave Payout upon Retirement	00.451.300	280,801	215,202	77%	1,067	214,135	20073%
Other Payroll Charges	00.451.400	3,000	1,857	62%	1,400	457	33%
Admin Leave Buyout	00.451.500	41,405	18,179	44%	26,476	(8,297)	
Total Salaries & Benefits		30,922,049	17,199,957	56%	16,230,134	969,824	6%



CENTRAL COUNTY FIRE DEPARTMENT

2023-24 Quarterly Financial Report (Unaudited)

Second Quarter Ending December 31, 2023

Central County Fire Department Quarterly Financial Report Q2 FY 2023-24 (July 1, 2023 to December 31, 2023)								
	GL Account Number	Budget 2023-24	Actual 2023-24	% to Budget	Actual 2022-23	\$ Variance CY v. PY	% Variance CY v. PY	
MATERIALS & SERVICES:								
Office Expense	00.510.100	\$ 20,730	\$ 4,958	24%	\$ 10,844	\$ (5,885)	-54%	
Expendable Supplies	00.510.400	37,492	12,415	33%	14,749	(2,334)	-16%	
Postage Expense	00.510.600	4,096	1,211	30%	1,944	(734)	-38%	
EMS Supplies	00.510.800	16,391	6,524	40%	2,615	3,908	149%	
Respiratory Equipment Expense	00.511.100	31,509	1,721	5%	3,698	(1,977)	-53%	
Small Tools	00.511.500	93,194	18,119	19%	16,184	1,935	12%	
Public Education	00.511.900	10,300	4,520	44%	121	4,399	3636%	
Safety Equipment	00.512.300	123,064	32,082	26%	29,720	2,362	8%	
Unifrom Supplies	00.512.400	11,753	1,108	9%	6,053	(4,945)	-82%	
Communications	00.512.600	69,510	43,720	63%	42,691	1,029	2%	
Utilities	00.513.000	110,477	46,356	42%	51,063	(4,707)	-9%	
Building/Grounds/Facilities Maint	00.514.100	160,680	33,281	21%	45,722	(12,441)	-27%	
Gas, Diesel, Oil	00.514.800	126,889	50,692	40%	69,801	(19,109)	-27%	
Apparatus Maintenance (CCFD)	00.515.500	124,800	64,637	52%	77,658	(13,021)	-17%	
Hose and Nozzles	00.515.700	26,780	(841)	-3%	173	(1,013)	-587%	
Radio Maintenance	00.515.900	16,444	258	2%	696	(438)		
Contractual Services	00.516.300	482,013	180,422	37%	165,101	15,322	9%	
Legal Services	00.516.350	31,364	62,528	199%	28,229	34,299	122%	
Auditing	00.516.500	12,600	12,960	103%	12,000	960	8%	
Mechanic Shop Service Agreement	00.516.600	22,000	2,442	11%	5,866	(3,425)	-58%	
Mechanic Shop- Inventory/Stock	00.516.700	12,854	8,153	63%	11,711	(3,559)	-30%	
WUI Expenses	00.516.800	40,000	1,931	5%	3,658	(1,728)	-47%	
USAR Program	00.516.900	10,712	2,552	24%	11,743	(9,191)	-78%	
Dues & Subscriptions	00.517.000	15,000	17,404	116%	8,886	8,518	96%	
Travel, Conferences & Meetings	00.517.400	18,000	11,380	63%	2,249	9,131	406%	
HR (Hiring etc.)	00.517.420	28,189	33,483	119%	2,658	30,825	1160%	
Training & Safety	00.517.800	108,150	18,050	17%	52,671	(34,621)	-66%	
Training/EMS	00.517.850	52,000	13,792	27%	9,800	3,992	41%	
OPS Training	00.517.875	41,600	17,176	41%	9,324	7,852	84%	
Emergency Preparedness	00.517.900	26,000	2,561	10%	7,290	(4,729)	-65%	
CERT Program Expense	00.517.950	-	-		-	-		
Wellness & Safety	00.518.200	75,000	12,500	17%	13,349	(849)	-6%	
Weed Abatement	00.518.500	-	-		-	-		
Liability, Property, Other Ins	00.518.900	244,332	273,419	112%	232,697	40,722		
Computer, Telephone & Other IT	00.519.300	53,045	9,071	17%	19,363	(10,293)	-53%	
Mobile Technology	00.519.400	5,305	3,342	63%	908	2,433	268%	
Miscellaneous	00.520.400	15,425	5,196	34%	14,708	(9,512)	-65%	
COVID Expense	00.520.401	-	-		-	-		
Total Materials and Services		2,277,698	1,009,119	44%	985,943	23,176	2%	
TOTAL OPERATIONS COST		33,199,747	18,209,076	55%	17,216,077	993,000	6%	



CENTRAL COUNTY FIRE DEPARTMENT **2023-24 Quarterly Financial Report (Unaudited)** **Second Quarter Ending December 31, 2023**

Central County Fire Department Quarterly Financial Report Q2 FY 2023-24 (July 1, 2023 to December 31, 2023)							
	<u>GL Account Number</u>	<u>Budget 2023-24</u>	<u>Actual 2023-24</u>	<u>% to Budget</u>	<u>Actual 2022-23</u>	<u>\$ Variance CY v. PY</u>	<u>% Variance CY v. PY</u>
CAPITAL TRANSFERS:							
Transfer to Capital Project	00.710.100	\$ 100,000	\$ -		\$ -	-	
Transfer to Vehicle Replacement	00.710.200	1,200,000	600,000	50%	537,500	62,500	12%
Total Capital Outlay/Reserve		1,300,000	600,000	46%	537,500	62,500	
TOTAL INCLUDING CAPITAL		\$ 34,499,747	\$ 18,809,076	55%	\$ 17,753,577	\$ 1,055,500	6%



AGENDA ITEM: 9b

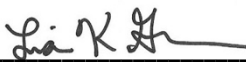
STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief
Jan Cooke, Finance Director

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q1 and Q2 Fiscal Year 2023-24

Recommendation:

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q1 and Q2 Fiscal Year 2023-24.

Background:

The Treasurer's Report is provided to the Central County Fire Department's Board for Q1 and Q2 Fiscal Year 2023-24. The primary investment prioritizes safety and liquidity. The investments are in keeping with the adopted Investment Policy.

The interest rate was 3.81% for Q2 FY 2023-24.

On December 31, 2023, the LAIF investment is primarily invested in: Treasuries (61.2%), Agencies (21.4%), Certificates of Deposits and Bank Notes (7.7%), All others combined (9.7%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (c) "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 account 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 Q1 and Q2 FY 2023-24

CENTRAL COUNTY FIRE DEPARTMENT

TREASURER'S REPORT

Fiscal Year 2023/2024
Q1 and Q2



PREPARED BY

Jan Cooke

Finance Director and Treasurer

1399 Rollins Road
Burlingame, CA 94010

(650) 558-7600
www.ccfld.org



PMIA/LAIF Performance Report as of 1/17/23



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/23 \$158.0 billion

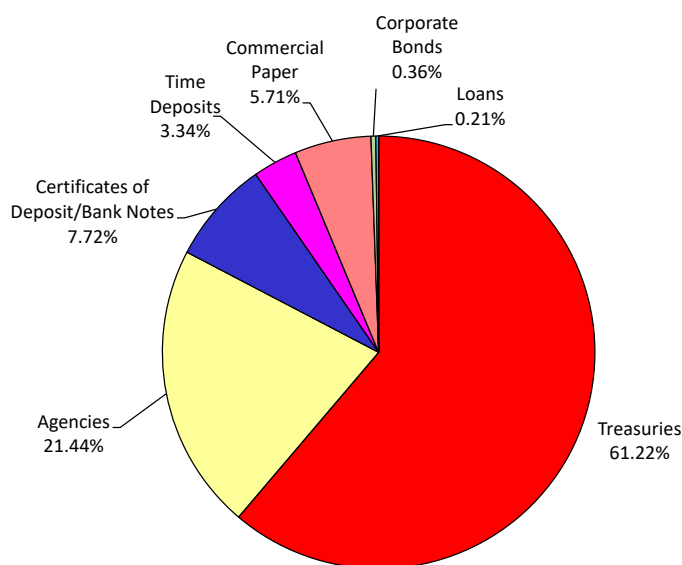


Chart does not include \$2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	191,485,954.76
Quarter End Principal Balance	\$	2,083,798.15
Quarterly Interest Earned	\$	20,934.16



MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 10/13/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2023.

Earnings Ratio		.00009812538629360
Interest Rate		3.59%
Dollar Day Total	\$	189,786,974.56
Quarter End Principal Balance	\$	2,065,175.23
Quarterly Interest Earned	\$	18,622.92



AGENDA ITEM: 9c


STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief
Jan Cooke, Finance Director

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Central County Fire Department Mid-Year Financial Report for FY 2023-2024

Recommendation:

Staff recommends that the Board of Directors receive the FY 23/24 Mid-Year Financial Report for the Central County Fire Department (CCFD).

Background:

The CCFD mid-year review indicates that FY 23/24 is on track with the budget. Net revenue (operating revenue exceeding expenditures) is projected to be \$28k higher than the adopted budget. This is primarily attributable to higher revenue due to the timing of strike team reimbursements, higher plan review and permitting revenues, and lower salary expenditures due to open positions, offset somewhat by higher overtime expenditures.

Results are being monitored for approximately \$500k in expenditures approved for FY 2023-24 after the adopted budget, primarily for compensation increases in the Memoranda of Understanding for the firefighters' union, chief officers, and management, as well as the purchase of ballistics equipment recommended for replacement by the National Fire Protection Association. Additional City contributions may be considered if the year-end actuals are above budget.

The following summarizes the primary differences in the mid-year projection compared to the adopted budget.

1. Revenue:

- Construction permit revenue is projected to be higher than the budget due to Burlingame's increase in development activity. (+\$47k)

- WUI revenue is lower than the budget primarily due to inspection timing. (-\$125k)
- Strike team revenue is higher than the budget due to increased participation in strike teams in FY 23/24. (+267k)

2. Expenditures:

- Salary and benefits are projected to be \$102k higher than budget primarily due to overtime costs for disability and strike team (reimbursable). (+\$102k)
 - Regular salaries are lower than the budget due to open positions. (-\$465k)
 - The additional overtime costs are primarily attributable to strike team deployments (reimbursable) and coverage for disabilities and vacations. (+\$564k)
- Materials and services are projected to be higher than the budget by \$59k, primarily for higher annual liability insurance and legal costs than budget estimates. (+\$59k)

Fiscal Impact:

There is no fiscal impact associated with receiving this report.

Attachment:

1. CCFD Mid-Year Financial Report for FY 23/24

**CENTRAL COUNTY FIRE DEPARTMENT
FY 2023-24 MID-YEAR PROJECTION
GENERAL FUND**

	Adopted Budget <u>2023-2024</u>	Year to Date as of 12/31/23 <u>2023-2024</u>	Revised Projection <u>2023-2024</u>	\$ Change 23/24 Projected v. 23/24 Adopted
REVENUES:				
PERMITS & LICENSES				
Construction Permits	\$ 320,000	\$ 89,440	\$ 366,772	\$ 46,772
Fire Code Permit	20,000	8,941	20,000	-
Total Permits & Licenses	340,000	98,381	386,772	46,772
INTERGOVERNMENTAL REVENUES				
Burlingame	14,372,078	8,041,766	14,372,078	-
Hillsborough	9,581,385	5,361,177	9,581,385	-
Millbrae	9,189,553	5,206,009	9,189,553	-
Sub-total from Partner Cities	33,143,016	18,608,952	33,143,016	-
ALS JPA	176,136	98,743	176,136	(14,520)
Training Program	134,328	82,235	134,328	-
Sub-total from Other Agencies	310,464	180,978	310,464	(14,520)
Total Intergovernment Revenues	33,453,480	18,789,930	33,453,480	(14,520)
CHARGES FOR SERVICES				
Fire Plan Review	165,000	60,367	165,000	-
Inspections/Reinspections	120,000	85,486	120,000	-
Fire Flow Inspection	2,881	1,947	2,881	-
Alternate Means of Protection	7,000	4,971	7,000	-
WUI Fees	165,000	36,500	40,000	(125,000)
Station 34 Mechanic Shop	20,085	(249)	20,085	-
Total Charges for Services	479,966	189,022	354,966	(125,000)
OTHERS				
Workers' Compensation Reimb	185,000	92,500	185,000	-
Other Reimb Revenue	21,000	2,515	21,000	-
Investment Earnings	301	6,091	301	-
Strike Team Reimbursement	-	18,048	267,677	267,677
Miscellaneous	20,000	4,115	20,000	-
Total Others	226,301	123,269	493,978	267,677
TOTAL REVENUES	\$ 34,499,747	\$ 19,200,602	\$ 34,689,196	\$ 174,929

EXPENDITURES:**SALARIES & BENEFITS**

	Adopted Budget 2023-2024	Year to Date as of 12/31/23 2023-2024	Revised Projection 2023-2024	\$ Change 23/24 Projected v. 23/24 Adopted
Regular Salaries - Safety	\$ 13,417,651	\$ 6,155,094	\$ 13,052,766	\$ (364,885)
Regular Salaries - Non Safety	1,520,112	671,052	1,456,319	(63,793)
Part-time Salaries	57,362	9,330	18,660	(38,702)
COVID (Payroll)	-	-	-	-
Overtime:	2,107,480	1,458,153	2,682,360	574,880
Disability Leave	350,000	150,854	350,000	-
Vacation Leave	980,500	501,687	1,002,000	21,500
Sick Leave	212,000	179,409	358,818	146,818
Family Sick Leave/Bereavement	90,100	53,182	106,365	16,265
Special Assignment	132,500	94,475	185,715	53,215
Shop Mechanic	5,300	4,210	8,420	3,120
Reimbursable	19,080	12,164	24,328	5,248
Strike Team - Reimbursable	-	267,677	267,677	267,677
COVID (Overtime)	-	-	-	-
Miscellaneous	318,000	194,495	379,036	61,036
CovID-19				
Holiday Pay	632,892	289,808	604,823	(28,069)
FLSA	316,442	144,904	302,412	(14,030)
Uniform Allowance	74,115	32,143	67,975	(6,140)
Medicare/FICA	232,244	128,371	271,092	38,848
PERS Retirement	6,997,158	5,493,103	6,997,158	0
Health Insurance	1,785,815	956,596	1,762,464	(23,351)
Dental Insurance	151,019	45,784	151,019	0
Vision	28,265	8,403	28,265	(0)
Life Insurance	18,960	8,224	18,960	-
Long-term Disability Insurance	7,036	3,302	7,036	0
Deferred Compensation (mgmt)	10,500	5,250	10,500	-
Retirement Health Savings	231,804	114,447	231,804	(0)
Technology and Wellness Benefit	-	-	-	-
Health Insurance - Retirees	1,016,888	401,330	1,016,888	-
Workers' Compensation	1,900,000	950,000	1,900,000	-
Vacation Leave Buyout	61,605	89,404	89,404	27,799
Sick Leave Buyout	29,495	-	29,495	0
Leave payouts at retirement	280,801	215,201	280,801	-
Other Payroll Charges	3,000	1,857	3,000	-
Admin Leave Payout	41,405	18,179	41,405	(0)
Total Salaries & Benefits	30,922,048	17,199,935	31,024,607	102,558

EXPENDITURES:**MATERIALS & SERVICES:**

	Adopted Budget 2023-2024	Year to Date as of 12/31/23 2023-2024	Revised Projection 2023-2024	\$ Change 23/24 Projected v. 23/24 Adopted
Office Expense	20,730	4,958	20,730	-
Expendable Supplies	37,492	12,345	37,492	-
Postage Expense	4,096	971	4,096	-
EMS Supplies	16,391	6,524	16,391	-
Respiratory Equipment Expense	31,509	1,649	31,509	-
Small Tools	93,194	12,951	85,000	(8,194)
Public Education	10,300	4,520	10,300	-
Safety Equipment	123,064	32,082	123,064	(0)
Uniform Supplies	11,753	974	11,753	-
Communications	69,510	43,720	69,510	(0)
Utilities	110,477	46,356	110,477	-
Building/Grounds/Facilities Maint	160,680	29,000	160,680	-
Gas, Diesel, Oil	126,889	50,692	126,889	-
Apparatus Maintenance (CCFD)	124,800	64,532	124,800	-
Hose and Nozzles	26,780	(841)	26,780	-
Radio Maintenance	16,444	258	16,444	-
Contractual Services	482,013	178,911	482,013	-
Legal Services	31,364	62,528	62,526	31,163
Auditing	12,600	12,960	13,000	400
Mechanic Shop Service Agreement	22,000	2,442	22,000	-
Mechanic Shop (Stock)	12,854	8,153	12,854	-
WUI Program	40,000	1,930	40,000	-
USAR Program	10,712	2,372	10,712	-
Dues & Subscriptions	15,000	16,526	16,526	1,526
Travel, Conferences & Meetings	18,000	11,335	18,000	-
HR (Hiring etc.)	28,189	33,431	33,431	5,242
Training & Safety	108,150	17,822	108,150	-
Training/EMS	52,000	13,732	52,000	-
Ops Training	41,600	16,187	41,600	-
Emergency Preparedness	26,000	2,172	26,000	-
Wellness & Safety	75,000	12,500	75,000	-
Weed Abatement	-	-	-	-
Liability, property and other insurances	244,332	273,419	273,419	29,087
Computer, Telephone & Other IT Costs	53,045	9,071	53,045	-
Mobile Technology	5,305	2,961	5,305	-
COVID Expenses	-	-	-	-
Miscellaneous	15,425	4,545	15,425	-
Total Materials and Services	2,277,698	993,688	2,336,921	59,223
TOTAL OPERATIONS COST	33,199,747	18,193,623	33,361,528	161,781
CAPITAL:				
Transfer to Capital Project Fund	100,000		100,000	-
Transfer to Vehicle Replacement Fund	1,200,000	600,000	1,200,000	-
Total Capital Outlay/Reserve	1,300,000	600,000	1,300,000	-
TOTAL EXPENDITURES	\$ 34,499,747	\$ 18,793,623	\$ 34,661,528	\$ 161,781

NET EXCESS/(DEFICIT) REVENUE OVER EXPENDITURES	0	27,668
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BEGINNING FUND BALANCE	1,593,450	1,593,450
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ENDING FUND BALANCE	\$ 1,593,450	\$ 1,621,118
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AGENDA ITEM: 9d

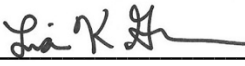
STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: Rebecca Burnside, Human Resources Consultant

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Delegating the Chief Administrative Officer the Authority to Make Applications and Determinations Relating to Disability Retirements Under the Public Employees' Retirement Law

Recommendation:

Adopt a resolution to delegate authority to the Chief Administrative Officer, pursuant to California Government Code Section 21152, to initiate applications for industrial and non-industrial disability retirement and to certify to CalPERS determinations regarding local safety members' eligibility for both industrial and non-industrial disability retirement pursuant to California Government Code Section 21173.

Background:

Under the Department's California Public Employees' Retirement System (CalPERS) contract, the Department's CalPERS local safety members may be eligible for disability retirement if they are incapacitated physically or mentally and unable to perform their usual job duties.

To qualify for a disability retirement, the employee must have at least five years of service credit and be mentally or physically unable to perform his or her usual job duties. There is no minimum age requirement for a disability retirement, and the injury or disease causing the incapacity does not need to be job-related (i.e., the application may be for an industrial or non-industrial disability).

An application for a disability retirement may be made either by the Department or by the employee. Pursuant to California Government Code Article 6 Chapter 12 Disability Retirement Section 21152, Who may make application for disability retirement, a Department initiated application may be made by the Fire Board or an official delegated by the Board to act on its behalf. Staff is now requesting that the Board delegate to the Chief Administrative Officer the authority to initiate applications,

For local safety members, following the filing of the application, CalPERS will request that the Department determine whether or not the employee is incapacitated and unable to perform his or her usual duties and certify its decision to CalPERS. The local safety member may appeal against the Department's decision.

In 2010 the Fire Board, by Resolution No.10-15, delegated to the Chief Administrative Officer the ability to make determinations pertaining to industrial disability retirements but did not delegate authority to make determinations for non-industrial disability retirements.

Staff is now recommending, as authorized by California Government Code Article 6 Chapter 12, Disability Retirement, Section 21173 Delegation of authority by contracting agency, that the Chief Administrative Officer be delegated the authority to make determinations on both industrial and non-industrial retirement applications and to act on requests for reinstatement of employees who are retired for disability..

Fiscal Impact

There is no fiscal impact associated with this item.

Attachments:

1. Resolution Delegating to the Chief Administrative Officer the Authority to Make Applications and Determinations Relating to Disability Retirements under the Public Employees' Retirement Law

RESOLUTION 24-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
DELEGATING PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 21152 AND 21173
TO THE CHIEF ADMINISTRATIVE OFFICER THE AUTHORITY TO MAKE APPLICATIONS AND
DETERMINATIONS RELATING TO DISABILITY RETIREMENTS UNDER THE PUBLIC
EMPLOYEES' RETIREMENT LAW**

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) is a contracting agency of the California Public Employees' Retirement System; and

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment classified as a local safety member is disabled for purposes of the Public Employees' Retirement Law and if such disability is "industrial" within the meaning of that law; and

WHEREAS, in 2010 pursuant to California Government Code Section 21173 the Fire Board delegated authority to the Chief Administrative Officer to make determinations regarding industrial disability applications, but the Fire Board did not delegate authority to make determinations on non-industrial retirement applications; and

WHEREAS, the Fire Board desires to expand this authority to allow the Chief Administrative Officer to make such determinations on non-industrial disability retirement applications as well, as authorized by the Government Code Section 21173; and

WHEREAS, the Fire Board also wishes to delegate authority to the Chief Administrative Officer in accordance with Government Code Section 21152(c) to initiate applications for industrial and non-industrial disability retirements and to act on requests for reinstatement of employees who are retired for disability.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department does hereby delegate to the Department's Chief Administrative Officer, pursuant to California Government Code section 21152(c) and California Government Code Section 21173, the authority to initiate requests for industrial and non-industrial disability retirement applications and the authority to make determination on all such applications and requests for reinstatement of such employees who are retired for disability.

Approved at a regular meeting of the Board of Directors at Burlingame City Hall this 14th day of February, 2024.

SIGNED: _____
Marie Chuang, Chair

ATTEST: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-01 adopted by the Board of Directors of Central County Fire Department, at its regular meeting held on the 14th day of February 2024 by the following vote of the members thereof:

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



AGENDA ITEM: 9e

STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department

Recommendation:

Staff recommends that the Board of Directors adopt a resolution authorizing the Fire Chief to execute a side letter of agreement between the Central County Firefighters Union and the Central County Fire Department.

Background:

Labor and Management formed a labor-management committee to confer on the specialty pay provisions in the Memorandum of Understanding (MOU) for the duties of Field Training Officer (FTO) and Self-Contained Breathing Apparatus (SCBA) Technician. Members of Labor and Management were charged with the establishment of operational policies and procedures pertaining to these specialty pays. It is necessary to amend the language in the MOU to clarify the required duties and parameters to comply with PERS regulations about any PERS-compensable pay for potentially calculating a member's final compensation.

Labor and Management have met and conferred and have mutually agreed that modifications are needed to the MOU language in section 6.9.1 (Attachment 2).

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Central County Firefighters Union and the Central County Fire Department
2. Side Letter of Agreement between the Central County Firefighters and the Central County Fire Department (redlined)

RESOLUTION NO. 24-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE A SIDE LETTER OF
AGREEMENT BETWEEN THE CENTRAL COUNTY FIREFIGHTERS UNION AND
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 Firefighters Union (Union) and the Central County Fire Department (Department) are parties to a Memorandum of Understanding (MOU) valid until June 30, 2025; and

WHEREAS, representatives of the Union and the Department have met and conferred in good faith and in accordance with State law; and

WHEREAS, the Union and the Department have mutually agreed modifications are needed to the MOU language in section 6.9.1; and

WHEREAS, the Union has provided a side letter acknowledging the agreed upon language modification.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution authorizing the Chief Administrative Officer to execute a side letter of agreement modifying section 6.9.1 in the current MOU between the Central County Firefighters Union and the Central County Fire Department.

Approved at a regular meeting of the Board of Directors held this 14th day of February 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-02 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 14th day of February 2024, by the following vote of the members thereof:

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

CENTRAL COUNTY FIREFIGHTERS UNION AND
CENTRAL COUNTY FIRE DEPARTMENT

Extra- MOU Negotiations
Tentative Agreement

The **CENTRAL COUNTY FIREFIGHTERS UNION** and **CENTRAL COUNTY FIRE DEPARTMENT** seek to enter into the following Tentative Agreement:

6.9.1 Specialists

Specialist pay for the following assignments shall be five percent (5%) of base pay unless a different amount is agreed upon through the meet and confer process:

1) Paramedic Field Training Officer (FTO) ~~when assigned a trainee, and~~

After the shift Battalion Chief assigns a qualified Firefighter Paramedic as an FTO and assigns a specific paramedic trainee, the FTO will receive 5% of his base pay for the entire shift worked where s/he performed FTO duties. To be eligible, the FTO must have worked with the assigned paramedic trainee on that shift. Only shifts where the FTO works 2 hours or more are eligible for FTO specialty pay. Only shifts worked while working with the trainee that occur in the "Accreditation" and "FTO" Phases, as defined by the Department, are eligible for specialty pay.

If an employee is assigned by the Department as a backup FTO to a specific trainee, the back-up FTO is eligible for specialty pay for shifts worked with the assigned trainee and FTO work is performed. Only shifts where the back-up FTO works 2 hours or more are eligible for specialty pay. Only shifts worked while working with the trainee that occur in the "Accreditation" and "FTO" Phases, as defined by the Department, are eligible for specialty pay.

2) SCBA Technician after certification.

The Department has the discretion to select up to two (2) Firefighter(s) to serve as a Self-Contained Breathing Apparatus Technician. The commitment for the SCBA technician is a four-year commitment.

SCBA Technicians must complete the Level One and Level Two trainings before being eligible for specialist pay.

The differential is only paid for time expended on the program. Only work that is within the specialized training is compensable. Level one and level two is skilled work for technician work. Level One includes replacement of equipment, such as O-rings, valves, straps, shims, etc. Level Two work includes mechanical repairs, such as flow testing, changing pressures of first stage regulators, etc. Any personnel can perform non-skilled or non-specialized work and that is not compensable.

Assignment to these positions is at the discretion of the department. Additional specialist positions may be added as determined by the Fire Chief. Assignment to these positions is at the discretion of the department. Should other special assignments be authorized during the term of this agreement, such assignment(s) shall receive the differential above regular pay while assigned to perform such duties.

Employees are only permitted to receive one specialist pay at a time no matter how many specialist positions they are qualified to perform unless assigned by the Fire Chief.

~~The parties agree to each designate a sub-committee to meet and confer over the establishment of operational policies and procedures pertaining the FTO and SCBA Technician specialist assignments.~~

For the Union For the Central County Fire Department

Signed,

David Pucci
Fire Chief CCFD

David Novelli, Union Leader
For Central County Fire Union

Ryan Klarich, Union Leader
For Central County Fire Union



AGENDA ITEM: 9f

STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: Lisa K. Goldman
Lisa K. Goldman, CAO

SUBJECT: Resolution Approving the Amendments to the Class Specification for Fire Marshal

Recommendation:

Adopt a resolution approving the amendments to the class specification of Fire Marshal.

Background:

Class specifications are established to give a written description of duties, responsibilities, and desirable knowledge, skills, and qualifications for each position in the department. Periodically, class specifications are reviewed to ensure that current best practices are updated, and that requirements for the position are necessary and relevant. The Department will be having a testing process to establish an eligibility list for the Fire Marshal position in 2024, and staff has recommended some changes to the class specification prior to the testing process.

The red-lined class specification is included in the Board's materials, as well as a clean copy, for review. The changes include formatting and grammatical clean up, as well as broader language to define the position and update essential duties and requirements. Additionally, clarifying language was added to address the new State of California requirements for Fire Marshal certification.

This is an unrepresented classification and does not require meet and confer.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Resolution Approving Amendments to the Class Specification of Fire Marshal
2. Red-lined class specification for Fire Marshal
3. Clean copy class specification for Fire Marshal

RESOLUTION NO. 24-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
APPROVING THE AMENDMENTS TO THE CLASS SPECIFICATION FOR FIRE MARSHAL**

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 has approved Personnel Rules; and

WHEREAS, the Personnel Rules specify the process for changing class specifications; and

WHEREAS, the Department wishes to update the class specification for Fire Marshal to reflect current requirements that are necessary and relevant.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution approving the amendments to the class specification for Fire Marshal.

Approved at a regular meeting of the Board of Directors held this 14th day of February 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 14th day of February 2024, by the following vote of the members thereof:

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



CENTRAL COUNTY FIRE DEPARTMENT FIRE MARSHAL

Department: Fire
FLSA Status: Exempt

Bargaining Unit: Fire Administrators
Revision Date: ~~10/01/08~~ 10/14/2024

DEFINITION

Under the direction, of the Fire Chief and the Deputy Fire Chief for operational impacts, the Fire Marshal will enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training and education; coordinate Fire Prevention Division activities; investigate causes of fires; ~~and perform fire suppression duties~~; supervise fire prevention and emergency management personnel.

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ESSENTIAL DUTIES

- Manage the Fire Prevention and Emergency Preparedness Divisions.
- Develop and implement a comprehensive enforcement program of the Fire Code, Fire Prevention, and loss management program.
- Evaluate and Enforce all existing local fire safety codes, conditions, and ordinances; remain current on and advise on changes in the Federal, State, and local codes applicable to fire safety.
- Assist in the development and implementation of goals, objectives, policies, and procedures for the various divisions of the Fire Department.
- Assist in coordinating Fire Department activities with other City and Town departments and divisions.
- Attend or coordinate appropriate Council, Fire Board, Planning, and/or Code Enforcement meetings.
- Meet and assist community members, developers, builders, subcontractors, owners, architects, engineers, contractors, and others involved in development and construction activities as it pertains to the Fire Code.
- Direct and manage the sworn and non-sworn personnel assigned to the Fire Prevention Division.
- Develop and implement procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents.
- Review building plans and drawings for conformance with fire protection laws and regulations for residential, commercial, and multi-family structures.
- ~~Review codes, regulations and ordinances and recommend effective changes for adoption and implementation to improve fire and life safety.~~
- ~~Inspect construction to verify compliance with requirements.~~
- Review codes, regulations and ordinances and recommend effective changes for adoption and implementation to improve fire and life safety.
- Develop, write, or provide reports as necessary to measure and evaluate fire prevention activities and workload.
- Assist in comprehensive, technical plan checks of proposed projects to determine fire

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safety conditions and needs; conduct field inspections of construction projects as necessary; and ensure that client needs, and City policies and procedures are met.

- Issue Oversee the administration of and issue correction and/or abatement notices and/or citations in the enforcement of fire-related ordinances and codes.

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- Supervise and investigate complaints of fire incidents and safety hazards.

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Respond to alarms to investigate causes of fires.

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- Prepare and protect evidence of arson; supervise or conduct investigation, interviews and interrogations and present evidence in court.

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- Select, supervise and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

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- Testify as an expert witness in court for cases involving Fire Codes, state and local citations, arson, and fire causes.

- Manages engine company inspection program.

- Conduct investigations as to the cause and origin of fires.

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REQUIRED QUALIFICATIONS:

Knowledge of:

- Federal, state, and local codes, ordinances, and regulations relation to fire prevention and code enforcement
- Fire prevention and code enforcement methods, practices, programs, equipment, and techniques.
- State and municipal codes, ordinances, and regulations relating to construction, electrical, mechanical, fire, heating, and gas installations.
- Principles, practices and procedures of modern firefighting.
- Fire investigation methods, programs and equipment.
- Fundamentals of building construction and materials.
- Court procedures in fire prevention enforcement.
- Principles of supervision and departmental management.
- Local geography including the location of mains, hydrants and major fire hazards to the City and Town.
- Principles of fire administration including: personnel, purchasing, training, safety and report writing.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials, objects, and hazardous materials.
- Laws, ordinances and regulations affecting the work of the department including city, county, state and federal.

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Ability to:

- Prepare Communicate clearly, accurately, completely, and, concisely, both orally and in writing. and complete oral and written reports.

- Maintain accurate and complete records.
- Supervise, train, and evaluate subordinates under normal and emergency conditions.
- Secure cooperation from the public in observing fire prevention laws and regulations.
- Check Review and interpret construction plans, specifications, and drawings.
- Recognize fire and safety hazards.
- Enforce and interpret applicable Fire Codes, regulations, and ordinances.
- Carry out investigations of arson and other suspected incendiary fires with appropriate agencies.
- Be available for after-hours calls and be available for standby duties.
- Utilize common office administrative software including electronic records management.
- Prepare and administer Division budget.
- Prepare and maintain complex reports.
- Utilize common office administrative software including electronic records management.

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Education and Experience:

- Five (5) years of experience involving the inspection of structures for conformance to fire safety standards and systems, including at least two years of supervisory experience.
- Bachelor's Degree in Fire Science, public or business administration, fire protection engineering, or civil or structural engineering, or closely related field is highly desired.
- An Associate's degree or higher from an accredited college or university in Fire Sciences or related field.

Three (3) years experience as a fire inspector or three (3) years as a company officer performing fire prevention inspections:

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Associate of Arts/Science degree in Fire Science or related field from an accredited college.

A Bachelors Degree in Fire Science or related field is highly desired.

An Associate's degree from an accredited college or university in Fire Sciences.

License or Certificate:

- Fire Prevention Officer Certificate from the State of California
- Fire Prevention Officer Certificate or Fire Inspector II Certificate from the State of California.
- Fire Marshal Certificate from the State of California is highly desirable.
- Valid California State Driver's License.

SPECIAL REQUIREMENTS:

Ability to crawl, crouch, twist upper body, stoop, reach, sit, climb, kneel, stand, and walk for long periods of time; climb ladders and work at heights; ability to work in a hazardous environment including electrical, chemical, dust, and mechanical hazards; ability to work in confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow

instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contracts; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties. ~~There may be some chemical hazard exposure, but mechanical hazards are minor.~~

Human Resources Director

Date

Department Head Approval

Date



CENTRAL COUNTY FIRE DEPARTMENT

FIRE MARSHAL

Department: Fire
FLSA Status: Exempt

Bargaining Unit: Fire Administrators
Revision Date: 2/14/2024

DEFINITION

Under the direction, of the Fire Chief and the Deputy Fire Chief for operational impacts, the Fire Marshal will enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training and education; coordinate Fire Prevention Division activities; investigate causes of fires; supervise fire prevention and emergency management personnel.

ESSENTIAL DUTIES

- Manage the Fire Prevention and Emergency Preparedness Divisions.
- Develop and implement a comprehensive enforcement program of the Fire Code, Fire Prevention, and loss management program.
- Evaluate and enforce all existing local fire safety codes, conditions, and ordinances; remain current on and advise on changes in the Federal, State, and local codes applicable to fire safety.
- Assist in the development and implementation of goals, objectives, policies, and procedures for the various divisions of the Fire Department.
- Assist in coordinating Fire Department activities with other City and Town departments and divisions.
- Attend or coordinate appropriate Council, Fire Board, Planning, and/or Code Enforcement meetings.
- Meet and assist community members, developers, builders, subcontractors, owners, architects, engineers, contractors, and others involved in development and construction activities as it pertains to the Fire Code.
- Direct and manage the sworn and non-sworn personnel assigned to the Fire Prevention Division.
- Develop and implement procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents.
- Review building plans and drawings for conformance with fire protection laws and regulations for residential, commercial, and multi-family structures.
- Review codes, regulations and ordinances and recommend effective changes for adoption and implementation to improve fire and life safety.
- Develop, write, or provide reports as necessary to measure and evaluate fire prevention activities and workload.
- Assist in comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs; conduct field inspections of construction projects as necessary; and ensure that client needs, and City policies and procedures are met.
- Oversee the administration of and issue correction and/or abatement notices and/or

citations in the enforcement of fire-related ordinances and codes.

- Supervise and investigate complaints of fire incidents and safety hazards.
- Prepare and protect evidence of arson; supervise or conduct investigation, interviews and interrogations and present evidence in court.
- Select, supervise and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Testify as an expert witness in court for cases involving Fire Codes, state and local citations, arson, and fire causes.
- Manages engine company inspection program.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Federal, state, and local codes, ordinances, and regulations relation to fire prevention and code enforcement
- Fire prevention and code enforcement methods, practices, programs, equipment, and techniques.
- State and municipal codes, ordinances, and regulations relating to construction, electrical, mechanical, fire, heating, and gas installations.
- Principles, practices and procedures of modern firefighting.
- Fire investigation methods, programs and equipment.
- Fundamentals of building construction and materials.
- Court procedures in fire prevention enforcement.
- Principles of supervision and departmental management.
- Local geography including the location of mains, hydrants and major fire hazards to the City and Town.
- Principles of fire administration including: personnel, purchasing, training, safety and report writing.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials, objects, and hazardous materials.
- Laws, ordinances and regulations affecting the work of the department including city, county, state and federal.

Ability to:

- Communicate clearly, accurately, completely, and concisely, both orally and in writing.
- Maintain accurate and complete records.
- Supervise, train, and evaluate subordinates under normal and emergency conditions.
- Secure cooperation from the public in observing fire prevention laws and regulations.
- Review and interpret construction plans, specifications, and drawings.
- Recognize fire and safety hazards.
- Enforce and interpret applicable Fire Codes, regulations, and ordinances.
- Carry out investigations of arson and other suspected incendiary fires with appropriate agencies.

- Be available for after-hours calls and be available for standby duties.
- Utilize common office administrative software including electronic records management.
- Prepare and administer Division budget.
- Prepare and maintain complex reports.

Education and Experience:

- Five (5) years of experience involving the inspection of structures for conformance to fire safety standards and systems, including at least two years of supervisory experience.
- Bachelor's Degree in Fire Science, public or business administration, fire protection engineering, or civil or structural engineering, or closely related field is highly desired.
- An Associate's degree or higher from an accredited college or university in Fire Sciences or related field.

License or Certificate:

- Fire Prevention Officer Certificate or Fire Inspector II Certificate from the State of California.
- Fire Marshal Certificate from the State of California is highly desirable.
- Valid California State Driver's License.

SPECIAL REQUIREMENTS:

Ability to crawl, crouch, twist upper body, stoop, reach, sit, climb, kneel, stand, and walk for long periods of time; work at heights; ability to work in a hazardous environment including electrical, chemical, dust, and mechanical hazards; ability to work in confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contractors; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.



AGENDA ITEM: 9g

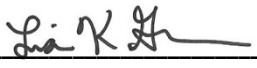
STAFF REPORT

MTG. DATE: February 14, 2024

TO: Board of Directors

DATE: February 14, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Approving the Amendments to the Class Specification for Fire Captain

Recommendation:

Adopt a resolution approving the amendments to the class specification of Fire Captain.

Background:

Class specifications are established to give a written description of duties, responsibilities, and desirable knowledge, skills, and qualifications for each position in the department. Periodically, class specifications are reviewed to ensure that current best practices are updated, and that requirements for the position are necessary and relevant. The Department is abolishing the job specification of Training Captain and combining it with the Fire Captain (Suppression) job description.

The red-lined class specification is included in the Board's materials, as well as a clean copy, for review.

Staff has discussed the noted changes with the union and received their support.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Resolution Approving Amendments to the Class Specification of Fire Captain
2. Red-lined class specification for Fire Captain
3. Clean copy class specification for Fire Captain

RESOLUTION NO. 24-04

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
APPROVING THE AMENDMENTS TO THE CLASS SPECIFICATION FOR FIRE CAPTAIN**

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 has approved Personnel Rules; and

WHEREAS, the Personnel Rules specify the process for changing class specifications; and

WHEREAS, the Department wishes to update the class specification for Fire Captain to reflect current requirements that are necessary and relevant.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution approving the amendments to the class specification for Fire Captain.

Approved at a regular meeting of the Board of Directors held this 14th day of February 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 14th day of February 2024, by the following vote of the members thereof:

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



Bargaining Unit: Central County Firefighters' Union

Revision Date:
~~12/09/14/2024~~

FLSA Status: Non-Exempt

DEFINITION

Under general supervision, is responsible for the care and accountability of department resources, facilities, apparatus, and equipment on an assigned shift, and supervision of subordinate personnel engaged in fire suppression, emergency medical response and rescue operations, fire personnel training, and other related activities.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisory classification in the fire service responsible for the supervision of subordinate personnel.

ESSENTIAL DUTIES

- Respond to fire, rescue, EMS and public service calls
- Manage emergency scene operations, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage
- Establish command and direct fire suppression and control operations using proper fire ground tactics until relieved by a superior
- Assign firefighters and equipment
- Direct subordinates and personally assist in extinguishing fires and performing lifesaving techniques and property protection work
- Care and accountability for department resources, facilities, apparatus, and equipment
- Follow CCFD rules and regulations, policies and procedures and maintain discipline of subordinate personnel
- Conduct drills and classes
- Develop and present training to improve the service and safety of fire personnel
- Supervise, train, coach and evaluate performance of subordinates and complete employee performance evaluations
- Maintain records and submit reports
- Conduct fire prevention inspections to eliminate fire hazards through the enforcement of fire codes
- Participate in public fire safety and education programs
- May be assigned a department program or project
- Set example for subordinates in dress, actions and attitude
- For the Training Captain on the two year special assignment in the Training Division, the position holder will develop and implement training programs; conduct training sessions; administer performance evaluations; recommend and assist in creating department standards, guidelines, and new programs; manage inventories of training equipment, supplies, and paramedic narcotics; coordinate joint training with neighboring departments; implement Disaster Operational Plans; provide administrative support for the Training Battalion Chief for budget, special projects, analytical reports and the Health and Safety Program.

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ESSENTIAL REQUIREMENTS:Knowledge of:

- Principles, practices and procedures of modern firefighting and the protection of lives and property
- Current trends and innovations for fire suppression, hazardous materials, urban search and rescue, emergency medical services and other areas relevant to assigned responsibilities
- CCFD Personnel Rules and Policies and Procedures
- Operation and maintenance of fire apparatus and equipment utilized by the department

- Local geography including location of mains, hydrants and major fire hazards of the local jurisdictions
- EMS, rescue and resuscitation equipment
- Principles of employee development, supervision, and training
- Fire codes and local codes
- Extrication procedures, hose evolutions, and ladder principles
- Fire ground tactics and strategy, salvage and overhaul techniques, ventilation practices and sprinkler operations
- Rescue practices, knots and ropes
- Software programs utilized by the Department

Ability to:

- Lead firefighters effectively under normal and emergency conditions
- Analyze emergency situation and take effective course of action
- Function in fast-paced, stressful situations
- Effectively apply local, state, and federal prevention codes and regulations
- Prepare clear, concise and complete reports
- Understand and carry out written and oral directions
- Communicate effectively in writing and orally to convey information in a manner consistent with job functions
- Instruct, direct and evaluate employees in the performance of modern firefighting principles, practices and procedures
- Exhibit tolerance, tact and respect for others
- Support department policies
- Establish and maintain cooperative relationships with employees, supervisors, and the public
- Understand the Firefighter Bill of Rights (FBOR)

Skills:

- Ability to use and manipulate a variety of hand and power tools, rescue ropes and appliances, medical equipment and fire apparatus
- Ability to apply rescue operations, methods, and techniques
- Basic computer operations and appropriate work-related applications, including word processing, and calendaring
- Drive motorized apparatus defensively and in a safe manner

License:

- Possession of a valid Class C with firefighter endorsement Driver's License issued by the California DMV

Education & Experience:

- Requires at least five years firefighting experience as a paid fire fighter with at least three years with the Central County Fire Department
- Completion of 60-units college level courses leading to an Associate of Arts or Associate of Science or Bachelors' degree
- Completion of the State Officer Certification classes (Company Officer certification from the State of California within two years of appointment) or Fire Officer I certification by the State of California
- Completion of G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, Rope Rescue Technician (Rescue Specialist) is highly desirable

SPECIAL QUALIFICATIONS:

Ability to crawl, twist upper body, climb ladders and work at heights and to lift up to 75-pounds and drag up to 150-pounds. Ability to work in a hazardous environment including electrical and mechanical hazards, to work in confined spaces; to work with hazardous materials and the ability to produce extreme effort/energy for short periods of time plus endurance. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with all those contacted in the course of work, tolerate others and their attitudes and get along in a community living environment. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform the aforementioned duties.



Bargaining Unit: Central County Firefighters' Union

Revision Date: 2/14/2024

FLSA Status: Non-Exempt

DEFINITION

Under general supervision, is responsible for the care and accountability of department resources, facilities, apparatus, and equipment on an assigned shift, and supervision of subordinate personnel engaged in fire suppression, emergency medical response and rescue operations, fire personnel training, and other related activities.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisory classification in the fire service responsible for the supervision of subordinate personnel.

ESSENTIAL DUTIES

- Respond to fire, rescue, EMS and public service calls
- Manage emergency scene operations, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage
- Establish command and direct fire suppression and control operations using proper fire ground tactics until relieved by a superior
- Assign firefighters and equipment
- Direct subordinates and personally assist in extinguishing fires and performing lifesaving techniques and property protection work
- Care and accountability for department resources, facilities, apparatus, and equipment
- Follow CCFD rules and regulations, policies and procedures and maintain discipline of subordinate personnel
- Conduct drills and classes
- Develop and present training to improve the service and safety of fire personnel
- Supervise, train, coach and evaluate performance of subordinates and complete employee performance evaluations
- Maintain records and submit reports
- Conduct fire prevention inspections to eliminate fire hazards through the enforcement of fire codes
- Participate in public fire safety and education programs
- May be assigned a department program or project
- Set example for subordinates in dress, actions and attitude
- For the Training Captain on the two year special assignment in the Training Division, the position holder will develop and implement training programs; conduct training sessions; administer performance evaluations; recommend and assist in creating department standards, guidelines, and new programs; manage inventories of training equipment, supplies, and paramedic narcotics; coordinate joint training with neighboring departments, implement Disaster Operational Plans; provide administrative support for the Training Battalion Chief for budget, special projects, analytical reports and the Health and Safety Program.

ESSENTIAL REQUIREMENTS:

Knowledge of:

- Principles, practices and procedures of modern firefighting and the protection of lives and property
- Current trends and innovations for fire suppression, hazardous materials, urban search and rescue, emergency medical services and other areas relevant to assigned responsibilities
- CCFD Personnel Rules and Policies and Procedures
- Operation and maintenance of fire apparatus and equipment utilized by the department
- Local geography including location of mains, hydrants and major fire hazards of the local jurisdictions
- EMS, rescue and resuscitation equipment
- Principles of employee development, supervision, and training
- Fire codes and local codes
- Extrication procedures, hose evolutions, and ladder principles
- Fire ground tactics and strategy, salvage and overhaul techniques, ventilation practices and sprinkler operations
- Rescue practices, knots and ropes
- Software programs utilized by the Department

Ability to:

- Lead firefighters effectively under normal and emergency conditions
- Analyze emergency situation and take effective course of action
- Function in fast-paced, stressful situations
- Effectively apply local, state, and federal prevention codes and regulations
- Prepare clear, concise and complete reports
- Understand and carry out written and oral directions
- Communicate effectively in writing and orally to convey information in a manner consistent with job functions
- Instruct, direct and evaluate employees in the performance of modern firefighting principles, practices and procedures
- Exhibit tolerance, tact and respect for others
- Support department policies
- Establish and maintain cooperative relationships with employees, supervisors, and the public
- Understand the Firefighter Bill of Rights (FBOR)

Skills:

- Ability to use and manipulate a variety of hand and power tools, rescue ropes and appliances, medical equipment and fire apparatus
- Ability to apply rescue operations, methods, and techniques
- Basic computer operations and appropriate work-related applications, including word processing, and calendaring
- Drive motorized apparatus defensively and in a safe manner

License:

- Possession of a valid Class C with firefighter endorsement Driver's License issued by the California DMV

Education & Experience:

- Requires at least five years firefighting experience as a paid fire fighter with at least three years with the Central County Fire Department
- Completion of 60-units college level courses leading to an Associate of Arts or Associate of

Science or Bachelors' degree

- Completion of the State Officer Certification classes (Company Officer certification from the State of California within two years of appointment) or Fire Officer I certification by the State of California
- Completion of G-231 or S-215, S-230, S-231, S-290, Engine Boss (ENGB), LARRO, Rescue Systems I, Rescue Systems II, Trench Rescue, Con-Space Operational, Rope Rescue Technician (Rescue Specialist) is highly desirable

SPECIAL QUALIFICATIONS:

Ability to crawl, twist upper body, climb ladders and work at heights and to lift up to 75-pounds and drag up to 150-pounds. Ability to work in a hazardous environment including electrical and mechanical hazards, to work in confined spaces; to work with hazardous materials and the ability to produce extreme effort/energy for short periods of time plus endurance. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with all those contacted in the course of work, tolerate others and their attitudes and get along in a community living environment. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform the aforementioned duties.