



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**Wednesday April 10, 2024
4 p.m.**

Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave., Hillsborough, 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, Hillsborough Town Hall, 1600 Floribunda Ave., Hillsborough, 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: 832 7660 3827

Passcode: 210897

To Access the Meeting by Phone:

+1 669 900 6833

Meeting ID: 832 7660 3827

Passcode: 210897

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 April 10, 2024.

5. REPORT OUT FROM CLOSED SESSION

- a. Report out from closed session of February 14, 2024

6. APPROVAL OF MINUTES

- a. Minutes from February 14th, regular meeting

7. CONSENT CALENDAR

- a. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Caposio Buick GMC for the Purchase of One GMC Yukon
- b. Resolution Approving the Class Specification for Human Resources Manager
- c. Resolution Authorizing the Chief Administrative Officer to Execute an Amendment to the Professional Services Agreement with Its Personnel Consulting, for Human Resources Administration and Consulting Services

8. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2024-2025 Budget for the Central County Fire Department
 - i. Staff Report (includes PowerPoint)
 - ii. Open Public Hearing and receive comments
 - iii. Close Public Hearing
 - iv. Approve the Resolution to Adopt the Fiscal Year 2024-2025 Budget for the Central County Fire Department
- b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department
 - v. Staff Report
 - vi. Open Public Hearing and receive comments
 - vii. Close Public Hearing
 - viii. Approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department



9. STAFF REPORTS

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

- b. Request for letter of support for the SAFER grant

10. BOARD OF DIRECTORS' COMMENTS

11. ADJOURNMENT

NOTICE: Any members of the public wishing accommodation for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. and on the CCFD website at www.ccfid.org

Any writings or documents provided to a majority of the Joint Powers Authority Board of Directors regarding any item on this agenda will be made available for public inspection at the Fire Administration Offices, 1399 Rollins Road, Burlingame, CA 94010



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting | February 14, 2024

1. CALL TO ORDER

Meeting called to order at 4:10 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members present.

4. PUBLIC COMMENTS – NON-AGENDA

No public comments.

5. APPROVAL OF MINUTES

- a. Minutes from December 13th, regular meeting

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

6. 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

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

7. STAFF REPORTS

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

Chief David Pucci introduced himself to the Board and summarized his first week with the department:

- "Bootcamp" with Deputy Chief Giacotto to learn all things Central County Fire
- Met with all crews and toured all stations
 - Great conversations with the work force, all very positive

- Gratified with feedback received from line personnel and command staff on building partnerships with administration/management staff

8. BOARD OF DIRECTORS' COMMENTS

Each Board member extended a warm welcome to Chief Pucci. Vice-Chair Stevenson asked Chief Pucci to share what drew him to CCFD. Chief Pucci shared that the department has a great reputation throughout the County and that he sees the new challenges as a tremendous opportunity to dig in and help set the department up for the future. Chief Pucci stated that over his fire service career he had been through some of the processes currently facing the department and collaborated previously with CCFD members along the way and looks forward to many years with the department.

9. ADJOURN TO CLOSED SESSION

The Board adjourned to closed session at 4:15pm

10. 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)

11. ADJOURNMENT

Meeting adjourned from closed session at 4:45pm



AGENDA ITEM: 7a


STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors

DATE: April 10, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Caposio Buick GMC for the Purchase of One GMC Yukon

Recommendation:

Staff recommends that the Board approve and adopt the resolution authorizing the Chief Administrative Officer or her designee to enter into a purchase agreement with Caposio Buick GMC for the purchase of one GMC Yukon in fiscal year 2023-2024.

Background:

The Department utilizes several staff vehicles for Command Staff and Fire Prevention members to conduct daily business. The Fire Chief and Deputy Fire Chief drive their assigned vehicles home since they are subject to unplanned call back for emergencies at any time.

The current vehicle assigned to the Fire Chief is a Tesla Model 3 electric vehicle. The design of the vehicle does not allow it to support the needed mobile radio or emergency lights due to the battery power needed. The previous installation of the emergency lights and mobile radio frequently triggered a service light due to a drained battery. The mechanics at Tesla have been unable to resolve this issue, and the emergency equipment has been disconnected. This vehicle is in good condition and can be reassigned to another department member or sold in accordance with the department's disposition policy.

The replacement GMC Yukon is a four-wheel drive to ensure it will be able to reach any emergency in the jurisdiction and can be utilized for out-of-county responses if needed. The new vehicle will also be able to support all necessary emergency equipment and has sufficient storage space for the needed personal protective equipment and tools.

Staff solicited three bids and the least expensive response came from Caposio Buick GMC in Victorville, California.

Fiscal Impact:

The total cost for this vehicle is \$71,128. This purchase can be supported in the existing FY 2023-24 vehicle replacement fund.

Attachments:

1. Resolution Authorizing the Chief Administrative Officer or her Designee to Enter into a Purchase Agreement with Caposio Buick GMC for the Purchase of One GMC Yukon.
2. Bid received from Caposio Buick GMC
3. Bid received from Tracy Chevrolet
4. Bid received from Folsom Chevrolet

RESOLUTION NO. 24-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER OR HER DESIGNEE TO ENTER INTO A PURCHASE AGREEMENT WITH CAPOSIO BUICK GMC FOR THE PURCHASE OF ONE GMC YUKON

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

WHEREAS, one existing staff vehicle is not deemed to be appropriate for its current assignment; and

WHEREAS, the replacement vehicle will be suitable, capable, and equipped to respond to and manage emergencies; and

WHEREAS, the Central County Fire Department received three competitive bids; and

WHEREAS, the lowest bid was received from Caposio Buick GMC in Victorville, CA; and

WHEREAS, funding for this purchase, in the amount of \$71,128, is available in the FY 2023-24 budget.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution to authorize the Chief Administrative Officer or her designee to enter into a purchase agreement with Caposio Buick GMC for the purchase of one GMC Yukon for the price of \$71,128.

Approved at a regular meeting of the Board of Directors held in person at Hillsborough Town Hall this 10th day of April, 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-06 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California at a regular meeting held in person this 10th day of April, 2024 by the following vote of the members thereof:

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

From: Sal Mercado <sal@caposio.com>

Sent: Monday, February 26, 2024 9:08 AM

To: Ed Stirling <estirling@ccfd.org>

Subject: Price quote on 2024 Gmc Yukon SLE from Caposio Buick Gmc in Victorville

You don't often get email from sal@caposio.com. [Learn why this is important](#)

Good morning,

My name is Sal here at Caposio Buick Gmc in Victorville, I will be your personal Internet Sales Manager. I see you are requesting a price quote on a 2024 Yukon Gmc we have in stock.

Here is your detailed quote.

2024 Gmc Yukon SLE Vin # 1GKS2AKD8RR157345

Msrp \$ 64,040

Doc Fee \$ 85

License Fee \$ 830.75

Sales Tax \$ 6,173

Total out the door \$ 71,128

I've attached the window sticker..

Have a great day!

Thanks,

Sal Mercado

Cell # 909-746-3648



2024 YUKON 4WD SLE

EXTERIOR: STERLING METALLIC
INTERIOR: JET BLACK

ENGINE, 5.3L ECOTEC3 V8
TRANSMISSION, 10-SPEED AUTO

PULL THIS STRIP TO EXPOSE ADHESIVE

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE MANUFACTURER'S SUGGESTED RETAIL PRICE.

- OWNER BENEFITS**
 - 3 YEAR/50,000 MILE¹ BUMPER-TO-BUMPER LIMITED WARRANTY
 - 5 YEAR/60,000 MILE¹ POWERTRAIN LIMITED WARRANTY,
 - ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
 - FIRST MAINTENANCE VISIT²
 - WHICHEVER COMES FIRST
 - SEE GMC.COM OR DEALER FOR TERMS, DETAILS & LIMITS
- PERFORMANCE & MECHANICAL**
 - PREMIUM SMOOTH RIDE
 - MECHANICAL LIMITED SLIP DIFFERENTIAL
 - TRANSFER CASE SINGLE SPEED
 - STABILITRAK

- ELECTRONIC PRECISION SHIFT
- AUTOMATIC STOP/START ENGINE
- 18" ALUMINUM WHEELS
- CONNECTIVITY & TECHNOLOGY**
 - KEYLESS OPEN, LOCK & START
 - REMOTE VEHICLE START
 - 3 YEARS REMOTE ACCESS PLAN, ONSTAR & WI-FI DATA CAPABLE
 - SEE ONSTAR.COM FOR TERMS
 - SIRIUSXM RADIO CAPABLE, TRIAL INCLUDED WITH SUBSCRIPTION SOLD SEPARATELY
 - 10.2" DIAG. COLOR TOUCH-SCREEN, GMC PREMIUM INFOTAINMENT SYSTEM W/SOOGLE BUILT-IN COMPATIBILITY, WIRELESS ANDROID AUTO & WIRELESS APPLE CARPLAY FOR COMPATIBLE PHONES
- INTERIOR**
 - TRIZONE AUTOMATIC HVAC
 - CLOTH FRONT BUCKET

- POWER SEATS**
 - SECOND ROW 60/40 SPLIT BENCH, MANUAL RELEASE
 - THIRD ROW 60/40 SPLIT BENCH, MANUAL FOLD
 - 2 POWER OUTLETS, 120 VOLT
- EXTERIOR**
 - LED HEADLAMPS & TAILLAMPS
 - LED DAYTIME RUNNING LAMPS
 - LED FRONT FOG LAMPS
 - ASSIST STEPS
- SAFETY & SECURITY**
 - GMC PRO SAFETY:
 - LANE KEEP ASSIST W/LANE DEPARTURE WARNING
 - AUTOMATIC EMERGENCY BRAKING
 - FRONT PEDESTRIAN BRAKING
 - FORWARD COLLISION ALERT
 - FOLLOWING DISTANCE INDICATOR
 - INTELLIBEAM-AUTO HIGH BEAM
 - FRONT AND REAR PARK ASSIST
 - HD REAR VISION CAMERA

Visit us at www.gmc.com

THEFT DETERRENT SYSTEM
MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE	\$61,200.00
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OPTIONS & PRICING
OPTIONS INSTALLED BY THE MANUFACTURER (MAY VARY BY STANDARD EQUIPMENT SHOWING)

STERLING METALLIC	485.00
CARGO SHADE (O/LR INSTALLED)	275.00
CARGO NET (DEALER INSTALLED)	75.00
TOTAL OPTIONS	\$845.00
TOTAL VEHICLE & OPTIONS	\$62,045.00
DESTINATION CHARGE	1,995.00
TOTAL VEHICLE PRICE*	\$64,040.00

EPA Fuel Economy and Environment

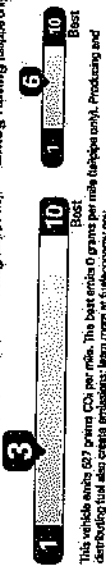
Fuel Economy
17 MPG
combined city/hwy
5.9 gallons per 100 miles

YUKON 4WD
Standard SUV's range from 11 to 100 MPG. The best vehicle rates 140 MPGe.

You spend **\$6,250** more in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost **\$3,200**

Fuel Economy & Greenhouse Gas Rating (tailpipe only) Smog Rating (tailpipe only)



Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,290 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.50 per gallon. MPGe is miles per gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuelconomy.gov
Calculate personalized estimates and compare vehicles

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★★☆☆
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash
Driver ★★☆☆
Passenger ★★☆☆
Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash
Front seat ★★☆☆
Rear seat ★★☆☆
Based on the risk of injury in a side impact.

Rollover
Based on the risk of rollover in a single-vehicle crash. ★★☆☆

Star ratings range from 1 to 5 stars (★☆☆☆) with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA) www.safercar.gov 1-888-327-4265

Equipped with the safety and security of OnStar.SM Visit onstar.com for details. **WARNING** Cancer and Reproductive Harm www.P65Warnings.ca.gov/ passenger-vehicle. SEE OWNER'S MANUAL

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CARLINE:
U.S./CANADIAN PARTS CONTENT: 37%
MAJOR SOURCES OF FOREIGN PARTS CONTENT: MEXICO 36%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:
FINAL ASSEMBLY POINT:
ARLINGTON, TX U.S.A.
COUNTRY OF ORIGIN:
ENGINE: UNITED STATES
TRANSMISSION: UNITED STATES

This table has been updated pursuant to Federal law. Do not attempt to alter the information herein. The Chevrolet, Buick and GMC logos and trademarks are the property of General Motors. ©2023 GM Corp. Buckle up or you'll regret it.



ORDER NO. DEPOT SALES CODE E
DEALER NO. 4300
FINAL ASSEMBLY U.S.A.
ARLINGTON, TX
VIN 10K62AK0R0R1167345 REISSUE
DEALER TO WHOM RELATED
CASPER BUICK GMC
14555 CHASE DR. #100
VICTORVILLE, CA 92384-0647

1000 1000 1000 1000 1000



Name: ED STIRLING
Phone: (650) 444-3478
Email: estirling@ccfd.org
Sales Manager:
Sales Person: Poonam Gaunder
DMS Number:



N 2024 Chevrolet Tahoe 4WD 4dr LT

Stock: 24C0309
VIN: 1GNSKNKD7RR221403
Odometer: 2
Color: Sterling Gray Metallic / Black
Engine: 8 Cylinder Engine
Transmission: 10-Speed Automatic with Overdr
MPG: 15 city / 20 hwy
Style: 4WD Sport Utility Vehicles

FINANCE DETAILS

Retail Price	\$ 70,090.00
NET SELLING PRICE	\$ 70,090.00
TOTAL FEES	\$ 1,047.75
TOTAL TAXES	\$ 6,578.91
SALES SUB TOTAL	\$ 77,716.66
TOTAL AMOUNT DUE	\$ 77,716.66

X	X
Customer Signature	Sales Signature



Vehicle Locator

Detail Report for Customer

FOLSOM CHEVROLET

12655 AUTO MALL CIR, FOLSOM, CA, 95630

916-985-5600

Customer/Company: undefined

Sales Consultant:

Address: undefined

Vehicle #1: 2024 Chevrolet Tahoe	VIN/Order #	MSRP	Stock #
	1GNSKNKD5RR173609	\$73,285.00	N/A
Additional Vehicle Information			
GM Marketing Information			

Body Style: CK10706-4WD

PEG: 1LT-LT Preferred Equipment Group

Primary Color: GXD-Sterling Gray Metallic

Trim: H0Y-1LT/1SP/2LT/2Z7-Leather, Jet Black, Interior Trim

Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T

Transmission: MHS-10-Speed Automatic

- Options:
- 1LT-LT Preferred Equipment Group
 - A2X-Power Seat Adjuster (Driver's Side)
 - A45-Memory Settings, recalls presets for driver pwr seat
 - A50-Seats: Front, Bucket, Full Feature
 - AS8-Seat, 3rd row 60/40 Bench, power
 - ATH-Keyless Open & Keyless Start
 - ATN-Seat, 2nd row Bucket, power release
 - AYQ-RESTRAINT SYSTEM SEAT, INFLATABLE, DRIVER & PASS FRT, FRT SEAT SIDE FRT INBOARD SEAT SIDE, ROOF SIDE
 - B30-Floor Covering: Carpet, Color Keyed
 - B58-Floor Mats, color-keyed, carpeted 1st and 2nd row
 - BTV-Remote Engine Starting Pkg
 - BVE-Assist Steps, Black
 - C6H-GVW Rating 7500 Lbs
 - CJ2-Climate Control, Electronic - Multi-zone
 - DCH-Center Floor Console,Power Sliding w/drawer&storage
 - DD8-ISR Mirror, Electro-chromatic
 - DXR-Mirror, Outside, Power, Heated, Auto-Dimming w/Turn ind
 - GU5-Rear Axle: 3.23 Ratio
 - GXD-Sterling Gray Metallic
 - H0Y-1LT/1SP/2LT/2Z7-Leather, Jet Black, Interior Trim
 - IOK-Chevrolet Infotainment, Enhanced connectivity 2.0
 - K34-Cruise Control
 - KA1-Heated Seats, Front
 - KA6-Heated Seats: 2nd Row
 - KC4-Cooler, Engine Oil
 - KI3-Heated Steering Wheel
 - KI4-120 Volt Electrical Receptacle, In Cab
 - KNP-Transmission Cooling System
 - KW5-Alternator, 220 AMP
 - L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T
 - MHS-10-Speed Automatic
 - N38-Steering Column, Power Tilt & Telescoping
 - PRF-3 Years of Onstar Remote Access
 - SGM-LPO - 22" Wheels, Multi-Spoke, High Gloss Black
 - T8Z-Buckle-To-Drive
 - TC2-Liftgate, Rear, power
 - TQ5-Headlamps, Intellibeam
 - U2K-SiriusXM Satellite Radio (subscription)
 - UD5-Parking Assist, Front & Rear Sensors
 - UDV-Driver Information Center, 12" diagonal multi-color
 - UE1-OnStar Communication System
 - UE4-Following Distance Indicator
 - UEU-Sensor, Forward Collision Alert
 - UFG-Sensor, Rear Cross Traffic Alert
 - UHX-Lane Keep Assist/Departure Warning
 - UHY-Automatic Emergency Braking
 - UK3-Radio Controls -Steering Wheel
 - UKC-Lane Change Alert with Side Blind Zone Alert
 - UKJ-Sensor, Front Pedestrian Braking
 - UKK-Sensor, Pedestrian Detection
 - UTJ-Theft Protection System, Unauthorized Entry
 - UV2-Surround Vision, HD
 - V55-Luggage Rack, side rails, chrome
 - VK3-Front License Plate Mounting Provisions
 - VRS-LPO- Cargo Security Shade
 - W2D-LPO - Cargo Net
 - WPD-Driver Alert Package
 - WPL-Luxury Package
 - XCG-Tires, 22in P275/50R22, All-Season, Blackwall
 - YF5-California Emissions
 - YM8-LPO Processing Option
 - Z82-Trailer Package
 - ZW7-Suspension Package, Premium Smooth Ride

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



AGENDA ITEM: 7b

STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors

DATE: April 10, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Approving the Adoption of the Human Resources Manager Class Specification

Recommendation:

Adopt a resolution approving the adoption of the Human Resources Manager class specification.

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, the class specifications contained in the classification system are reviewed to ensure that the system provides for the best workforce to suit the needs of the Department.

The Town of Hillsborough has provided part-time Human Resources services to the Department for many years. Given the size and complexity of the Department and its workforce, staff believes it is prudent for the Department to have its own, dedicated Human Resources professional and has included funding for this purpose in the FY 2024-2025 budget.

The Department will be having a testing process to establish an eligibility list for the Human Resources position in the Summer of 2024, and staff has recommended institution of the class specification prior to the testing process.

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

The salary for this new position was set for parity with the Department's Administrative Services Manager position. The recommended salary has a top step salary of \$169,038.22 per year in the current salary schedule. The Department also recommends the adoption of a new salary schedule that reflects the introduction of the Human Resources Manager. The amended salary schedule will be brought to the Board for adoption in June.

Fiscal Impact:

The fiscal impact of this new FTE is approximately \$239,038 for salary and benefits and is included in the FY 2024-2025 proposed budget.

Attachments:

1. Resolution Approving the Adoption of the Human Resources Manager Class Specification
2. Proposed class specification for Human Resources Manager

RESOLUTION NO. 24-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
APPROVING THE ADOPTION OF THE HUMAN RESOURCES MANAGER CLASS SPECIFICATION**

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 adopt the class specification for Human Resources Manager.

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

Approved at a regular meeting of the Board of Directors held this 10th day of April 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-07 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 10th day of April 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

HUMAN RESOURCES MANAGER

Division – Administration
FLSA Status: Exempt

Management Unit
Creation Date: 04/2024

GENERAL PURPOSE

Under general supervision, plans, organizes, oversees, coordinates, and manages the human resources functions, including recruitment and selection, labor relations, employee relations, employee training and development, performance management, classification and compensation, and benefits administration; manages the effective use of department resources to improve organizational productivity and customer service; provides complex and responsible support to the Fire Chief in areas of expertise; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Human Resources Manager is a member of the Fire Chief's management staff responsible for planning, organizing, and managing all human resources operations and activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to human resources. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED/EXERCISED:

Administrative direction provided by the Fire Chief. Exercises functional or supervisory function over technical and clerical staff.

ESSENTIAL DUTIES

- Plans, manages, and oversees the daily functions, operations, and activities as related to human resources, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, benefits administration, and workers' compensation claims.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and

support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Department specifications and service quality.
- Plans, coordinates, and implements recruitment, examination, and selection processes; oversees the Department's equal employment process for protected groups.
- Administers the Department's Personnel Rules pertaining to human resources, including grievances, recruitment and selection, medical examinations, performance evaluations, classification plan, wage and hour, compensation, personnel actions, layoffs, benefits, retirement, leaves of absence, discrimination and harassment, ethics, and disciplinary process.
- Administers the Department's employee benefits programs; negotiates with and as liaison to various third-party administrators; resolves issues; provides guidance on policy interpretation explains benefits plan provisions and eligibility requirements to staff.
- Administers Department's labor relations functions; interprets labor contracts and comp and benefit plans; manages formal grievance process; participates in negotiations during meet-and-confer sessions with various employee organizations; assists in developing bargaining strategies including preparing various analyses; communicates with and suggests direction to the Fire Chief, Chief Administrative Officer and Fire Board during the meet and confer process; prepares and revises contract agreements; administers the provisions of existing employee agreements; represents the Department in matters of concern to unions and associations representing Department employees.
- Coordinates succession planning, employee training, and development programs to ensure a well-trained and effective workforce.
- Counsels on all disciplinary actions and ensures adherence to the Department's disciplinary process and performance management processes, including through education and coaching for supervisors and managers; manages formal disciplinary actions to ensure compliance with mandated rules, regulations, and laws.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services.
- Conducts a variety of organizational and operational studies;
- Oversees responses to government agencies, such as DFEH, EEOC, PERB, etc. as it pertains to the human resources related areas;
- Conducts workplace investigations;
- Recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other organization departments and outside agencies.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources; researches emerging products and enhancements and their applicability to Department needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Directs the establishment and maintenance of working and official files.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluations, project management, and budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, and techniques of public human resources administration, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Principles and practices of labor relations and collective bargaining in the public agency setting, including effective negotiating techniques.
- Techniques for investigating, analyzing, and resolving employee grievances.
- Health and welfare benefits administration including cost structure of employee benefits.
- Principles and practices to be applied in promoting equal employment opportunity and diversity.
- Practices of researching human resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the Department in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Department staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage all human resources functions.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively administer a variety of human resources programs, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the department in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business or public administration, or a related field and five (5) years of increasingly responsible professional human resources experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS:

Work in a standard office environment; drive a motor vehicle; read fine print and a computer monitor; sit/stand at a desk; write and use keyboard; frequent decision-making and concentration; frequent public and/or coworker contact; occasionally working alone; some duties require travel from site to site; occasional exposure to extreme noise from sirens and emergency equipment. Must have the ability to work a flexible schedule occasionally to meet deadlines and/or attend night meetings.



AGENDA ITEM: 7c

STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors

DATE: April 10, 2024

FROM: Jean Savaree, Department Counsel

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution to Approve the Amendment to Extend the Agreement between the Central County Fire Department and It's Personnel for Human Resources Consulting Services

Recommendation:

Staff recommends that the Fire Board adopt the attached resolution, amending the agreement between the Central County Fire Department and It's Personnel extending the agreement term from June 30, 2024 to September 30, 2024 and increasing the not-to-exceed amount of the contract from \$132,000 to \$222,000.

Background and Discussion:

Human resources consulting services are currently provided to the Central County Fire Department pursuant to a contract approved by the Board in 2023. The agreement commenced on May 1, 2023, and will expire on June 32, 2024 unless extended. The agreement has a not-to-exceed amount of \$132,000.

Prior to entering into the agreement with It's Personnel, human resources services were provided to the Department by Hillsborough's in-house human resources staff. In 2023, Hillsborough's Human Resources Manager resigned, and Hillsborough contracted with It's Personnel to provide human resources services while Hillsborough recruited for a new Human Resources Manager. To obtain continuing human resources services during Hillsborough's recruitment, the Department also entered into a separate contract with It's Personnel for human resources services. As noted above, the contract is scheduled to terminate on June 30, 2024.

As the Chief Administrative Officer has previously reported to the Board, it would be advantageous for the Department to create a position for an in-house Human Resources Manager. That position has been added to the Department's budget for FY 2024-25, and a candidate will not be selected until after June 30, 2024. For that reason, staff recommends that the agreement with It's Personnel be extended to September 30, 2024, until the recruitment and hiring process concludes. During this time, It's Personnel will continue to

provide day-to-day services and then assist in on-boarding the new in-house Human Resources Manager.

In addition to extending the term of the agreement, staff also recommends that the not-to-exceed amount of the agreement be increased to \$222,000. The agreement currently provides that the total amount to be paid for services from May 1, 2023, to June 30, 2024 is \$132,000. After the February 2023 billing, all but \$16,431 of the allocated funds have been expended. Because of this, staff recommends that the Board authorize an additional \$90,000 to cover the cost of services from April through the end of the contract on September 30, 2024. The total not-to-exceed amount of the amended contract would then be \$222,000, though the entire amount may not be expended.

Attachments:

1. Resolution Amending Agreement between Central County Fire Department and It's Personnel
2. Amended Professional Services Agreement between the Central County Fire Department and It's Personnel

RESOLUTION NO. 24-08

RESOLUTION OF THE CENTRAL COUNTY FIRE DEPARTMENT AMENDING AN AGREEMENT BETWEEN THE CENTRAL COUNTY FIRE DEPARTMENT AND IT'S PERSONNEL FOR HUMAN RESOURCES CONSULTING SERVICES

WHEREAS, effective May 1, 2023, the Central County Fire Department (CCFD) entered into an agreement with It's Personnel for human resources consulting services, and

WHEREAS, the agreement will expire on June 30, 2024, and authorized funds for the agreement likely will be exhausted prior to that date; and

WHEREAS, to ensure continuity of services to the Department while it completes a recruitment for an in-house Human Resources Manager, the Department has determined that It's Personnel's services should continue through September 30, 2024; and

WHEREAS, to fund these services through September 30, 2024, the Department has determined that additional funding of \$90,000 is required.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department approves the Agreement amending the termination date of the agreement from June 30, 2024, to September 30, 2024, and increasing the not-to-exceed amount of the agreement from \$132,000 to \$222,000.

Approved at a regular meeting of the Board of Directors held in person at Hillsborough Town Hall this 10th day of April, 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-08 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 10th day of April 2024, by the following vote of the members thereof:

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

PROFESSIONAL SERVICES AGREEMENT AMENDMENT ONE

This Amendment is made and entered into as of April 10, 2024 by and between the Central County Fire Department, with its principal place of business at 1399 Rollins Road, Burlingame, CA 94010, hereinafter called "DEPARTMENT" and It's Personnel, a SOLE PROPRIETORSHIP, with its principal place of business at 1545 Broadway #305, San Francisco, CA 94108 hereinafter called "CONSULTANT".

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

- A. DEPARTMENT entered into an agreement for professional human resources services with Consultant on May 1, 2023 (Agreement). The Agreement terminates on June 30, 2024 and provides for a not-to-exceed amount of One Hundred Thirty-Two Thousand Dollars (\$132,000).
- B. Department now wishes to amend the not-to-exceed amount of the Agreement and to amend the Agreement to provide for three additional months of services.

To accomplish this, the Agreement is amended as follows.

1. Services

The services to be performed by CONSULTANT under this Agreement are described in the Scope of Services attached hereto as Exhibit "A".

Performance of the work specified hereby is made an obligation of CONSULTANT under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of the parties.

2. Term; Termination

- a. The term of this Agreement shall be from May 1, 2023 to September 30, 2024, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary. CONSULTANT shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the DEPARTMENT to proceed.
- b. Notwithstanding the provisions of (a) above, either party may terminate this Agreement without cause by giving written notice not less than ten (10) days prior to the effective date of termination, which date shall be included in said notice. In the event of such termination, DEPARTMENT shall compensate CONSULTANT for services rendered, and reimburse CONSULTANT for costs and expenses incurred, to the date of termination, calculated in accordance with the provisions of paragraph 3. In ascertaining the services actually rendered to the date of termination, consideration shall be given both to completed work and work in process. Nothing herein contained shall be deemed a limitation upon the right of DEPARTMENT to terminate this Agreement for cause, or otherwise to exercise such rights or pursue such remedies as may accrue to DEPARTMENT hereunder.

3. Compensation; Expenses; Payment

- a. Subject to paragraph 3(b) below, the DEPARTMENT shall pay for such services

in accordance with the Schedule of Charges set forth in Exhibit "B".

- b. In no event shall the total amount paid for services rendered by CONSULTANT, under this Agreement, exceed the sum of \$222,000. This amount is to include all printing and related costs. The DEPARTMENT will not pay any additional fees for printing expenses.
 - c. Upon satisfactory completion of the services required hereunder, CONSULTANT shall submit an invoice to the DEPARTMENT specifically detailing the services rendered, the hours expended, and the total amount of compensation due based upon actual time spent. The invoice shall be paid by the DEPARTMENT within thirty (30) days of its approval.
4. Additional Services

In the event DEPARTMENT desires the performance of additional services, such services shall be authorized in advance of the performance thereof by the DEPARTMENT. Such amendment to this Agreement shall include a description of the services to be performed thereunder, the maximum compensation payable therefor, the time of performance thereof, and such other matters as the parties deem appropriate for the accomplishment of such services. Except to the extent modified by written amendment, all other terms and conditions of this Agreement shall be deemed incorporated in each such amendment.
 5. Records

CONSULTANT shall keep and maintain accurate records of all time expended relating to services to be performed by CONSULTANT hereunder. Said records shall be available to DEPARTMENT for review and copying during regular business hours during the term of the contract and for four (4) years from the date of the final payment.
 6. Authorization

This Agreement becomes effective when endorsed by both parties in the space provided below.
 7. Reliance on Professional Skill of CONSULTANT

CONSULTANT represents that it has the necessary professional skills to perform the services required and the DEPARTMENT shall rely on such skills of the CONSULTANT to do and perform the work. In performing services hereunder CONSULTANT shall adhere to the standards generally prevailing for the performance of expert consulting services similar to those to be performed by CONSULTANT hereunder.
 8. Relationship of Parties

It is understood that the relationship of CONSULTANT to the DEPARTMENT is that of an independent contractor and all persons working for or under the direction of CONSULTANT are its agents or employees and not agents or employees of the DEPARTMENT.
 9. Schedule

CONSULTANT acknowledges the importance to DEPARTMENT of DEPARTMENT's Project schedule and agrees to put forth its best professional efforts to perform its services under this Agreement in a manner consistent with that schedule.
 10. Indemnity

CONSULTANT hereby agrees to defend, indemnify, and save harmless DEPARTMENT, its Board, officers, and employees, from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered

or sustained by, DEPARTMENT, its Board, officers, employees and agents to the extent caused by, or alleged to have been caused by, the negligence, intentional tortuous act or omission, or willful misconduct of CONSULTANT, its officers, employees or agents in the performance of any services or work pursuant to this Agreement.

The duty of CONSULTANT to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein contained shall be construed to require CONSULTANT to indemnify DEPARTMENT, its Board, officers, employees and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code. CONSULTANT shall have no obligation to indemnify for any wrongful or negligent acts, errors or omissions of others, including the active or passive negligence of any of the above indemnities.

11. Insurance

CONSULTANT shall acquire and maintain workers' compensation, employer's liability, commercial general liability, owned, non-owned and hired automobile liability, and coverage relating to CONSULTANT's services to be performed hereunder covering DEPARTMENT's risks in form subject to the approval of the DEPARTMENT's Attorney and/or DEPARTMENT's Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory minimum
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Commercial General	\$1,000,000 per occurrence and Liability \$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to CONSULTANT's vehicle usage in performing services hereunder)
Professional Liability	\$1,000,000 per claim and aggregate

Concurrently with the execution of this Agreement, CONSULTANT shall, on the forms provided in Exhibit A, furnish DEPARTMENT with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements:

- a. Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after DEPARTMENT shall have received written notification of cancellation or reduction in coverage by first class mail.
- b. Providing that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of

the insurer's liability (cross liability endorsement).

- c. Naming the DEPARTMENT, its Board, officers, employees, and agents, as additional insureds; and
- d. Providing that CONSULTANT's insurance coverage shall be primary insurance with respect to DEPARTMENT, its Board, officers, employees, and agents, and any insurance or self-insurance maintained by DEPARTMENT for itself, its Council, officers, boards, commissions, employees, or agents shall be in excess of CONSULTANT's insurance and not contributory with it.

12. Workers' Compensation

CONSULTANT certifies that he is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and CONSULTANT certifies that he will comply with such provisions before commencing the performance of the work of this Agreement.

13. Non-Discrimination

The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT will take affirmative action to insure that applicants are employed and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONSULTANT shall at all times be in compliance with the requirements of the Federal Americans With Disabilities Act (Public Law 101-336) which prohibits discrimination on the basis of disability by public entities. The CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the DEPARTMENT setting forth the provisions of this non-discrimination clause.

14. Notice

All notices required by this Agreement shall be given to the DEPARTMENT and CONSULTANT in writing, by first class mail, postage prepaid, addressed as follows:

DEPARTMENT:

Central County Fire Department
1399 Rollins Road
Burlingame, CA 94010
Attn: Fire Chief

CONSULTANT:

It's Personnel
1545 Broadway #305
San Francisco, CA 94109
Attn: Rebecca Burnside

15. Non-Assignment

This Agreement is not assignable either in whole or in part.

16. Use of Subcontractors

CONSULTANT shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the DEPARTMENT. CONSULTANT shall be solely responsible for reimbursing any subcontractors, and the DEPARTMENT shall have no obligation to them.

17. Amendments

This Agreement may be amended or modified only by written agreement signed by both

parties.

18. Validity

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

19. Governing Law

This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California. In the event of litigation between the parties hereto to enforce any provision of the Agreement, the unsuccessful party will pay the reasonable attorney's fees and expenses of litigation of the successful party.

20. Mediation

Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement, and each party shall bear its own legal costs.

21. Conflict of Interest

CONSULTANT may serve other clients, but none who would place CONSULTANT in a "conflict of interest" as that term is defined in State law.

22. Entire Agreement

This Agreement, including Exhibits A, B, and C comprises the entire Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written by their respective officers duly authorized in that behalf.

DEPARTMENT

IT'S PERSONNEL

Lisa K. Goldman
Chief Administrative Officer

Rebecca Burnside
Sole Proprietor

ATTEST:

By: _____
Rubina Ellam, Board Secretary

APPROVED AS TO FORM:

By: _____
Jean B. Savaree, General Counsel

EXHIBIT A

SCOPE OF SERVICES

HR Executive Work

Rate: \$250/hour

It's Personnel will provide day-to-day counseling advice to you regarding your HR administration needs, employee counseling on benefits and HR questions, employee relations needs, employee policy questions, supervisory coaching, training, leaves, benefits, on-boarding, HR transactions, leave administration, labor relations, executive coaching, recruitment, benefit changes, personal action form administration, etc.

Junior HR Analyst

Rate: \$95/hour

It's Personnel will provide day to day HR transactional administration to the Department for your HR administration needs, employee counseling on benefits and basic HR questions, basic employee policy questions (non-interpretive), benefits, on-boarding, HR transactions, benefit changes, personnel action form administration, recruitment administration, reference checks, on-boarding, pre-employment administration, and answering basic employee questions.

The Junior HR Analyst will spend some of her time on-site and some doing remote work. At this time, it is anticipated she will spend approximately one or two half-days on site. She will handle a lot of the day-to-day transactional HR services.

Analyst Work

Rate: \$130/hour

From time to time, HR Analysts may work on CCFD matters, including running recruitments or overseeing oral boards.

Ms. Burnside and Analysts may provide supervisory guidance to the Junior HR Analyst as necessary to deploy HR transactional administration or be available for any consultations with the Fire Chief or CAO's office that might need.

Conversion Fee

Hiring the Junior HR Analyst Referred to You - After you evaluate the performance and potential of an Assigned Individual on the job, you may wish to employ this person directly. In such event, you agree to pay a conversion fee of \$15,000 (flat fee). The conversion fee is payable if you hire an Assigned Individual, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another staffing agency) or consulting basis within six (6) months after the last day of the assignment. You also agree to pay a conversion fee if an Assigned Individual is hired by (i) a JPA participating agency or (ii) other related public agency as a result of your referral of the Assigned Individual to that agency. The conversion fee will be owed and invoiced upon your hiring of the Assigned Individual, and payment is due upon receipt of the invoice. The same calculation will be used if you convert the Assigned Individual on a part-time basis using the full-time equivalent salary. Conversion fees, if paid, are not part of the scope of services performed and will not be counted against the not-to-exceed sum identified in Paragraph 3b of the Agreement.

EXHIBIT B

SCHEDULE OF CHARGES/PAYMENTS

CONSULTANT will invoice the DEPARTMENT on a monthly cycle. CONSULTANT will include with each invoice a detailed progress report indicating the amount go budget spent on each task. CONSULTANT will inform the DEPARTMENT regarding any out-of-scope work being performed by CONSULTANT. This is a time and materials contract.

Rebecca Burnside	\$250 per hour
HR Analysts	\$130 per hour
Junior HR Analysts	\$95 per hour

The services are billed hourly, including travel time, with the rate depending on level (outlined above).

EXHIBIT C

INSURANCE FORMS

CONSULTANT shall provide Certificates of Insurance and original Endorsements affecting the coverages specified in Section 11 - INSURANCE of the Agreement on the attached forms.

ATTACHED:

1. Certificate of Insurance
2. General Liability Endorsement
3. Automobile Liability Endorsement



Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

David Pucci
Fire Chief

AGENDA ITEM: 8a

STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors
DATE: April 10, 2024
FROM: Jan Cooke, Finance Director
David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution to Adopt the Fiscal Year 2024-25 Budget for the Central County Fire Department

Recommendation:

Hold a Public Hearing and approve the Resolution to adopt the Fiscal Year 2024-25 Budget for the Central County Fire Department (CCFD).

Background:

The General Fund Proposed Budget is growing \$2.46 million (7.4%). The increase is driven by a \$2.49 million (7.5%) increase in expenditures, slightly offset by a \$0.03 million (-.1%) increase in operating revenues as compared to the FY 2023-24 adopted budget. Personnel costs account for 89.2% of the budget and drive the overall expenditure growth, primarily due to CalPERS, Other Post-Employment Benefits (OPEB), cost of living increases, one new headcount, and annualization of prior year salary increases. The increase in materials and services costs is driven mainly by contractual and CPI increases. The vehicle and capital expenditures are \$1.60 million based on future replacement schedules.

Central County Fire Department Proposed General Fund Budget - Fiscal Year 2024-25

	2023-24 Adopted	2024-25 Proposed	\$ Change	% Change	% To Total Change
Operating Revenues	\$ (1,356,731)	\$ (1,394,041)	\$ (37,310)	2.7%	-0.1%
Expenditures					
Personnel Costs	30,922,048	33,012,574	2,090,526	6.8%	6.3%
Materials and Services	2,277,698	2,383,356	105,658	4.6%	0.3%
Vehicle and Equipment Capital	1,300,000	1,600,000	300,000	23.1%	0.9%
Total Expenditures	34,499,747	36,995,930	2,496,183	7.2%	7.5%
Net Funding Requirement	\$ 33,143,016	\$ 35,601,889	\$ 2,458,873	7.4%	7.4%
Funding					
Contribution - Burlingame	14,372,078	15,438,339	1,066,261	7.4%	
Contribution - Hillsborough	9,581,385	10,292,226	710,841	7.4%	
Contribution - Millbrae	9,189,553	9,871,324	681,771	7.4%	
Total Contributions	\$ 33,143,016	\$ 35,601,889	\$ 2,458,873	7.4%	
General Fund - Ending Fund Balance	\$ 1,602,951	\$ 1,630,619			

Detailed Analysis

The detailed report is shown on page 27-30 of the Proposed Budget book. Detailed explanations of the variations are provided below. *Note: The % growth of the detailed bullet points below reflects the % change compared to the prior year's budget for the specific line item, not the contribution to the overall budget.*

Operating Revenues:

General Fund operating revenues are projected to increase by \$37k (2.7%) as compared to the FY 2023-24 adopted budget.

- Permit and license revenue will increase based on the updated fee schedule and current trends. (\$14k, +4%)
- ALS JPA revenue is projected to remain flat at the FY 2023-24 level.
- Training program revenue is for shared services with the City of San Bruno and will increase due to the cost of labor. (\$10k, +7.6%)
- The charges for services revenue category includes plan reviews, inspections, Wildland Urban Interface (WUI) inspections, and mechanic shop revenue, and is increasing primarily due to the updated fee schedule. (\$13k, +2.6%)
- The other revenue categories include strike team reimbursements, insurance fund reimbursements, interest income, and miscellaneous revenue, and are increasing by less than \$1k.

Salaries and Benefits

The overall increase in salaries and benefits is \$2,090k (6.8%) compared to the FY 2023-24 adopted budget. This is primarily attributable to CalPERS' required contribution, cost of living, health insurance, other post-employment benefits increase, and one new headcount position: a full-time Human Resources Manager. This position was previously provided through contract services with the Town of Hillsborough (Human Resources Manager at 40% of his/her time for CCFD annual cost of \$136k). The Department needs a dedicated, full-time human resources position (yearly salary and benefits cost of \$248k).

- Salary expenditures are increasing due to the cost of living (COLA), step increases, one new position, and an annualization of prior year salary increases, offset by a vacancy factor estimate. (\$688k, +4.6%)
- Overtime costs increase for coverage. (\$105k, +5%)
- Retirement annual contributions as a percentage of payrolls are increasing 11% for the Safety Classic Plan (84.3% in FY 2024-25 versus 72.9% in FY 24) and .5% for the Safety PEPRA Plan (15.0% in FY 2024-25 versus 14.5% in FY 2023-24). The Miscellaneous Classic Plan is increasing by .4% (20.4% in FY 2024-25 versus 20.0% in FY 2023-24), and the Miscellaneous PEPRA Plan is increasing by .5% (8.5% in FY 2024-25 versus 8.0% in FY 2023/24). (\$917k, +13.1%)
- The workers' compensation contribution remains at \$1.9 million in the FY 2024-25 budget based on the workers' compensation actuarial valuation. (No change)
- Other Post-Employment Benefit (OPEB) funding is increasing based on the new actuarial valuation for June 30, 2023. Rising costs in health care and other actuarial estimates primarily drive the increase. (\$222k, 21.8%)
- Leave payouts include payouts for vacation and sick leave programs and retirements. The FY 2024-25 estimate is projected to be lower due to the number of retirements and experience rate on sick and vacation leave payout programs. (-\$86k, -23.1%)
- All other benefits (health, dental, other) are increasing from FY 2023-24 due to experience rate, healthcare cost increases, and filling of open positions. (\$244k, +7.0%)

Materials and Services Expenditures

- Materials and Services expenditures are budgeted to increase primarily for liability and property insurance, legal services, project spending for strategic plan and document

software, and an assumed 5.0% CPI increase. These increases are offset somewhat by a decrease in human resources contractual services. (\$106k, +4.6%)

Asset Replacements/Reserves

- A service charge of \$1,500k is budgeted in the FY 2024-25 General Fund for vehicle and equipment replacements. In addition, a \$100k service charge is budgeted for a transfer to the capital fund. (\$300k, +23.1%)

Fiscal Impact:

The proposed budget for FY 2024-25 reflects a \$35.6 million contribution from Burlingame, Hillsborough, and Millbrae. This is a \$2.46 million (7.4%) increase over the FY 2023-24 adopted budget.

Attachments:

1. Resolution to Adopt the Fiscal Year 2024-25 Budget for Central County Fire Department
2. Proposed FY 2024-25 Budget for Central County Fire Department

RESOLUTION NO. 24-09
RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
ADOPTING THE BUDGET FOR FISCAL YEAR 2024-2025

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

WHEREAS, the Joint Powers Agreement establishing the Central County Fire Department became effective April 20, 2004; and

WHEREAS, Section 16.1 of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operations costs and costs of special services in time to allow approval by Member Agencies prior to June 30th of each year; and

WHEREAS, the budget for fiscal year 2024-2025 has been prepared and reviewed by staff; and

WHEREAS, the budget for the Central County Fire Department has been submitted to and reviewed by the Board of Directors.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the budget for the Central County Fire Department for fiscal year 2024-2025.

	Fiscal Year 2024-2025
General Fund	\$36,995,930
Capital Project Fund	-
Sub-total	\$36,995,930
Internal Service Fund –Insurance	1,801,997
Internal Service Fund-Vehicles/Equipment	494,294
GRAND TOTAL	\$39,292,221

Approved at a regular meeting of the Board of Directors held in person at Hillsborough Town Hall this 10th day of April, 2024.

Signed: _____
 Marie Chuang, Chair

Attest: _____
 Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-09 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held at Hillsborough Town Hall on the 10th day of April, 2024, by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____




AGENDA ITEM: 8b

STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors
DATE: April 10, 2024
FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Public Hearing for Resolution to Approve and Adopt the FY 2024-25 Master Fee Schedule for the Central County Fire Department

Recommendation

Hold a Public Hearing and approve the Resolution to adopt the FY 2024-25 Master Fee Schedule for the Central County Fire Department (CCFD).

Background

CCFD has historically established fees based upon a formula that takes average times to perform services multiplied by the fully burdened work rates of multiple employee classifications engaged in performing services. Since the adoption of the FY 2023-24 fee schedule, CCFD has made cost of living adjustments providing pay increases to personnel providing the services. To update the CCFD fee schedule for FY 2024-25, the average times were again evaluated, modified as necessary, and verified utilizing new burdened work rates for all employees.

The FY 2024-25 fee schedule reflects an increase of 8% for most fees.

Fiscal Impact:

Anticipated revenues are reflected in the proposed budget for FY 2024-25.

Attachments:

1. Resolution to Adopt and Approve the FY 2024-25 Master Fee Schedule for the Central County Fire Department
2. Proposed FY 2024-25 Master Fee Schedule for the Central County Fire Department

RESOLUTION NO. 24-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT TO APPROVE AND ADOPT THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2024-2025

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

WHEREAS, the FY 2024-25 Master Fee Schedule for the Central County Fire Department reflects an increase of 8%; and

WHEREAS, notice of the proposed fee schedule and of the April 10, 2024 public hearing in connection therewith, has been duly provided pursuant to the provisions of State law; and

WHEREAS, all fees as delineated in the Master Fee Schedule shall become effective July 1, 2024.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Central County Fire Department approves and adopts the amended Master Fee Schedule for the Central County Fire Department.

Approved at a regular meeting of the Board of Directors held at Hillsborough Town Hall this 10th day of April, 2024.

Signed: _____
Marie Chuang, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 24-10 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held at Hillsborough Town Hall on the 10th day of April, 2024, by the following vote of the members thereof:

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

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY2023-2024	PROPOSED FY2024-2025
Care Facilities Inspections			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$190	\$207
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	Fee set by State	Fee set by State
Residential Care Facility		\$381	\$413
Large Family Day Care		\$111	\$111
Skilled Nursing Facilities		\$741	\$805
Hospital/Institution		\$3,621	\$3,941
Re-Inspections			
Second re-inspection (fee per inspection)		\$126	\$130
Third and subsequent re-inspection (fee per inspection)		\$157	\$164
Construction Fees			
General Fire & Life Safety Services <ul style="list-style-type: none"> • Consultation & Research • Pre-application meetings & Design Review • Property Survey • General Construction Inspections • Processing, Scheduling, and Record Keeping 		12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)		\$224	\$241
Expedite Building or Planning Check Fees (2 hour minimum)		\$412	\$428
Consultation and Planning (per hour)		\$302	\$314
Alternate Means of Protection Review (per hour)		\$423	\$436
Additional Construction Inspection (all permits) (per hour)		\$185	\$201
Fire Alarm/Fire Protection Systems			
Permit for Sprinkler Monitoring System		\$228	\$244
Permit for Manual System		\$228	\$244
Permit for Automatic System		\$408	\$440
Permit for Combination System		\$588	\$636
Fixed Fire Extinguishing System Permit		\$318	\$342
Standpipe System Permit		\$408	\$440
Storage Tank (above or below ground) Permit		\$228	\$244
Multi-Residential or Commercial Fire Alarm system remodel or extension		\$228	\$244
Multi-residential or commercial minor fire alarm remodel or repair (device relocation/adjustment)		\$183	\$195
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$465	\$504
Fire Sprinkler Systems			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$588	\$636
Fire Pump Permit		\$228	\$244
New Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$948	\$1,028
Multi-Residential or Commercial Fire Sprinkler system remodel or extension		\$273	\$293

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY2023-2024	PROPOSED FY2024-2025
Fire Sprinkler minor remodel or repair (sprinkler head relocation/adjustment)		\$183	\$195
Underground Fire Service Line Permit		\$408	\$440
Fire Flow Information Admin Fee (Please refer to fee schedule for each city for respective fire flow fees for each city)		\$39	\$39
Miscellaneous Fees and Permits			
Community CPR / AED Class		\$40 Resident \$50 Non-Resident	\$40 Resident \$50 Non-Resident
Labor Rate for Mechanic Shop		\$125	\$125
Photographs from investigations		Cost of Reproduction	Cost of Reproduction
Photocopies		\$1 + .20 cents/page	\$1 + .20 cents/page
Fire Incident Reports (not including photographs)		\$15	\$15
Non-Sufficient Funds Returned Check Fee		As charged by Bank	As charged by Bank
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	Up to 10 times the permit fees
Emergency Response Costs for Driving under the Influence. (Billing upon conviction)	Govt. Code §53150-58	Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$173.47/ hr. as set by State
False Alarms		\$540 for 3 to 5 and \$1,080 for 6 or more	\$638 for 3 to 5 and \$1,276 for 6 or more
Wildland-Urban Interface (WUI) Inspection		\$200	\$200
Change of Use inspection (usually triggered by new business license)		\$155	\$156
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$140 as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$173.41/hr. as set by State
Standby Service			
Firefighter (per hour – minimum of 3 hours)		\$127	\$139
Fire Captain (per hour – minimum of 3 hours)		\$146	\$160
Battalion Chief (per hour – minimum of 3 hours)		\$168	\$190
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$480 per hour + \$141.96/hr. for apparatus	\$489 per hour + \$173.47/hr. for apparatus
Personnel Costs (per hour)			
Administration		\$73	\$75
Firefighter		\$127	\$139
Fire Captain		\$146	\$160
Fire Prevention Specialist		\$90	\$90
Fire Inspector		\$180	\$196
Deputy Fire Marshal		\$190	\$208
Battalion Chief		\$168	\$190
Fire Marshal		\$232	\$260
Deputy Fire Chief		\$256	\$287
Fire Chief		\$289	\$323
General Permits			
Aerosol Products		\$206	\$223
Amusement Buildings		\$341	\$370

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY2023-2024	PROPOSED FY2024-2025
Apartments, Hotels, and Motels – 10 or less units		\$161	\$166
Apartments, Hotels, and Motels – 11 to 25 units		\$184	\$188
Apartments, Hotels, and Motels – 26 to 100 units		\$206	\$211
Apartments, Hotels, and Motels – 101 to 300 units		\$356	\$362
Apartments, Hotels, and Motels – 301 or more units		\$446	\$452
Apartments (Specialized Inspection)		\$116	\$117
Aviation Facilities		\$611	\$664
Battery System		\$611	\$664
Carnivals and Fairs		\$341	\$370
Christmas Tree Lot		\$341	\$370
Combustible Fiber Storage		\$341	\$370
Combustible Material Storage		\$341	\$370
Commercial Occupancy Assigned to Prevention		\$116	\$117
Commercial Rubbish-Handling Operation		\$341	\$370
Compressed Gases		\$341	\$370
Cryogenics		\$341	\$370
Dry Cleaning Plants		\$341	\$370
Dust-Producing Operations		\$341	\$370
Exhibits & Trade Shows – Display Booth		\$341	\$370
Exhibits & Trade Shows – With Open Flame *		\$341	\$370
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$341	\$370
Explosives or Blasting Agents		\$611	\$664
Fire Hydrants and Water Control Valves		\$336	\$365
Fireworks		\$611	\$664
Flammable or Combustible Liquids		\$611	\$664
Hazardous Materials		\$611	\$664
High-Piled Combustible Storage – 20,000 square feet or less		\$621	\$674
High-Piled Combustible Storage – more than 20,000 square feet		\$711	\$772
Highrise	H&S §13214(b)	\$636	\$643
Hot-Work Operations		\$341	\$370
Liquefied Petroleum Gasses		\$611	\$664
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$611	\$664
Live Audiences		\$611	\$664
Lumber Yards storing in excess of 100,000 board feet		\$476	\$517
Magnesium Working		\$341	\$370
Motor Vehicle Fuel-Dispensing Stations		\$341	\$370
Open Burning *		\$341	\$370
Organic Coating		\$341	\$370
Ovens, Industrial Baking and Drying		\$341	\$370
Parade Floats		\$341	\$370
Places of Assembly		\$566	\$615
Production Facilities		\$566	\$615
Pyrotechnical and Special Effects Material		\$611	\$664
Radioactive Materials		\$341	\$370
Refrigeration Equipment		\$476	\$476
Repair Garage		\$341	\$370
Spraying and Dipping		\$341	\$370
Tents, Canopies, and Temporary Membrane Structures		\$516	\$561
Tire Storage		\$341	\$370
Wood Products		\$341	\$370

* Fees not required for religious ceremonies when approved by the Fire Department



AGENDA ITEM: 9b

STAFF REPORT

MTG. DATE: April 10, 2024

TO: Board of Directors

DATE: April 10, 2024

FROM: David Pucci, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Letter of Support for the Central County Fire Department's Grant Application

Recommendation:

By vote of the Board, authorize the Board Chair to sign a letter of support regarding the Central County Fire Department's SAFER Grant application.

Background:

The Standards of Cover identified the need to re-open Station 36 due to call volume and future growth in the area. The upcoming grade separation work at Broadway adds urgency to reopening the station.

To address the issue, CCFD is applying for a federal grant to pay for the cost of hiring an additional 12 firefighters to staff Engine 36 as well as add a fourth person on Truck 34.

Staff requests that the Board authorize the Board Chair to send a letter of support for CCFD's grant application. A draft letter is provided for the Board's consideration.

Fiscal Impact:

There is no fiscal impact with this agenda item.

Attachments:

1. Draft letter of support



April 10, 2024

FEMA/ Fire Grants
P.O. Box 10055
Hyattsville, MD 20782-8055

I am writing on behalf of the Board of Directors for the Central County Fire Department to express our support for the Department's SAFER Grant application. Through the grant, the Department is seeking funding for 12 firefighter positions.

The Central County Fire Department protects the communities of Burlingame, Hillsborough, and Millbrae, responding to over 8,000 calls for service. The Department currently staffs six fire stations with six Engines, one Truck, and one Battalion Chief. A seventh station, Fire Station 36, was browned out over a decade ago due to budget constraints.

A Standards of Cover Study was conducted in 2023, and one of the recommendations was to re-open Station 36 to improve response times to the east side of our communities. This grant would allow the Department to open that station in addition to adding a fourth firefighter on the Truck to be compliant with National Fire Protection Association (NFPA) recommendations.

Central County Fire is faced with an urgent issue necessitating the reopening of Station 36. A railroad grade separation project is scheduled to begin soon, possibly as early as the summer of 2025, at the rail crossing at Broadway. This project will close that intersection for approximately three years, effectively cutting off a large portion of the community from their fire protection services. The 30,000 vehicles that cross that intersection every day will be diverted to alternate routes, further impacting the Department's response times to the east side. Station 36 is the only station located on the east side of the train tracks.

Central County Fire's preliminary response time study has shown a severe impact to response times as a result of the grade separation project. Delays have been measured from 90 seconds to several minutes to the east side of the tracks when the intersection is closed. Reopening Station 36 provides significant mitigation to this impact.

In summary, an independent consultant has already recommended that Central County Fire Department re-open Station 36, even absent the grade crossing project. This report, the Standards of Cover and Deployment Analysis, follows the guidance of the NFPA and Center for Public Safety Excellence (CPSE). The complication of having the grade separation project possibly beginning as early as 2025 brings urgency to the need to re-open Station 36 before the construction begins.

Thank you for your consideration. If you have any questions, please contact Fire Chief Dave Pucci at 650-558-7600 or dpucci@ccfd.org.

Sincerely,

Marie Chuang
Board Chair