



BOARD OF DIRECTORS MEETING MINUTES *(Approved)*  
April 10, 2024 Meeting

**1. CALL TO ORDER**

Meeting was called to order at 4:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Chuang invited former Mayor Kitty Mullooly to lead the pledge.

**3. ROLL CALL**

Present: Chair Chuang, Vice Chair Stevenson, Board Member Cole

Absent: Board Member Ortiz

**4. PUBLIC COMMENTS – NON-AGENDA**

Hillsborough resident and former Mayor of Hillsborough, Kitty Mullooly, read the minutes of a special joint Council meeting from April 20, 2004, to commemorate the 20<sup>th</sup> anniversary of the Central County Fire Department. Ms. Mullooly thanked City Managers and CCFD personnel. Chair Chuang, Vice Chair Stevenson, and Board Member Cole thanked Ms. Mullooly and her fellow Councilmembers for bringing the two fire departments together in a successful merger.

**5. REPORT OUT FROM CLOSED SESSION**

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

General Counsel Jean Savaree stated there was no reportable action taken at the closed session on February 14, 2024.

**6. APPROVAL OF MINUTES**

a. Minutes from February 14<sup>th</sup>, regular meeting

Vice Chair Stevenson motioned to approve; Board Member Cole seconded the motion.

Approved 3-0-1

**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

Fire Chief Pucci requested to add an item to the consent calendar. Chair Chuang announced a motion to approve the addition of Chief Pucci's consent calendar item.

Board Member Cole approved the motion; Vice Chair Stevenson seconded the motion. Approved 3-0-1.

Chair Chuang pulled item 7b for discussion. Chair Chuang stated she supports the idea of CCFD having its own full-time HR Manager and asked Chief Pucci to speak about the timeline for the recruitment and any challenges given the job market.

Chief Pucci responded, stating that the timeline will start after Board approval tonight. Staff will be working with an outside recruiter for this recruitment. Chief Pucci acknowledged that it is a difficult position to recruit for but is optimistic that it will be a successful recruitment. CCFD will continue to utilize It's Personnel Consulting in the interim, for immediate HR needs.

Chair Chuang asked for a motion to approve consent calendar items 7a, b, and c. Board Member Cole motioned to approve; Vice Chair Stevenson seconded the motion. Approved 3-0-1.

Chair Chuang asked Chief Pucci to present the additional consent calendar item.

Chief Pucci explained that he received notification that the Menlo Park Fire Protection District (MPFPD) is selling a fire engine that is eight years old with approximately 50,000 miles of use. Staff would like to explore the possibility of purchasing said engine to replace one in the CCFD fleet that is currently 22 years old. Chief Pucci requested authority to offer up to \$200K for the MPFPD engine.

Board Member Cole asked the cost of a new fire engine. Chief Pucci stated that a new engine direct from the manufacturer would be approximately \$1M.

Chair Chuang asked for public comments. There were no public comments. Chair Chuang asked for a motion to approve Chief Pucci's request to purchase an engine from MPFPD for up to \$200K. Vice Chair Stevenson and Board Member Cole seconded the motion. Approved 3-0-1.

## 8. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2024-25 Budget for the Central County Fire Department

Finance Director Jan Cooke presented the proposed budget for FY 2024-25 with a PowerPoint.

The proposed budget for FY 2024-2025 shows an increase of \$2.5M (7.4%) over the adopted FY 2023-24 budget.

Key highlights include:

- Addition of one FTE, a Human Resources Manager
- Contributions for each city will increase by 7.4%
- Operating revenues are increasing by 2.7%
- Operating expenditures are increasing by 7.2%. The expenditures are driven by the increase in personnel costs and contributions to the vehicle replacement fund
- Personnel costs are increasing primarily due to CalPERS costs, health insurance for active employees and retirees, and cost of living increases
  - CalPERS costs are increasing significantly driven by annual required contributions
  - Health insurance for retirees (OPEB) is increasing by 21.8% based on the recent actuarial study
- Materials & Services are increasing by 4.6% due to CPI

Chair Chuang asked if Board Members had any questions. Board Member Cole asked for clarification on the OPEB costs. Ms. Cooke explained that the contributions to the OPEB fund are based on recommendations in the actuarial study.

Chair Chuang asked for public comments. There were no public comments.

Chair Chuang asked if Millbrae has been apprised of the increases in the proposed budget. Ms. Cooke replied that both the Finance Directors for Burlingame and Millbrae were apprised of the increase by a memo including the same information as the staff report in the agenda packet. Chair Chuang asked if there were any additional comments from any of the cities. CAO Lisa Goldman replied that the City Manager and Finance Director for Millbrae were invited to attend this meeting and received the packet at the same time as the Board Members.

Chair Chuang asked for a motion to approve the proposed budget for FY 2024-25. Board Member Cole motioned to approve; Vice Chair Stevenson seconded the motion. Approved 3-0-1.

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

Chief Pucci presented this agenda item. Chief Pucci stated that the fees are going up by approximately 8% based on personnel costs. Fees are calculated based on the personnel costs associated with the employee performing the task/inspection. It is a cost recovery model, so there is no profit for the Department.

Chair Chuang asked for public comments. There were no public comments.

Chair Chuang asked for a motion to approve the resolution to adopt the Master Fee Schedule for FY 2024-25. Vice Chair Stevenson motioned to approve; Board Member Cole seconded the motion. Approved 3-0-1.

## 9. STAFF REPORTS

a. Fire Chief's Update (Oral Report)

Chief Pucci addressed the Board and provided some department updates.

- Two firefighters were promoted to Captain
- Completed a promotional testing process for Battalion Chief
- Completed firefighter interviews earlier in the week; hope to hire two entry-level firefighters
- Badge Pinning ceremony on May 29, 2024, with recognition for the 20<sup>th</sup> anniversary of CCFD
- Received a new fire engine that is currently being equipped and will be in-service within the next few weeks
- Received a \$15K donation from a Burlingame resident; this will be utilized to purchase extrication equipment
- CERT graduation last month and currently conducting a Chinese CERT program – the first in Northern California
- Fire Captain Scott Stacey received the Lions Club Award for Heroism

Vice Chair Stevenson suggested that at a future meeting, a discussion should be had regarding the capital project work on El Camino Real and the impacts of that on response times. Chief Pucci shared some slides to show the impact of future projects on response times.

Chair Chuang asked for public comments. There were no public comments.

b. Request for letter of support for the SAFER grant

Chief Pucci stated that staff utilized a consultant to conduct a study of response times based on real world data. Chief Pucci shared some slides to show the consultant's findings. The first slide showed the current response times and areas. The second slide showed the effect of the Broadway grade separation project work on response times and areas. Since the traffic will be diverted to Oak Grove and Millbrae Ave., there will be a significant impact on response times.

Chief Pucci continued by explaining that the SAFER grant is a federal grant that pays for full-time firefighters. Staff has completed the grant application requesting funding for 12 firefighters. This would allow the department to re-open and fully staff Station 36 and add a fourth firefighter to the truck. Chief Pucci stressed the importance of having a fire resource on the east side of the tracks during the Broadway project work to provide timely emergency response.

Chief Pucci stated that the grant is a three-year grant in the amount of approximately \$9M. There was a brief discussion on response times and areas.

Board Member Cole asked if there is an option to extend the grant funding beyond three years to help keep Station 36 open if it is re-opened using the grant funding. Chief Pucci responded by stating that the response times and need for fire resources east of the railway tracks is due for further study and will be included in the strategic plan for CCFD. Chief Pucci stated that one of his goals is to complete a strategic plan for CCFD. Monies for a strategic plan consultant are included in the FY 2024-25 budget.

Board Member Cole asked if the grant funding will pay for an engine as well. Chief Pucci stated that the grant only covers the cost of personnel. There will be some additional costs associated with 12 new firefighters that will need to be addressed if CCFD is awarded the grant.

Chair Chuang stated that it is important to continue discussions on the need for a station east of the railway tracks as development continues in that area.

Chair Chuang asked about the addition of a fourth firefighter on the truck. Chief Pucci explained that a fourth firefighter on the truck allows the crew to split into two teams of two at a fire scene. It is also an NFPA recommendation.

Vice Chair Stevenson motioned to approve Chief Pucci's request for a letter of support. Board Member Cole seconded the motion. Approved 3-0-1.

Board Member Cole had to leave due to an emergency. The meeting was adjourned since there was no longer a quorum.

## **10. ADJOURNMENT**

The meeting was adjourned at 4:54 p.m.