



BOARD OF DIRECTORS MEETING MINUTES *(Approved)*  
June 12, 2024 Meeting

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All present

**4. PUBLIC COMMENTS – NON-AGENDA**

No public comments.

**5. REPORT OUT FROM CLOSED SESSION**

a. Report out from closed session of May 30, 2024

General Counsel Jean Savaree stated there was no reportable action taken at the closed session on May 30, 2024 as there was no quorum.

**6. APPROVAL OF MINUTES**

a. Minutes from April 10<sup>th</sup>, regular meeting

Board Member Cole motioned to approve; Vice Chair Stevenson seconded the motion and Board Member Pappajohn abstained. Approved 4-0-0.

**7. CONSENT CALENDAR**

a. Central County Fire Department Quarterly Financial Report for Q3, Fiscal Year 2023-24

b. Central County Fire Department Treasurer's Report for Q3 FY 2023-24

c. Resolution Authorizing the Chief Administrative Officer to Execute the Purchase of One Fire Engine from Menlo Park Fire Protection District

d. Resolution Adopting Workplace Violence Prevention Plan

Board Member Pappajohn pulled item 7c for discussion. Board Member Pappajohn commended the Department for its quick action on the purchase of a MPFPD engine and inquired how the purchase came about. Deputy Chief Ken Giacotto explained that MPFPD was selling several new engines in keeping with their robust apparatus replacement plan and that the timing was fortunate enough for CCFD to purchase one as MPFPD was replacing their first-out fleet.

Chair Chuang asked for a motion to approve the consent calendar. Vice Chair Stevenson motioned to approve; Board Member Pappajohn seconded the motion. Approved 4-0-0.

**8. STAFF REPORTS**

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

Board Member Pappajohn requested clarification about which groups belong to a union. Board Secretary Ellam explained that the Firefighters belong to a union, all other members are unrepresented. Board Member Cole motioned to approve; Vice Chair Stevenson seconded the motion. Approved 4-0-0.

b. Resolution Authorizing the Board Chair and Chief Administrative Officer to Serve as the Negotiators and Make Recommendations to the Fire Board on Proposed Terms for an Extension of the Agreement with the City of Millbrae for Fire and Emergency Services

CAO Goldman gave a brief overview and reminded members that the 10-year agreement with the City of Millbrae for fire and emergency services was signed in December 2014 and is coming up at the end of this calendar year, prompting the need for extension. CAO Goldman stated that in order to move forward, it is requested that the Board of Directors authorize the Board Chair and CAO to negotiate proposed terms for an extension of the agreement between the CCFD and the City of Millbrae for the provision of fire and emergency services.

Board Member Cole asked about length of the extension agreement. CAO Goldman stated that the idea behind the one-year extension is to get through the election since there is a bit of internal flux going on with the Millbrae Council and the composition of their council could be very different post-election. CAO Goldman reiterated that a final proposed agreement will be brought to the full Board for approval prior to the expiration of the current agreement.

Board Chair Chuang shared that the reason the initial fire and emergency services agreement with Millbrae was for 10 years was to align with the sunset of their fire assessment tax. Board Chair Chuang stated that the contract is a menu of services that Millbrae pays to receive and because the public at large is very satisfied with the top-notch services provided by CCFD and given the dynamic of the council could change, it is prudent to start the extension discussion early.

Vice-Chair Stevenson inquired about the existing agreement with Millbrae and whether provisions are in place if an extension is not reached by the end of this calendar year. CAO Goldman stated that she does not recall any extension provision in the current agreement, when it is over, it is over. CAO Goldman stated that CCFD would have to figure out how to unwind everything including two Millbrae stations and the 18 or so Firefighters brought over at the time. CAO Goldman indicated that she does not foresee needing to figure out how to unwind everything as preliminary unofficial discussions with the City Manager and Finance Director have been positive. Vice-Chair Stevenson said it still may be good to have insight on what could happen if the agreement is not renewed if there is any such indication from the council.

Board Member Cole brought forth the issue of financial consequences to Burlingame and Hillsborough should Millbrae choose to not extend their services agreement even if for one year, their 30% would need to be absorbed. CAO Goldman stated that she does not anticipate a divorce of our agencies but wants to get ahead of things and start discussions early. Board Member Cole added that the CCFD JPA is one of the greatest success stories in the county. Board Chair Chuang further added that CCFD has set a very good example of the cities merging and their services and reminded members that a final proposed agreement will be brought before their council and full Board for approval.

Vice-Chair Stevenson asked whether there is any opportunity to extend the existing services agreement before the election and suggested that that may be a good negotiation strategy then we have an agreement in place. CAO Goldman stated that proposals for extension could be brought forth at any time and would be up to Millbrae's Council to add to their agenda.

Board Chair Chuang asked for public comments. There were no public comments. Vice Chair Stevenson motioned to approve; Board Member Cole seconded the motion. Approved 4-0-0.

c. Revisions to the Wildland Urban Interface (WUI) Inspection Program

Fire Marshal Patricia Koch highlighted the changes to the WUI inspection program:

- Provide an educational-based program versus the current enforcement program.
- Divide the Town into three sections with a rotating three-year inspection cycle.
- Provide free evaluations to homeowners and request an inspection when the property owner has not completed the required maintenance.
- An inspection fee will only be charged for enforcement cases.
- Continue to provide free property consultations.
- Investigate reported vegetation management concerns and inspect as necessary.

Fire Marshal Koch stated that the recommended revisions would recognize the efforts of those who continue to maintain their property and allow CCFD staff to focus on areas where improvement of vegetation management is still needed. Fire Marshal Koch added that a reduction in revenue is anticipated as fees would only be charged for cost recovery. Fire Marshal Koch shared that staffing costs would decrease due to the elimination of two part-time positions and reduction in staff hours required to complete the inspections.

Board Member Cole thanked Fire Marshal Koch and Prevention staff for their hard work and continued efforts. Board Member Cole inquired about the average time from initial inspection to administrative hearing. Fire Marshal Koch stated that it depends on the property and the amount of work involved. Board Member Cole asked about WUI public education and whether it is made available to the other members of the JPA. Fire Marshal Koch stated that CCFD offers education and best practices to anyone anytime they ask.

Board Member Pappajohn asked if there are any WUI areas in Burlingame and Millbrae that would be considered for inspection. Fire Marshal Koch stated that Burlingame and Millbrae do not have an adopted WUI map and that once a state map from the Board of Forestry is updated with potential WUI areas, the cities can review and decide whether to adopt it.

Board Chair Chuang congratulated and thanked Fire Marshal Koch and requested clarification about the WUI program boundaries. Fire Marshal Koch stated that due to the inspection software used, the boundaries used were determined by the Hillsborough Neighborhood Network.

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

## **9. BOARD OF DIRECTORS' COMMENTS**

Board Chair Chuang extended a warm welcome to new Board member Andrea Pappajohn.

## **10. ADJOURN TO CLOSED SESSION**

The meeting was adjourned to closed session at 4:34 p.m.

## **11. CLOSED SESSION**

- a. Conference with Labor Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, Administrative Services Manager, and EMS Manager), Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Management Assistant, Administrative Assistant, Office Assistant, and Fire Prevention Specialist), Unrepresented Mechanics (Emergency Vehicle Technicians), Unrepresented Community Risk and Resiliency Specialist, (GC#54957.6(a)). Agency Negotiator: Rebecca Burnside.