

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday June 11, 2025 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

To Observe the Meeting via Zoom:

To access the meeting by computer:

Go to www.zoom.us/join Meeting ID: 853 6075 8104

Passcode: 1641

To Access the Meeting by Phone:

+1 669 900 6833

Meeting ID: 853 6075 8104

Passcode: 1641

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 Wednesday June 11, 2025.

5. APPROVAL OF MINUTES

Minutes from the April 9, 2025 meeting will be brought to the Board at the July 9, 2025 regular meeting

6. CONSENT CALENDAR

- a. Central County Fire Department Quarterly Financial Report for Q3, Fiscal Year 2024-25
- b. Central County Fire Department Treasurer's Report for Q3 Fiscal Year 2024-25
- c. Resolution Authorizing the Chief Administrative Officer or their Designee to Enter into a Purchase Agreement for the Purchase of One Chevrolet Colorado
- d. Resolution Authorizing the Chief Administrative Officer or their Designee to Enter into a Purchase Agreement for the Purchase of One Honda CRV Hybrid
- e. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Chief Officers Group and the Central County Fire Department

7. PUBLIC HEARING

- a. A Public Hearing to receive a report on CCFD vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561 and Government Code Section 3502.3
 - i. Staff Report (includes PowerPoint)
 - ii. Open Public Hearing and receive comments
 - iii. Close Public Hearing

8. STAFF REPORTS

a. Fire Chief's Update (Oral Report)

9. BOARD OF DIRECTORS' COMMENTS

10. ADJOURN TO CLOSED SESSION



11. CLOSED SESSION

- a. Conference with Labor Negotiator for Central County Firefighters Union (Fire Captains, Firefighters, Fire Inspector and Deputy Fire Marshal) (GC#54957.6(a)) and Chief Officers (Battalion Chiefs and Fire Marshal) (GC#54957.6(a)). Agency Negotiators: Jennifer Crims, HR Director and Timothy Davis, Attorney, Burke, Williams & Sorensen.
- b. Conference with Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, Administrative Services Manager, HR Director, 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: Jennifer Crims, HR Director.

12. ADJOURN CLOSED SESSION

The report out from closed session will be given at the July 9, 2025 regular meeting.

13. ADJOURNMENT

NOTICE: Any members of the public wishing accommodation for disabilities please contact the Secretary at (650) 558-7605 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., Monday – Thursday, and on the CCFD website at www.ccfd.org

AGENDA ITEM: 6a CT A FF DEDODT

MTG. DATE: June 11, 2025

STAFF REPORT

TO: Board of Directors

DATE: June 11, 2025

FROM: Dave Pucci, Fire Chief

Jan Cooke, Finance Director

APPROVED BY:

Doug Davis, CAO

SUBJECT: Central County Fire Department Quarterly Financial Report for Q3 Fiscal Year 24-25

Recommendation:

Staff recommends the Board receive the Central County Fire Department Quarterly Financial Report (Unaudited) for Q3 Fiscal Year 2024-25.

Background:

The Quarterly Financial Report is provided to the Central County Fire Department's Board for Q3 Fiscal year 2024-25. The financial report summarizes the activities of the Central Country Fire Department's General Fund for the fiscal quarter from July 1, 2024, to March 31, 2025. The General Fund is the primary fund of the Department, accounting for most of its operating activities. Overall, a net addition to reserves was \$1.1 million, due to the timing of expenditures. The ending General Fund reserve is \$3.0 million. The annual CalPERS Unfunded Accrued Liability amount was paid as a lump sum in the first quarter to achieve a \$162k savings.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Central County Fire Department Quarterly Financial Report (Unaudited) for Q3 FY 2024-25.



This financial report summarizes the activities of the Central Country Fire Department's General Fund for the fiscal year-to-date from July 1, 2024, to March 31, 2025. The General Fund is the primary fund of the Department and accounts for most operating activities.

GENERAL FUND

The General Fund's net excess (revenue greater than expenditure) was \$1.1 million through Q3 2024-25, and the ending fund balance was \$3.0 million on March 31, 2025. The Fund Balance is estimated to approximate the budget by year-end due to the timing of spending.

GENERAL FUND	FISC/ Annual	AL YEAR 2024-2 YTD Actual	25	FISCAL YEAR 2023-24 YTD Actual	\$ Variance	% Variance
	Budget	to 03/31/25	YTD %	to 03/31/24	CY vs. PY	CY vs. PY
Revenue	\$38,594,530	\$30,711,328	80%	\$27,485,050	\$3,226,277	12%
Expenditures	36,935,774	28,388,254	77%	25,836,768	2,551,485	10%
Capital Transfer	1,600,000	1,200,000	75%	900,000	300,000	33%
EXCESS (DEFICIT)	58,756	1,123,074		748,282	374,792	
Beginning Fund Balance	1,879,518	1,879,518		1,602,951		
Ending Fund Balance	\$1,938,274	\$3,002,592	155%	\$2,351,233	\$651,359	

GENERAL FUND REVENUE

General Fund revenues for the third quarter of the fiscal year are 80% of the budget and 12% higher than last fiscal year. The increase is primarily due to increased city contributions, which are paid based on the adopted budget. Permitting and licensing revenue accounts for 47% of the budget. Permitting activity timing varies throughout the year. Intergovernmental revenues include the additional city contributions for January through March 2025 for hiring twelve firefighters to support the opening of Station 36, which are 70% reimbursable for three years under the Federal SAFER grant. Charges for Services revenues are at 80% of the annual budget, primarily due to higher revenue from fire plan reviews and fire safety inspections. Other revenues are 577% of the budget attributable to the strike team reimbursements. Total strike team reimbursements year-to-date are \$1,032,128. The Fire Board approved the transfer from the Vehicle Replacement Fund to the General Fund at the November 2024 meeting to fund equipment, training, and hiring costs for the new firefighters.

		CAL YEAR 2024	-25	FISCAL YEAR 2023-24		
GENERAL FUND REVENUE	Annual	YTD Actual		YTD Actual	\$ Variance	% Variance
	Budget	to 03/31/25	YTD %	to 03/31/24	CY vs. PY	CY vs. PY
Permits and Licenses	\$353,600	\$164,754	47%	\$421,501	(\$256,747)	-61%
Intergovernmental Revenues	37,386,226	28,783,073	77%	26,127,744	2,655,330	10%
Charges for Services	349,404	279,430	80%	347,892	(68,462)	-20%
Others	205,300	1,184,071	577%	587,914	596,157	101%
Transfer In	300,000	300,000		-	300,000	
TOTAL	\$38,594,530	\$30,711,328	80%	\$27,485,050	\$3,226,277	12%



GENERAL FUND EXPENDITURES

General Fund expenditure is 77% of the annual budget as of the third quarter of the fiscal year and 11% higher than last year. Actual year-to-date salaries and benefits costs are at 77% of the budget, primarily due to hiring twelve firefighters for Station 36 (reimbursable). Salaries and benefits include the lump sum annual required UAL contribution to CalPERS, paid in the first quarter. Overtime is at 132% of the budget and is attributable to strike team participation in statewide fires (reimbursable) and coverage for vacation leave. Materials and services are 69% of the budget, and the following line items are over budget as of Q3: 1) HR hiring - (\$55k) fir hiring of key leadership positions; 2) contractual services - (\$41k) for HR services during transition to full time employee, 3) insurance - (\$31k) due to higher than budgeted estimate, and 4) travel/conferences - (\$24k) due to conferences and training for key leadership positions.

	FIS	CAL YEAR 2024	-25	FISCAL YEAR 2023-24		
GENERAL FUND EXPENDITURES	Annual	YTD Actual		YTD Actual	\$ Variance	% Variance
	Budget	to 03/31/25	YTD %	to 03/31/24	CY vs. PY	CY vs. PY
Salaries & Benefits	\$34,272,218	\$26,549,254	77%	\$24,317,630	\$2,231,624	9%
Materials and Services	2,663,556	1,839,000	69%	1,519,138	319,862	21%
Capital Outlay/Reserve	1,600,000	1,200,000	75%	900,000	300,000	33%
TOTAL	\$38,535,774	\$29,588,254	77%	\$26,736,768	\$2,851,485	11%



TOTAL REVENUES

CENTRAL COUNTY FIRE DEPARTMENT 2024-25 Quarterly Financial Report (Unaudited) Third Quarter Ending March 31, 2025

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

DETAILED TABLES: The follo				General Fund	revenue	e and exp	enditures.
	(Central County Fire					
	00 FV 0	Quarterly Financi	•				
	Q3 FY 2024-25 (July 1, 2024 to March 31, 2025)						
	GL Account Number	Amended Budget 2024-25	Actual 2024-25	\$ Variance Budget vs Acutal	% to Budget	Actual 2023-24	\$ Variance CY v. PY
REVENUES:							
PERMITS & LICENSES							
Construction Permits	00.320.101	\$332,800	\$154,919	\$177,881	47%	\$410,164	(\$255,245)
Fire Code Permit	00.320.102	20,800	9,835	10,965	47%	11,337	(1,502)
Penalty Fees	00.320.150	-	-	-		-	-
Total Permits & Licenses		353,600	164,754	188,846	47%	421,501	(256,747)
INTERGOVERNMENTAL REVENUES							
Burlingame	00.330.100	15,983,751	12,364,056	3,619,695	77%	11,206,922	1,157,134
Hillsborough	00.330.200	10,655,834	8,242,705	2,413,129	77%	7,471,281	771,424
Millbrae	00.330.300	10,260,904	7,964,422	2,296,482	78%	7,197,781	766,641
Sub-total from City Contributions		36,900,489	28,571,183	8,329,306	77%	25,875,984	2,695,199
Othe Agencies	00 2 41 100	17/ 10/	0 / 7 / 2	70.202	r r co	00.742	(0.000)
ALS JPA	00.341.100 00.341.200	176,136	96,743	79,393	55% 0%	98,743 37,200	(2,000)
W UI Revenue Joint Training Program	00.342.100	165,000 144,601	- 115,147	165,000 29,454	80%	115,817	(37,200) (670)
State Grants	00.334.000	144,001	113,147	27,434	00%	-	(670)
Sub-total from Other Agencies	00.554.000	485,737	211,890	273,847	44%	251,760	(39,870)
Total Intergovernment Revenues		37,386,226	28,783,073	8,603,153	77%	26,127,744	2,655,330
CHARGES FOR SERVICES		07,000,220	20,700,070	0,000,100	,,,,	20,127,744	2,000,000
Special Fire Services	00.340.100	-	-	-		-	-
Fire Plan Review	00.340.200	171,600	152,153	19,448	89%	132,341	19,812
Fire Service Line Permit	00.340.201	-	-	-		-	-
Inspections/ReInspections	00.340.203	124,800	114,944	9,856	92%	204,197	(89,253)
After Business Hours/Unsched	00.340.204	-	-	-		369	(369)
Fire Flow Inspection	00.340.205	2,996	3,161	(165)	106%	2,480	681
Alternate Means of Protection	00.340.206	7,280	6,540	740	90%	6,240	300
Licensed Facility Inspection	00.340.207	-		-			-
Other Reimb. Revenue	00.340.220	21,840	-	21,840	0%	2,515	(2,515)
Station 34 Mechanic Shop	00.342.400	20,888	2,632	18,256	13%	(250)	2,882
Total Charges for Services		349,404	279,430	69,974	80%	347,892	(68,462)
OTHERS							
Workers Compensation Reimb	00.340.219	185,000	138,750	46,250	75%	138,750	-
Strike Team Reimbursement	00.340.300	-	1,032,128	(1,032,128)		424,268	607,861
Investment Earnings	00.361.100	300	7,533	(7,233)	2511%	13,752	(6,219)
Donations & Other Contribution	00.363.100	-	-	-	1007	- 0 (1 (- (5.70.4)
Miscellaneous	00.364.100	20,000	3,830	16,170	19%	9,614	(5,784)
Imaging/Microfiche Services	00.364.102	-	1,830	(1,830)	F7707	1,530	300
Total Others TRANSFERS		205,300	1,184,071	(978,771)	577%	587,914	596,157
Transfrer In - General Fund	00.395.200	300,000	300,000			_	300,000
Total Others	00.070.200	300,000	300,000	-		-	300,000
. G.a. Onicia		300,000	550,000	-		-	550,000

\$38,594,530 \$30,711,328

\$7,883,202

80% \$27,485,050

\$3,226,277



Central County Fire Department Quarterly Financial Report Q3 FY 2024-25 (July 1, 2024 to March 31, 2025)

	GL Account Number	Amended Budget 2024-25	Actual 2024-25	\$ Budget Budget vs Acutal	% to Budget	Actual 2023-24	\$ Variance CY v. PY
EXPENDITURES:							
SALARIES & BENEFITS							
Regular Salaries - Safety	00.410.100	\$14,611,688	\$10,344,833	\$4,266,854	71%	\$9,556,423	\$788,410
Regular Salaries - Non Safety	00.410.200	1,769,616	1,002,861	766,755	57%	1,078,955	(76,094)
Part-time Salaries	00.420.100	59,344	-	59,344	0%	9,330	(9,330)
Overtime:		2,212,929	2,910,731	(697,802)	132%	2,100,443	810,288
Miscellaneous	00.430.000	337,080	277,074	60,006	82%	364,432	(87,358)
Disability Leave	00.430.100	350,000	261,893	88,107	75%	236,310	25,583
Vacation Leave	00.430.200	1,039,330	871,797	167,533	84%	736,192	135,605
Sick Leave	00.430.300	224,720	276,822	(52,102)	123%	265,000	11,822
Family Sick Leave/Bereavement	00.430.400	95,506	91,252	4,254	96%	79,990	11,263
Special Assignment	00.430.500	140,450	90,799	49,651	65%	113,233	(22,434)
Shop Mechanic	00.430.600	5,618	2,890	2,728	51%	7,450	(4,560)
Strike Team - Reimbursable	00.430.700	-	1,019,802	(1,019,802)		282,342	737,459
Reimbursable	00.430.850	20,225	18,402	1,823	91%	15,494	2,908
Holiday Pay	00.440.100	708,626	465,890	242,736	66%	449,719	16,170
FLSA	00.440.200	334,036	230,885	103,151	69%	224,860	6,025
Uniform Allowance	00.440.300	79,215	49,253	29,962	62%	50,232	(979)
Medicare/FICA	00.440.400	231,823	215,519	16,304	93%	198,562	16,957
PERS Retirement	00.440.500	8,028,156	7,010,317	1,017,839	87%	6,233,431	776,886
Health Insurance	00.440.600	2,143,908	1,568,930	574,978	73%	1,473,283	95,647
Dental Insurance	00.440.700	182,972	104,208	78,764	57%	101,001	3,207
Vision	00.440.800	35,432	21,071	14,361	59%	23,218	(2,147)
Life Insurance	00.440.900	20,280	23,099	(2,819)	114%	12,707	10,392
Long-term Disability Insurance	00.441.100	7,515	5,089	2,426	68%	5,345	(256)
Deferred Compensation	00.441.200	15,000	12,000	3,000	80%	9,750	2,250
Retirement Health Savings	00.441.300	262,182	207,614	54,568	79%	168,608	39,006
Technology & Wellness Benefit	00.441.320	-	-	-		-	-
Health Insurance - Retirees	00.441.350	1,252,683	794,895	457,788	63%	644,049	150,846
Workers' Compensation	00.441.500	1,985,498	1,425,000	560,498	72%	1,425,000	-
Vacation Leave Buyout	00.451.100	9,080	21,885	(12,805)	241%	94,084	(72,200)
Sick Leave Buyout	00.451.200	12,091	-	12,091	0%	-	-
Leave Payout upon Retirement	00.451.300	264,844	98,413	166,431	37%	436,746	(338,333)
Other Payroll Charges	00.451.400	3,000	10,850	(7,850)	362%	3,703	7,147
Admin Leave Buyout	00.451.500	42,302	25,910	16,392	61%	18,179	7,732
Total Salaries & Benefits		34,272,218	26,549,254	7,722,964	77%	24,317,630	2,231,624



Central County Fire Department Quarterly Financial Report Q3 FY 2024-25 (July 1, 2024 to March 31, 2025)

	GL Account Number	Amended Budget 2024-25	Actual 2024-25	\$ Budget Budget vs Acutal	% to Budget	Actual 2023-24	\$ Variance CY v. PY
MATERIALS & SERVICES:							
Office Expense	00.510.100	\$21,766	\$7,718	\$14,048	35%	\$9,906	(\$2,187)
Expendable Supplies	00.510.400	39,367	27,398	11,969	70%	25,085	2,313
Postage Expense	00.510.600	4,301	1,613	2,688	38%	1,915	(301)
EMS Supplies	00.510.800	17,210	13,154	4,056	76%	8,208	4,946
Respiratory Equipment Expense	00.511.100	88,284	8,926	79,358	10%	2,450	6,476
Small Tools	00.511.500	97,854	86,640	11,214	89%	28,221	58,419
Public Education	00.511.900	10,815	3,344	7,471	31%	4,555	(1,211)
Safety Equipment	00.512.300	273,218	80,965	192,253	30%	64,950	16,015
Unifrom Supplies	00.512.400	18,341	5,649	12,692	31%	5,211	439
Communications	00.512.600	72,986	61,099	11,887	84%	76,038	(14,939)
Utilities	00.513.000	116,001	104,347	11,654	90%	94,562	9,786
Building/Grounds/Facilities Maint	00.514.100	168,714	49,704	119,010	29%	58,413	(8,709)
Gas, Diesel, Oil	00.514.800	133,233	60,324	72,909	45%	75,678	(15,354)
Apparatus Maintenance (CCFD)	00.515.500	131,040	117,442	13,598	90%	103,362	14,080
Hose and Nozzles	00.515.700	28,119	10,409	17,710	37%	7,082	3,327
Radio Maintenance	00.515.900	17,266	14,237	3,029	82%	780	13,458
Contractual Services	00.516.300	406,794	447,396	(40,602)	110%	321,103	126,293
Legal Services	00.516.350	93,483	66,132	27,351	71%	108,939	(42,807)
Auditing	00.516.500	13,230	13,810	(580)	104%	13,880	(70)
Mechanic Shop Service Agreement	00.516.600	23,100	3,531	19,569	15%	4,108	(577)
Mechanic Shop-Inventory/Stock	00.516.700	13,497	22,558	(9,061)	167%	11,441	11,116
W UI Expenses	00.516.800	42,000	537	41,463	1%	2,726	(2,190)
US AR Program	00.516.900	11,248	19,242	(7,994)	171%	17,211	2,031
Dues & Subscriptions	00.517.000	15,750	9,315	6,435	59%	24,713	(15,398)
Travel, Conferences & Meetings	00.517.400	18,900	42,846	(23,946)	227%	17,158	25,688
HR (Hiring etc.)	00.517.420	80,598	135,895	(55,297)	169%	33,867	102,028
Training & Safety	00.517.800	137,558	20,371	117,187	15%	29,629	(9,258)
Training/EMS	00.517.850	54,600	11,860	42,740	22%	17,601	(5,740)
OPS Training	00.517.875	43,680	27,526	16,154	63%	24,442	3,085
Emergency Preparedness	00.517.900	27,300	6,450	20,850	24%	5,296	1,153
CERT Program Expense	00.517.950	-	-	-		-	-
Wellness & Safety	00.518.200	78,750	12,731	66,019	16%	19,972	(7,240)
Weed Abatement	00.518.500	-	-	-		-	
Liability, Property, Other Ins	00.518.900	287,090	317,788	(30,698)	111%	273,419	44,369
Computer, Telephone & Other IT	00.519.300	55,697	13,301	42,396	24%	13,776	(475)
Mobile Technology	00.519.400	5,570	932	4,638	17%	5,727	(4,795)
Miscellaneous	00.520.400	16,196	13,807	2,389	85%	7,717	6,090
Total Materials and Services		2,663,556	1,839,000	824,556	69%	1,519,138	319,862
TOTAL OPERATIONS COST		36,935,774	28,388,254	8,547,520	77%	25,836,768	2,551,485



Central County Fire Department Quarterly Financial Report Q3 FY 2024-25 (July 1, 2024 to March 31, 2025)							
	GL Account Number	Amended Budget 2024-25	Actual 2024-25	\$ Budget Budget vs Acutal	% to Budget	Actual 2023-24	\$ Variance CY v. PY
CAPITAL TRANSFERS:							
Transfer to Capital Project	00.710.100	\$100,000	\$75,000	\$25,000		\$0	\$75,000
Transfer to Vehicle Replacement	00.710.200	1,500,000	1,125,000	375,000	75%	900,000	225,000
Total Capital Outlay/Reserve		1,600,000	1,200,000	400,000	75%	900,000	300,000
TOTAL INCLUDING CAPITAL		\$ 38,535,774	\$29,588,254	\$ 8,947,520	77%	\$26,736,768	\$ 2,851,485

AGENDA ITEM: 6b STAFF REPORT MTG. DATE: June 11, 2025

TO: Board of Directors

DATE: June 11, 2025

FROM: Dave Pucci, Fire Chief

Jan Cooke, Finance Director

APPROVED BY:

Doug Davis, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q3 Fiscal Year 2024-25

Recommendation:

Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q3 Fiscal Year 2024-25.

Background:

The Treasurer's Report is provided to the Central County Fire Department's Board for Q3 Fiscal year 2024-25. The primary investments prioritize safety and liquidity, aligning with the adopted Investment Policy.

The interest rate was 4.34% for Q3 FY 2024-25.

As of March 31, 2025, the LAIF investment was primarily comprised of Treasuries (53%), Agencies (27%), Certificates of Deposit and Bank Notes (9%), Commercial Paper (7%), and All Others (4%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (e) "For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local agency from these institutions in lieu of the information required by paragraph (1) of subdivision(b) regarding investments in these institutions."

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. Central County Fire Department Treasurer's Report for 03 FY 2024-25

CENTRAL COUNTY FIRE DEPARTMENT

TREASURER'S REPORT

Fiscal Year 2024/2025

Q3 | Quarter End March 31, 2025



PREPARED BY

Jan Cooke Finance Director and Treasurer

1399 Rollins Road Burlingame, CA 94010

(650) 558-7600 www.ccfd.org



PMIA/LAIF Performance Report as of 05/07/25



Quarterly Performance Quarter Ended 3/31/25

PMIA Average Monthly Effective Yields⁽¹⁾

LAIF Apportionment Rate ⁽²⁾ :	4.48	April	4.281
LAIF Earnings Ratio ⁽²⁾ :	0.00012266258268207	March	4.313
LAIF Administrative Cost ^{(1)*} :	0.26	February	4.333
LAIF Fair Value Factor ⁽¹⁾ :	1.000849191	January	4.366
PMIA Daily ⁽¹⁾ :	4.30	December	4.434
PMIA Quarter to Date ⁽¹⁾ :	4.34	November	4.477
PMIA Average Life ⁽¹⁾ :	244		

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 3/31/25 \$156.8 billion

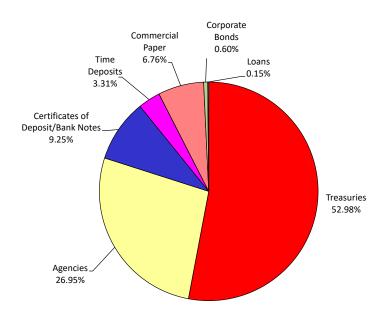


Chart does not include \$1,138,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding. The properties of the properti

Daily rates are now available here. View PMIA Daily Rates

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The I aw provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND REMITTANCE ADVICE

Agency Name

CENTRAL COUNTY FIRE

Account Number 40-41-015

As of 4/15/2025, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 3/31/2025.

Earnings Ratio	0.00012266258268207
Interest Rate	4.48%
Dollar Day Total	\$ 197,830,024.70
Quarter End Principal Balance	\$ 2,202,049.43
Quarterly Interest Earned	\$ 24,266.34

AGENDA ITEM: 6c

STAFF REPORT

MTG. DATE: June 11, 2025

TO: Board of Directors

DATE: June 11, 2025

FROM: David Pucci, Fire Chief

APPROVED BY: _

Doug Davis, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer or Their Designee to Enter into a Purchase Agreement for the Purchase of one Chevrolet Colorado

Recommendation:

Staff recommends that the Board approve and adopt the resolution authorizing the Chief Administrative Officer or their designee to enter into a purchase agreement for the purchase of one Chevrolet Colorado in fiscal year 2025-2026.

Background:

The Department utilizes several staff vehicles for Command Staff and Fire Prevention personnel to conduct daily business. The Fire Inspectors drive their assigned vehicles every day on inspections throughout the jurisdiction.

The new Chevrolet Colorado will be replacing a 2007 Dodge Durango currently utilized by a Fire Inspector. This vehicle is in poor condition and will be surplussed.

The Chevrolet Colorado is a small pick-up truck which will be used on inspections each day but will also allow Prevention personnel to transport equipment to community events and trainings.

Staff solicited three bids and will purchase the least expensive one.

Fiscal Impact:

The total cost for this vehicle ranges from \$37,967 to \$43,882. Funds for this purchase are allocated in the vehicle replacement fund of the FY 2025-26 adopted budget.

Attachments:

- 1. Resolution Authorizing the Chief Administrative Officer or Their Designee to Enter into a Purchase Agreement for the Purchase of one Chevrolet Colorado.
- 2. Bid received from Hanlees Chevrolet
- 3. Bid received from Gilrov Chevrolet
- 4. Bid received from Stevens Creek Chevrolet

RESOLUTION NO. 25-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER OR THEIR DESIGNEE TO ENTER INTO A PURCHASE AGREEMENT FOR THE PURCHASE OF ONE CHEVROLET COLORADO

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 in poor condition and not suitable for daily use; and

WHEREAS, the replacement vehicle will be suitable, capable, and equipped for daily transport to and from inspection sites throughout the jurisdiction and will allow for transportation of equipment to community events and trainings; and

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

WHEREAS, the bids received ranged in price from \$37,967 to \$43,882; and

WHEREAS, staff will purchase the vehicle from the vendor with the lowest bid but may need to purchase from an alternative vendor due to inventory issues; and

WHEREAS, funding for this purchase is available in the vehicle replacement fund of the FY 2025-26 adopted 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 his designee to enter into a purchase agreement for the purchase of one Chevrolet Colorado.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department, held in person, at Hillsborough Town Hall, this 11th day of June, 2025.

Signed: _	
	Peter Stevenson, Chair
Attest: _	
	Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution $\underline{25\text{-}11}$ adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California at a regular meeting held in person this 11^{th} day of June, 2025 by the following vote of the members thereof:

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

Pricing and fee information provided by:

GILROY CHEVROLET

Dealership Information

2025 Colorado · WT/LT 2WD

(95101 - San Jose, CA)

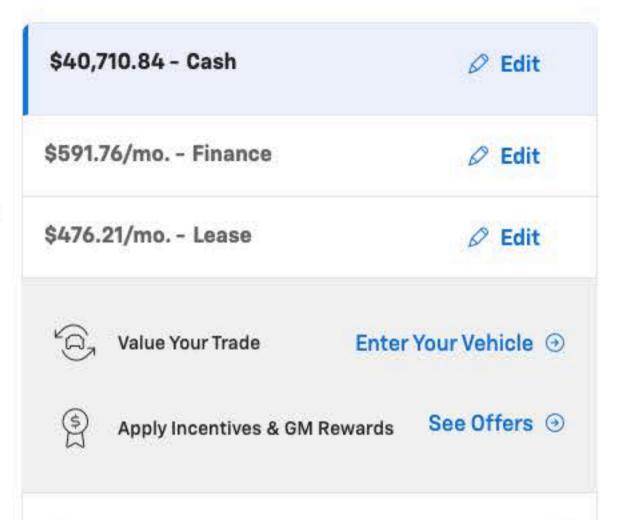
VIN: 1GCPSBEK6S1187871 - Stock: S1187871 - AVAILABLE NOW

View Window Sticker View Standard Equipment









Start Buying Process

Request Details







Pricing and fee information provided by:

HANLEES CHEVROLET

Dealership Information

2025 Colorado · WT/LT 2WD (95101 - San Jose, CA)

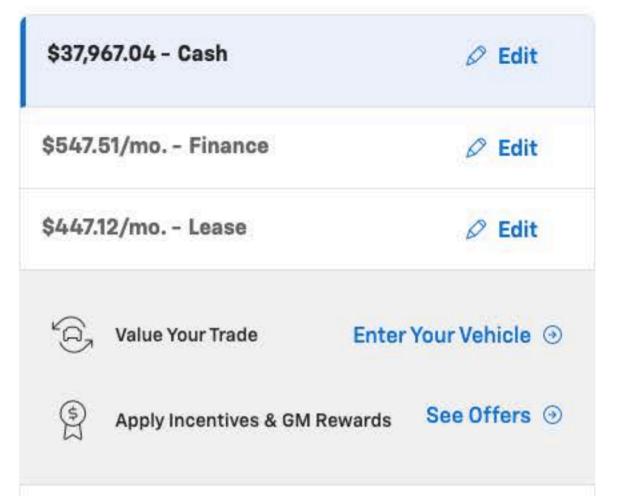
VIN: 1GCPSBEKXS1189459 * Stock: C20251 * AVAILABLE NOW

View Window Sticker View Standard Equipment









Request Details







Dealership Information

STEVENS CREEK CHEVROLET

2025 Colorado · WT 2WD (95101 - San Jose, CA)

VIN: 1GCPSCEK9S1152747 - Stock: S1152747 - AVAILABLE NOW

View Window Sticker View Standard Equipment





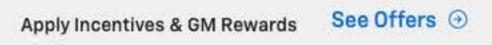
Value Your Trade



@ Edit

@ Edit

@ Edit



Start Buying Process

Request Details







0



AGENDA ITEM: 6d

STAFF REPORT

MTG. DATE: June 11, 2025

TO: Board of Directors

DATE: June 11, 2025

FROM: David Pucci, Fire Chief

APPROVED BY:

Doug Davis, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer or Their Designee to Enter into a Purchase Agreement for the Purchase of one Honda CRV Hybrid.

Recommendation:

Staff recommends the Board approve and adopt the resolution authorizing the Chief Administrative Officer or their designee to enter into a purchase agreement for the purchase of one Honda CRV Hybrid in fiscal year 2025-2026.

Background:

The Department utilizes several staff vehicles for Command Staff and Fire Prevention personnel to conduct daily business. The Fire Prevention personnel drive their assigned vehicles every day on inspections throughout the jurisdiction.

The new Honda CRV Hybrid will replace a 2010 Ford Escape. This vehicle is in fair condition and may be reassigned or surplussed.

The Honda CRV Hybrid will be driven by the Fire Marshal and will be used on inspections each day.

Staff solicited three bids and will purchase the least expensive one.

Fiscal Impact:

The total cost for this vehicle ranges from \$34,750 to \$35,378. Funds for this purchase are allocated in the vehicle replacement fund of the FY 2025-26 adopted budget.

Attachments:

- 1. Resolution Authorizing the Chief Administrative Officer or his Designee to Enter into a Purchase Agreement for the Purchase of one Honda CRV Hybrid.
- 2. Bid received from Capitol Honda
- 3. Bid received from Anderson Honda
- 4. Bid received from Vacaville Auto Group

RESOLUTION NO. 25-12

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER OR THEIR DESIGNEE TO ENTER INTO A PURCHASE AGREEMENT FOR THE PURCHASE OF ONE HONDA CRV HYBRID

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 in fair condition and will be assigned to another department member or surplussed; and

WHEREAS, the replacement vehicle will be suitable, capable, and equipped for daily transport to and from inspection sites throughout the jurisdiction; and

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

WHEREAS, the bids received ranged in price from \$34,967 to \$35,378; and

WHEREAS, staff will purchase the vehicle from the vendor with the lowest bid but may need to purchase from an alternative vendor due to inventory issues; and

WHEREAS, funding for this purchase is available in the vehicle replacement fund of the FY 2025-26 adopted budget.

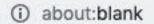
NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution to authorize the Chief Administrative Officer or their designee to enter into a purchase agreement for the purchase of one Honda CRV Hybrid.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department, held in person, at Hillsborough Town Hall, this 11th day of June, 2025.

Signed:	
	Peter Stevenson, Chair
Attest:	
nitest	Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution $\underline{25\text{-}12}$ adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California at a regular meeting held in person this 11^{th} day of June, 2025 by the following vote of the members thereof:

Board Members:	
Board Members:	
Board Members:	
Board Members:	
	Board Members: Board Members:





Fw: Anderson Honda Price Quote

You don't often get email from aberezuk@andersonhonda.com. Learn why this is important

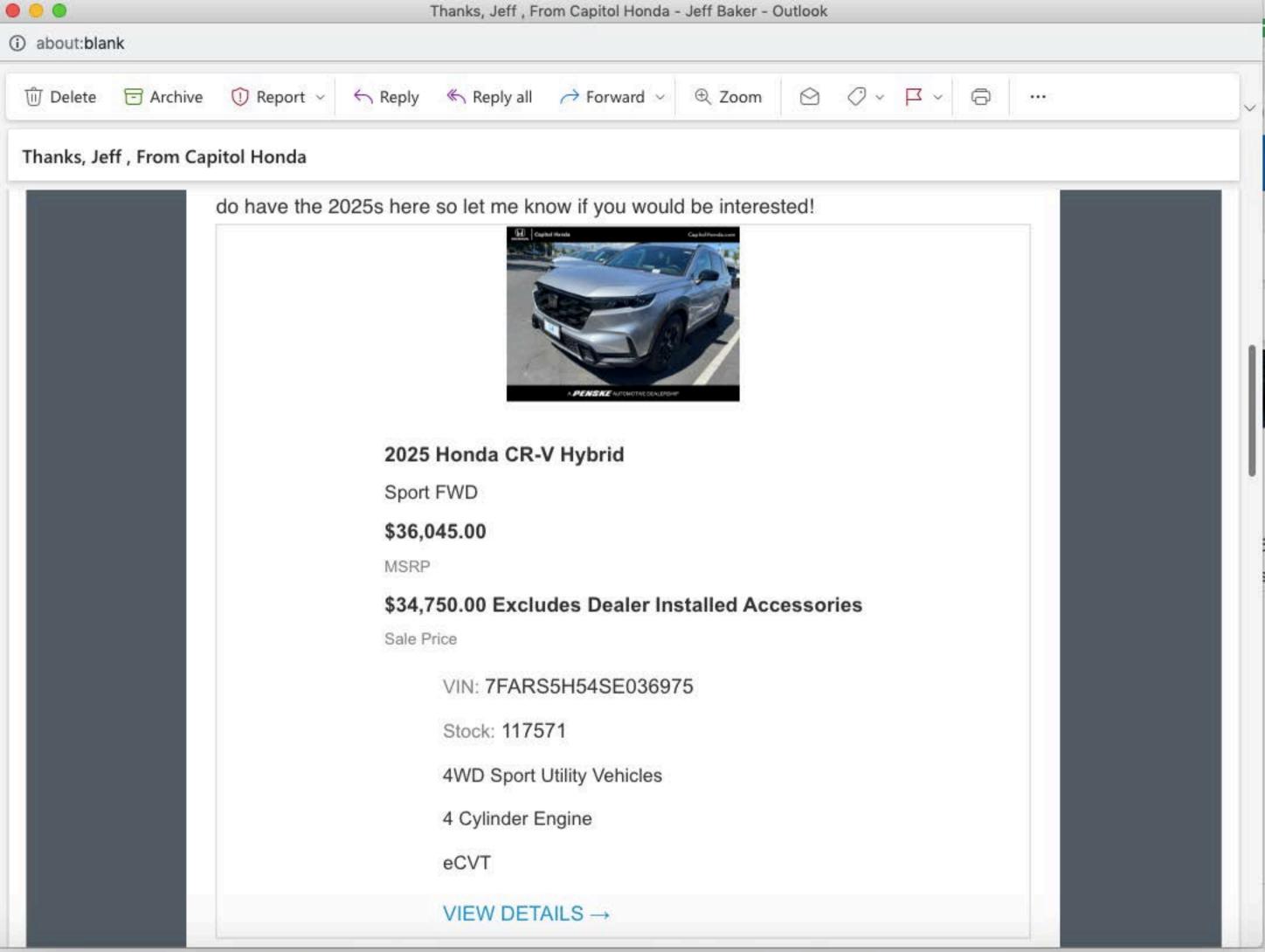
Hi Ed Stirling,

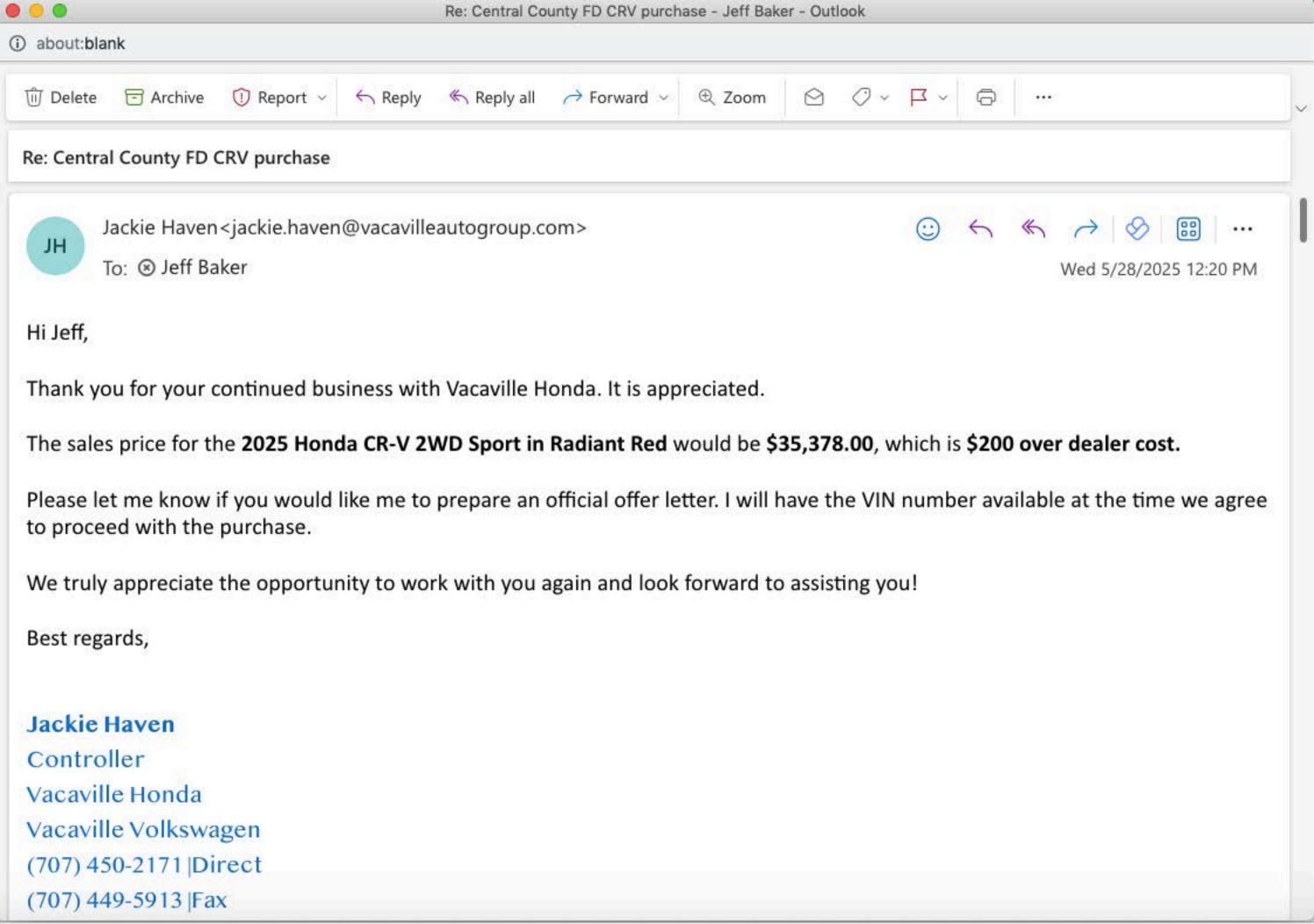
Thanks for choosing Anderson Honda. We have received your request for the 2025 Honda CR-V Hybrid 2WD Sport. We make it easy to save a lot of money! Our simple, straightforward approach, ability to buy online plus express dealership pickup. We also have hundreds of Hondas coming. I can reserve one if you can't find a Honda in stock today.

Your special pricing on the 2025 Honda CR-V Hybrid 2WD Sport is only \$35,145 plus tax and license**. This price includes the destination charge and is valid for 48 hours on in-stock vehicles.

Special OFFER: Our Memorial Day Sales Event is on NOW! Take \$1,000 OFF the above Instant Price Quote on any NEW 2025 Civic (gas or hybrid), Accord or HR-V. Take \$2,000 OFF the above Instant Price Quote off any NEW 2025 CR-V (gas or hybrid), Odyssey, Passport, Ridgeline or Pilot!***







AGENDA ITEM:	6e	STAFF REPORT	MTG. DATE:	June 11, 2025
AGENDA I I EMI: _	oe	_ JIATT NEFUNI	MIG. DAIE:	June 11, 20

TO: Board of Directors

DATE: June 11, 2025

FROM: Dave Pucci, Fire Chief

Jennifer Crims, HR Director

APPROVED BY:

Doug Davis, CAO

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

Recommendation:

Staff recommends the Board approve and adopt the resolution authorizing the Chief Administrative Officer to execute a side letter of agreement between the Chief Officers group and the Central County Fire Department.

Background:

The Memorandum of Understanding (MOU) between the Chief Officers group (Chief Officers) and the Central County Fire Department (CCFD) is dated July 1, 2022 through June 30, 2025. Parties are currently engaged in negotiations. The proposed side letter language will be effective until a successor MOU is adopted.

The current MOU includes reopener language (Section 12.7) regarding creating a retiree medical benefits plan that will be funded solely by employee contributions.

Parties have met and conferred and agreed to update the language of the existing MOU to include a provision for retiring employees to have their eligible sick leave balance paid into their retiree health savings account in accordance with Plan design.

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

- 1. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Chief Officers Group and the Central County Fire Department
- 2. Side Letter of Agreement (redlined)
- 3. Side Letter of Agreement (clean copy)

RESOLUTION NO. 25-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE A SIDE LETTER OF AGREEMENT BETWEEN THE CHIEF OFFICERS GROUP AND THE CENTRAL COUNTY FIRE DEPARTMENT

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

WHEREAS, the Memorandum of Understanding (MOU) between the Chief Officers group (Chief Officers) and the Central County Fire Department (CCFD) is dated July 1, 2022 through June 30, 2025; and

WHEREAS, the current MOU includes reopener language (Section 12.7) regarding creating a retiree medical benefits plan that will be funded solely by employee contributions; and

WHEREAS, the parties are currently engaged in negotiations; and

WHEREAS, the side letter language allows retiring members of the Chief Officers group to elect to have their eligible sick leave balance paid into their retiree health savings account in accordance with Plan design; and

WHEREAS, the parties have met and conferred and agreed to update the language of the existing MOU to include the language stated in this side letter.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts a resolution authorizing the Chief Administrative Officer to execute a side letter agreement between the Chief Officers group and the Central County Fire Department.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department, held in person, at Hillsborough Town Hall, this 11th day of June, 2025.

Signed:	
	Peter Stevenson, Chair
	ŕ
Attest: _	
	Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution <u>25-13</u> adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 11th day of June, 2025, by the following vote of the members thereof:

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

SIDE LETTER OF AGREEMENT between CENTRAL COUNTY CHIEF OFFICERS GROUP and CENTRAL COUNTY FIRE DEPARTMENT

June 11, 2025

Representatives from the Central County Chief Officers Group, hereinafter "Chief Officers" and representatives from Central County Fire Department, hereinafter "Department" have met and conferred and have mutually agreed to modify the Memorandum of Understanding between the parties which expires on June 30, 2025 as follows:

Section 12.1.1 Retiree Medical

Employees hired by the Department before June 1, 2012 who subsequently retire with a minimum of five (5) years of service with the Department will receive a retiree medical benefit contribution equivalent to the amount necessary for enrollment in a single, two-party or family coverage up to the same maximum Department contribution for medical premiums as active employes. The 5% employee contribution does not continue into retirement.

Employees hired on or after June 1, 2012 shall receive the following contributions to a Retirement Health Savings Account, based on year of service with CCFD, in lieu of retiree medical coverage. Employee vesting is 0% until the end of year 5; then 100% vested as of the beginning of the 5th years. All years of service with Central County Fire Department will count toward vesting.

Years of Service	Monthly Contribution	
0 years of service to the end of the 4 th year	2.0% of Base Salary	
of service		
Beginning of the 5 th year of service to the	3.0% of Base Salary	
end of the 19 th year of service		

Any employee retiring (service or disability) shall have up to one half (1/2) of 1200 hours of accumulated sick leave to a maximum of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated sick leave to a maximum payout of 430 hours for 40-hour week employees, paid to employee's Retirement Health Savings Account in accordance with Plan design. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

Section 8.5 Sick Leave Upon Death or Retirement

Upon death, <u>full service retirement</u>, or <u>disability retirement</u>, an employee shall be paid up to one-half (1/2) of 1200 hours of accumulated sick leave to a maximum payout of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated

sick leave to a maximum payout of 430 hours for 40-hour per week employees. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

Upon full service retirement, or disability retirement, an employee shall have up to one half (1/2) of 1200 hours of accumulated sick leave to a maximum of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated sick leave to a maximum payout of 430 hours for 40-hour week employees, paid to employee's Retirement Health Savings Account in accordance with Plan design. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

SIDE LETTER OF AGREEMENT between CENTRAL COUNTY CHIEF OFFICERS GROUP and CENTRAL COUNTY FIRE DEPARTMENT

June 11, 2025

Representatives from the Central County Chief Officers Group, hereinafter "Chief Officers" and representatives from Central County Fire Department, hereinafter "Department" have met and conferred and have mutually agreed to modify the Memorandum of Understanding between the parties which expires on June 30, 2025 as follows:

Section 12.1.1 Retiree Medical

Employees hired by the Department before June 1, 2012 who subsequently retire with a minimum of five (5) years of service with the Department will receive a retiree medical benefit contribution equivalent to the amount necessary for enrollment in a single, two-party or family coverage up to the same maximum Department contribution for medical premiums as active employes. The 5% employee contribution does not continue into retirement.

Employees hired on or after June 1, 2012 shall receive the following contributions to a Retirement Health Savings Account, based on year of service with CCFD, in lieu of retiree medical coverage. Employee vesting is 0% until the end of year 5; then 100% vested as of the beginning of the 5th years. All years of service with Central County Fire Department will count toward vesting.

Years of Service	Monthly Contribution	
0 years of service to the end of the 4 th year	2.0% of Base Salary	
of service		
Beginning of the 5 th year of service to the	3.0% of Base Salary	
end of the 19 th year of service		

Any employee retiring (service or disability) shall have up to one half (1/2) of 1200 hours of accumulated sick leave to a maximum of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated sick leave to a maximum payout of 430 hours for 40-hour week employees, paid to employee's Retirement Health Savings Account in accordance with Plan design. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

Section 8.5 Sick Leave Upon Death or Retirement

Upon death, an employee shall be paid up to one-half (1/2) of 1200 hours of accumulated sick leave to a maximum payout of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated sick leave to a maximum payout of 430 hours for 40-

hour per week employees. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

Upon full service retirement, or disability retirement, an employee shall have up to one half (1/2) of 1200 hours of accumulated sick leave to a maximum of 600 hours for 56-hour week employees, or up to one-half (1/2) of 860 hours of accumulated sick leave to a maximum payout of 430 hours for 40-hour week employees, paid to employee's Retirement Health Savings Account in accordance with Plan design. Payment of unused sick leave hours shall be made at the employee's actual hourly rate of pay.

AGENDA ITEM: 7a STAFF REPORT MTG. DATE: June 11, 2025

TO: Board of Directors

DATE: June 11, 2025

FROM: Dave Pucci, Fire Chief

Jennifer Crims, HR Director

APPROVED BY:

Doug Davis, CAO

SUBJECT: Status of Vacancies and Recruitment and Retention Efforts (Assembly Bill

2561/Government Code 3502.3) - Public Hearing

Recommendation:

Conduct a Public Hearing in accordance with Government Code Section 3502.3 (Assembly Bill 2561) to present status of vacancies, recruitment, and retention efforts.

Background:

Assembly Bill (AB) 2561, which became effective January 1, 2025, codifies Section 3502.3 in the State's Government Code. The law requires public agencies to hold at least one public hearing each fiscal year, prior to budget adoption, to discuss vacancies, and current recruitment and retention efforts.

If vacancies within a single bargaining unit meet or exceed 20% of the total number of authorized full-time equivalent (FTE) positions, Central County Fire Department ("Department"), upon request of the recognized employee organization for that bargaining unit, must provide additional information during the public hearing to include:

- Total number of job vacancies within the bargaining unit
- Total number of applicants for vacant positions within the bargaining unit
- Average number of days to complete the hiring process from when a position is posted; and
- Opportunities to improve compensation and other working conditions.

The Fiscal Year 2025-26 budget was adopted by the Board of Directors on April 9, 2025. In future years, this item will be presented to the Board prior to adoption of the budget.

As of May 4, 2025, the Department has 103 FTEs and 1 vacancy:

Bargaining Unit/Employee	Number of vacancies	Number of budgeted FTEs	Percent of vacancies:
Organization			
Fire	1	82	1.2%
Chief Officers	0	5	0%
Management	0	5	0%
Clerical	0	8	0%
Community Risk and	0	1	0%
Resiliency Specialist			
Emergency Vehicle	0	1	0%
Technicians			
Total	1	103	0.97%

Fiscal Impact:

There is no fiscal impact associated with this agenda item.

Attachments:

1. None