



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**Wednesday July 9, 2025
4 p.m.**

Council Chambers, Burlingame City Hall, 501 Primrose Rd., Burlingame, CA 94010

Consistent with Government Code Section 54953, Central County Fire Department Board meetings are held in person. Members of the public may observe/participate in the meeting in person or via Zoom (link provided below).

To Attend the Meeting in Person:

Location: Council Chambers, Burlingame City Hall, 501 Primrose Rd., Burlingame, CA 94010

To Observe the Meeting via Zoom:

To access the meeting by computer:

Go to www.zoom.us/join

Meeting ID: 821 3758 5841

Passcode: 1416

To Access the Meeting by Phone:

+1 669 900 6833

Meeting ID: 821 3758 5841

Passcode: 1416

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 July 9, 2025.

5. APPROVAL OF MINUTES

- a. Minutes from April 9, 2025 regular meeting
- b. Minutes from June 11, 2025 regular meeting

6. CONSENT CALENDAR

- a. Resolution to Amend the FY 2024-2025 Budget for the Central County Fire Department and Rescind Resolution 25-05

7. STAFF REPORTS

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

8. BOARD OF DIRECTORS' COMMENTS**9. ADJOURN TO CLOSED SESSION****10. 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.

11. ADJOURN CLOSED SESSION

The report out from closed session will be given at the next Board meeting.

12. 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 9:00 a.m. to 4:00 p.m., Monday – Thursday, 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)*
April 9, 2025, Regular Meeting

1. CALL TO ORDER

Meeting called to order at 4:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Members Chuang, Cole, and Stevenson were present in person; Board Member Thayer joined the meeting via video conference.

4. PUBLIC COMMENTS – NON-AGENDA

There were no public comments for non-agendized items.

Chair Stevenson stated that item 10a will be presented before adjourning to closed session.

5. PRESENTATIONS

a. Commendation for Deputy Fire Chief Ken Giacotto

Chair Stevenson invited Chief Pucci and Board Members to speak. Chief Pucci and Board Members expressed their gratitude and appreciation to Deputy Chief Giacotto. Chair Stevenson read the Commendatory Resolution for Deputy Fire Chief Giacotto. Members of CCFD were invited to speak.

6. ADJOURN TO CLOSED SESSION

Adjourned to closed session at 4:33 p.m.

7. 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)). Agency Negotiators: Jennifer Crims, HR Director and Timothy Davis, Attorney, Burke, Williams & Sorensen

8. ADJOURN FROM CLOSED SESSION

Closed session adjourned at 5:19 p.m.

9. REPORT OUT FROM CLOSED SESSION

There was no reportable action.

10. APPROVAL OF MINUTES

a. Minutes from February 12th, regular meeting

Board Member Chuang motioned to approve; Vice Chair Cole seconded the motion.
Approved 4-0-0.

11. CONSENT CALENDAR

- a. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement for the Purchase of One GMC Yukon
- b. Resolution Authorizing the Chief Administrative Officer to Execute an Amendment to the Professional Services Agreement with Its Personnel Consulting in the amount of \$8,984.30 for Payment of Final Invoice
- c. Resolution Authorizing the Chief Administrative Officer to Approve Payment of Invoice from Life Scan Wellness Centers for Wellness Testing
- d. Resolution to Amend the FY 2024-25 Adopted Budget for the Central County Fire Department

There were no items pulled from the consent calendar. Board Member Chuang motioned to approve. Vice Chair Cole seconded the motion. Approved 4-0-0

12. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2025-2026 Budget for the Central County Fire Department

Chair Stevenson opened the public hearing and invited Finance Director Jan Cooke to present the proposed FY 2025-2026 [budget](#) for the Central County Fire Department.

Key points included:

- No new positions in FY 25/26; 103 FTEs
- 11.9% increase in expenditures over FY 24/25 adopted budget
- Member contributions are increasing by 5.4%
- Operating revenues are increasing by 178.8%; this includes revenue from the SAFER grant
- Operating expenditures are increasing by 11.9%; mostly driven by personnel costs including PERS costs
- Capital expenditures are proposed at \$2.2M

Board Members asked some clarifying questions on WUI revenues, the SAFER grant, overtime, strike team reimbursements, and engine purchases.

There were no public comments on this item. Chair Stevenson closed the public hearing. Vice Chair Cole motioned to approve; Board Member Chuang seconded the motion. Approved 4-0-0.

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

Chair Stevenson opened the public hearing. Chief Pucci explained that some fees are decreasing due to the service/inspections being completed by lower cost employees.

A brief discussion followed on the proposed fee schedule. There were no items pulled from the consent calendar. Board Member Chuang motioned to approve. Vice Chair Cole seconded the motion. Approved 4-0-0.

13. STAFF REPORTS

a. Fire Chief's Update (Oral Report)

Chief Pucci stated Admin staff has moved to the Floribunda location and the rehab work will start soon at Fire Station 36. Chief Pucci anticipates FS 36 to open by end of May/beginning of June. Chief Pucci added that Deputy Chief Cox will be starting the following Monday.

b. Resolution Approving the Strategic Plan for the Central County Fire Department

Chief Pucci presented the Strategic Plan for the Central County Fire Department. Details of the Strategic Plan can be found in the [PowerPoint](#) presentation.

A brief discussion followed Chief Pucci's presentation. Board Member Chuang motioned to approve. Vice Chair Cole seconded the motion. Approved 4-0-0.

c. Resolution Authorizing the Chief Administrative Officer to Execute a Memorandum of Understanding with the City of Burlingame for Renovation Project at Fire Station 36

Chief Pucci explained that the City of Burlingame is taking the lead on the project and CCFD will be paying for a portion of the cost. Chair Stevenson stated that the MOU was approved at by the Burlingame Council at the April 7, 2025 Council meeting.

Board Member Chuang asked for clarification on the actual cost of the project and the cost share. Chief Pucci stated he would get clarification. There were no other questions from the Board. Board Member Chuang motioned to approve. Vice Chair Cole seconded the motion. Approved 4-0-0.

d. Resolution Approving the Salary Schedule for the Central County Fire Department

HR Director Jennifer Crims stated that this salary schedule memorializes the salary increases given to non-safety personnel (approved at the February 12th meeting).

Vice Chair Cole motioned to approve; Board Member Chuang seconded the motion. Approved 4-0-0.

14. BOARD OF DIRECTORS' COMMENTS

Board Member Chuang stated that Hillsborough will have a Town-wide Emergency Preparedness session on April 15th and Chief Pucci will be speaking.

15. ADJOURNMENT

Meeting adjourned at 6:23 p.m.



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
June 11, 2025 Regular Meeting

1. CALL TO ORDER

Meeting called to order at 4 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Members Stevenson, Cole, and Chuang present. Board Member Cole was not present for the open session but did join the closed session later.

4. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

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

Board Member Chuang asked to pull item 6e.

Board Member Chuang stated she asked Finance Director, Jan Cooke, for an explanation of the misc. revenue noted on page 3 of the Q3 quarterly report. Board Member Chuang asked that a footnote be added to the report for clarification of the misc. revenue.

Chair Stevenson asked for a motion to approve items 6a, 6b, 6c, and 6d. Board Member Thayer motioned to approve; Board Member Chuang seconded the motion. Approved 3-0-1.

Board Member Chuang commented on item 6e. She asked that in the future the positions within the Chief Officers Group be delineated for clarification. Board Member Chuang stated she

supports the concept and had a question on the financial impact. CAO, Doug Davis, stated that there is no financial impact with the proposed change.

There were no public comments on this item.

Chair Stevenson asked for a motion to approve item 6e. Board Member Chuang motioned to approve; Board Member Thayer seconded the motion. Approved 3-0-1.

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

Chair Stevenson opened the public hearing.

Human Resources Director, Jennifer Crims, made a **presentation** on the status of vacancies, recruitments, and retention efforts in compliance with AB 2561.

Key Points included:

- Assembly Bill 2561 came into effect in January 2025 and requires a presentation be made to the governing body in a public hearing
- Bargaining groups are invited to speak
- Vacancy rate is 0.97% as of May 4, 2025

Ms. Crims stated there is a correction to the staff report on page 2. The staff report lists one Emergency Vehicle Technician, but it should read two Emergency Vehicle Technicians.

There were no questions from the Board on this item. Chair Stevenson asked for public comments. There was one **public comment** from David Novelli, Fire Captain with CCFD speaking on behalf of the Central County Firefighters Union.

Chair Stevenson thanked Mr. Novelli for his comments. There were no other comments or questions from the Board and no other public comments on this item. Chair Stevenson closed the public hearing.

8. STAFF REPORTS

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

Chief Pucci introduced Deputy Chief Jonathan Cox. Chief Pucci added that the promotional exam for Battalion Chief was completed on June 10th and Fire Station 36 had its soft opening on Friday June 6th.

9. BOARD OF DIRECTORS' COMMENTS

Board Member Chuang thanked all CCFD personnel for participating in the Hillsborough Memorial Day Parade.

10. ADJOURN TO CLOSED SESSION

Adjourned to closed session at 4:25 p.m.

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



AGENDA ITEM: 6a

STAFF REPORT

MTG. DATE: July 9, 2025

TO: Board of Directors

DATE: July 9, 2025

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

APPROVED BY: 
Doug Davis, CAO

SUBJECT: Resolution to Amend the FY 2024-2025 Adopted Budget for the Central County Fire Department and Rescind Resolution 25-05

Recommendation:

Staff recommends that the Board of Directors adopt the resolution to amend the FY 2024-2025 adopted budget for the Central County Fire Department and rescind resolution 25-05.

Background:

Opening Fire Station 36 (FS 36) in June 2025 as a fully operational fire station serving the public required capital improvement modifications. These modifications reconfigured the internal facility to accommodate the new operations. The Fire Administration team has moved to a temporary location and Fire Station 36 now has nine fire suppression personnel and the fire prevention team, including one office assistant.

Resolution 25-05 was adopted at the April 9, 2025, board meeting, amending the FY 2024-2025 Capital Fund, account number 401.000.00.00.610.200, by \$250,000 to ensure spending was within the approved budget. Staff recommends that Resolution 25-05 be rescinded and replaced with Resolution 25-14, to amend the FY 2024-2025 Capital Fund, account number 401.000.00.00.610.200, by \$330,000. The difference is to charge the full amount of the capital project to the Capital Fund so that all three cities that contributed to the Capital Fund reserve receive credit for these costs.

Fiscal Impact:

The Capital Fund has sufficient reserves. After the \$330,000, the reserve balance will be approximately \$264,850.

Attachments:

1. Resolution to Amend the FY 2024-2025 Adopted Budget for the Central County Fire Department and Rescind Resolution 25-05

RESOLUTION NO. 25-14

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
TO AMEND THE ADOPTED 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 on 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 before June 30th of each year; and

WHEREAS, the budget for the fiscal year 2024-2025 was adopted by the Board of Directors on April 10, 2024; and

WHEREAS, the fiscal year 2024-2025 budget was amended by Resolution 25-05 for \$250,000 for the remodel of Station 36 to make it a fully operational fire station serving the public; and

WHEREAS, a new resolution amending the fiscal year 2024-2025 budget for \$330,000 for the cost of Station 36 renovation and rescinding resolution 25-05 is needed.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Central County Fire Department Board of Directors adopts the resolution to amend the FY 2024-2025 adopted budget for the Central County Fire Department and rescind resolution 25-05.

Approved at a regular meeting of the Board of Directors held this 9th day of July, 2025.

Signed: _____
Peter Stevenson, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 25-14 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9th day of July, 2025, by the following vote of the members thereof:

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