



BOARD OF DIRECTORS MEETING MINUTES
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. 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.