



Agenda

**San Mateo Consolidated Fire Department
Board of Directors
Regular Meeting
Tuesday, August 20, 2024 – 4:00 P.M.**

Consistent with Government Code Section 54953, this meeting will be conducted both in person and also via Zoom Teleconferencing to promote public participation at public meetings while maintaining compliance with local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. Department officials and members of the public are invited to attend and give public comment either in person or via teleconference. Comments may also be submitted prior to the meeting by email to: nmorales@smcfire.org

To Attend in-person

Foster City EOC, 1040 East Hillsdale Blvd., Foster City, CA 94404

To Observe and Participate via Video Teleconference

Register in advance for this Zoom webinar:

https://us06web.zoom.us/webinar/register/WN_kdNJUL_OTjGVZGJS-k9M4w

1. OPENING

- 1.1 Call to Order & Determination of a Quorum
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. AGENDA CHANGES

The Chair/Board Member may change the order of the Agenda or request discussion of a Consent Item. A member of the public may request discussion of a Consent Item by emailing the Board Clerk Nicole Morales at nmorales@smcfire.org prior to Public Comment.

3. PUBLIC COMMENT

Public Comment is limited to 15 minutes, with a maximum of three (3) minutes per speaker. If you wish to address the hearing body, please notify the Department as soon as practical by emailing the Board Clerk of the Fire Board at nmorales@smcfire.org. If you are addressing the Board of Directors on a non-agenda item, the Board of Directors may, but is not required to, briefly respond to statements made or questions posed as allowed by the Brown Act (GC 54954.2). The Board of Directors may refer items to staff for attention, or have a matter placed on a future Board of Directors Meeting, for more comprehensive action or report.

4. PRESENTATIONS

- 4.1 Human Resources and Finance Staffing & Service Level Analysis by DKG Consultant Drew Corbett

5. CONSENT

- [5.1](#) Approval of Fire Board Meeting Minutes from July 18, 2024.
- [5.2](#) Report from Closed Session of July 18, 2024.
- [5.3](#) Adopt a resolution approving the revised salary schedules to reflect the hourly ranges for per diem and merit classifications within the San Mateo Consolidated Fire Department.

5.4 Adopt a resolution authorizing a change order in the amount of \$8,900.25 for a total contract amount not-to-exceed \$138,900.25 for Flyers Energy, LLC for the purchase of vehicle fleet fuel for the remainder of fiscal year 2023-24.

5.5 Adopt a resolution approving job classification revisions within the Office of Emergency Services Division.

6. NEW BUSINESS

6.1 Adopt a resolution authorizing a revision to the Compensation and Benefits Plan for the Fire Chief, Deputy Fire Chiefs, and Business Manager to provide for payment of Deputy Fire Chiefs who are deployed under the California Master Mutual Aid Agreement.

7. REPORTS AND ANNOUNCEMENTS

7.1 Board Members and Department Management Staff will have an opportunity to make announcements.

7.2 Fire Chief update (*verbal only*)

8. ADJOURNMENT

I, Nicole Morales, Board Clerk of the San Mateo Consolidated Fire Department, hereby declare that the foregoing Agenda was posted in compliance with the Brown Act prior to the meeting date.

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Fire Board Clerk at (650) 522-7900 no less than 72 hours prior to the meeting. Notification in advance of the meeting will enable the Fire Department to make reasonable arrangements to ensure accessibility to this meeting.

Copies of documents distributed at the meeting are available in alternative formats upon request. Any writing or documents provided to a majority of the Board regarding any item on this Agenda will be made available for public inspection at the Department Fire Administration Office located at 1040 E. Hillsdale Blvd., Foster City, CA 94404, during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/meeting-dates-agendas-minutes/>



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Thursday, July 18, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:11 pm by Board Chair Mates

1.1. Call to Order & Determination of a Quorum

1.2. Pledge of Allegiance

1.3. Roll Call

Board Members Present: Mates, Newsom, Froomin

Board Members Absent: None

2. AGENDA CHANGES

None

3. PUBLIC COMMENT

None

4. CONSENT

Board Chair Mates asked if there was any public comment on this item, which there was not. Board Member Froomin moved to approve the Consent calendar; Board Member Newsom seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

5. NEW BUSINESS

Item 5.1 Adopt a resolution approving revisions to the San Mateo Consolidated Fire Department's Master Fee Schedule effective January 1, 2025.

Fire Marshal Workman provided a brief presentation of the staff report for approval. It was recommended a 6% increase effective January 2025.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution; Board Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 5.2 Adopt a resolution to amend the Memorandum of Understanding between San Mateo Consolidated Fire Department and the American Federation of State, County and Municipal Employees and to appropriate funds in the amount of \$135,000 for the Fiscal Year 2024-25 budget.

Fire Chief Thrasher provided an overview of the staff report.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Newsom moved to adopt the resolution; Board Member Froomin seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

6. REPORTS AND ANNOUNCEMENTS

Board Member Froomin stated the Annual Disaster Preparedness Day will take place on August 3rd from 11am to 3pm at the Event Center.

Deputy Fire Chief Turturici provided a PowerPoint Operational Division update. Some highlights include:

- Average response times remain the same. 8% increase in responses compared to this time last year.
- Engine Companies deployed to the Smith River Complex, Point, Thompson, Shelly, Sites, and Hill Fires.
- In regard to the Department's response to water rescues, Board Member Froomin asked if we've applied for grants or considered reimbursement from the Coast Guard. Chief Thrasher stated that there is no option for reimbursement from the Coast Guard and we apply for grants when possible.

Deputy Fire Chief Marshall provided a PowerPoint Community Risk Reduction Division update. Some highlights include:

- Emergency Services Analyst position recently filled. Recruitment for second vacancy to take place soon.
- 64% of annual MRIP fire inspections have been completed as of today.
- Two Fire Inspectors attended a Fire Death Investigation Course (SLOFIST).

Fire Chief Thrasher provided an organizational update:

- SMC Firefighters' Association Chili Cook-Off on August 24th at Central Park.
- HR/Finance contract analysis update will be presented at an August board meeting.
- Thank you to all involved in the AFSCME negotiations. Special thanks to the Fire Board, CAO Khojikian Deputy Chief Marshall, Fleet & Facilities Manager San Filippo, and Admin Technician Roldan for all their hard work and patience.

7. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

8. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:58 p.m. General Counsel Ross reported out from Closed Session, indicating that a written report describing any reportable action will be prepared and will be included in the meeting packet for the next Board meeting.

9. ADJOURNMENT

The Board meeting was adjourned at 5:24 p.m.

William D. Ross
David Schwarz
Kypros G. Hostetter

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File No: 19/55

July 19, 2024

VIA E-MAIL

The Honorable Julia Mates, Chair
and Members of the Fire Board
San Mateo Consolidated Fire Department
330 West 20th Avenue
San Mateo, California 94403

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire
Department Regular Board Meeting of July 18, 2024

Dear Chair Mates and Board Members:

This communication sets forth reportable action of the Board of Directors (“Board”) of the San Mateo Consolidated Fire Department (“Department”), consistent with the provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 *et seq.*) resulting from the Department’s Closed Session of the July 18, 2024, Regular Board Meeting, consistent with Government Code Section 54957.1.

Board Chair Mates called the Meeting to order at 4:11 p.m. to address matters agendized for Open Session Board consideration, adjourning the Open Session at 4:58 p.m. and convening in Closed Session at 4:58 p.m.

There was one matter agendized for Department Closed Session consideration:

- 8.1 Conference with Legal Counsel: Anticipated Litigation – Authorized Pursuant to Government Code Section 54956.9(d)(2)
One Matter

With respect to Department Closed Session Agenda Item No. 8.1., although there was Board direction to Department Staff and Counsel, there is no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

The Closed Session concluded at 5:24 p.m., where it was indicated by Department General Counsel that a written report upon return consistent with Government Code Section 54957.1 would be prepared.

The Honorable Julia Mates, Chair
and Members of the Fire Board
San Mateo Consolidated Fire Department
July 19, 2024
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This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross
Department Counsel

WDR:jf

cc: Kent Thrasher, Fire Chief
Alex Khojikian, Department Chief Executive Officer
Nicole Morales, Business Manager
Matt Turturici, Deputy Chief
Jennifer Crims, Senior Human Resources Analyst



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: August 20, 2024

Subject: Revised Salary Schedule

RECOMMENDATION

Adopt a resolution approving the revised salary schedules to reflect the hourly ranges for per diem and merit classifications within the San Mateo Consolidated Fire Department.

BACKGROUND

Title 2 of the California Code of Regulations (CCR) Section 570.5, requires the Fire Board to adopt a full salary schedule as a standalone document detailing the rates of pay for each department classification, and to maintain this salary schedule as a publicly available document for at least five years. The California Public Employees' Retirement System (CalPERS) uses this salary schedule to determine the "compensation earnable" when calculating the monthly pension an individual will receive when they retire. "Compensation earnable" is defined by the Public Employees Retirement Law (PERL) Government Code Sections 20636 and 20636.1 as "pay rates and special compensation as defined in the statutes."

The San Mateo Consolidated Fire Department Merit and Per Diem Salary Schedules are consistent with classifications and pay rates for current employees at this time, and no changes to the various salary ranges are proposed by the adoption of the salary schedules.

The Merit Salary Schedules (Attachment D and F) reflect salary changes previously approved by the Fire Board of Directors by signed Resolution. The Per Diem Salary Schedules (Attachment B, C, E, and G) reflect salary changes previously approved by the Fire Board of Directors by signed Resolution. Salary schedules are periodically brought to the Fire Board for approval in compliance with CalPERS and PERL. Salary schedules are available to the public on the Department's website.

FISCAL IMPACT

The adopted FY 2024-25 budget assumed these changes.

ATTACHMENTS

- A. Resolution
- B. Revised Per Diem Salary Schedule – Effective 7/9/23
- C. Revised Per Diem Salary Schedule – Effective 6/10/24
- D. Revised Merit Salary Schedule – Effective 7/7/24
- E. Revised Per Diem Salary Schedule – Effective 7/7/24

- F. Revised Merit Salary Schedule – Effective 7/21/24
- G. Revised Per Diem Salary Schedule – Effective 7/21/24

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING A REVISED SALARY
SCHEDULE TO REFLECT THE HOURLY RANGES FOR PER DIEM AND MERIT
CLASSIFICATIONS**

WHEREAS, Title 2 of the California Code of Regulations (CCR), Section 570.5, requires the Fire Board to adopt a full salary schedule as a standalone document detailing the rates of pay for each department classification, and to maintain this salary schedule as a publicly available document for at least five years; and,

WHEREAS, the Merit and Per Diem Salary Schedules are consistent with classifications and pay rates for current employees at this time, and no changes to the various salary ranges are proposed by the adoption of the salary schedules; and,

WHEREAS, the Merit Salary Schedules (Attachment D and F) reflect salary changes previously approved by the Fire Board of Directors by signed Resolution; and,

WHEREAS, the Per Diem Salary Schedules (Attachment B, C, E, and G) reflect salary changes previously approved by the Fire Board of Directors by signed Resolution; and,

WHEREAS, salary schedules are available to the public on the Department's website.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Approve the revised salary schedules, attached hereto and incorporated herein, to reflect the hourly ranges for per diem and merit classifications within San Mateo Consolidated Fire Department.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 20th day of August, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/09/2023 *

JOB CODE	TITLE	STEPS	HOURLY
9504	ADMINISTRATIVE ASSIST PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9500	ADMINISTRATIVE TECHNICIAN PDM	STEP 1	40.52
		STEP 2	42.31
		STEP 3	44.24
		STEP 4	46.26
		STEP 5	48.31
9604	CENTRAL SERVICES WORKER PDM	STEP 1	23.38
		STEP 2	24.44
		STEP 3	25.53
		STEP 4	26.68
9316	DEPUTY FIRE MARSHAL PDM	STEP 1	73.59
		STEP 2	76.84
		STEP 3	80.39
		STEP 4	84.01
		STEP 5	87.75
9505	EMERGENCY SERVICES SPEC PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9963	FIRE BATTALION CHIEF 40 PDM	STEP 1	98.77
		STEP 2	103.58
		STEP 3	108.63
		STEP 4	113.93
		STEP 5	119.50
9964	FIRE BATTALION CHIEF 56 PDM	STEP 1	70.55
		STEP 2	73.99
		STEP 3	77.59
		STEP 4	81.38
		STEP 5	85.36

* Apply AFSCME merit-tied MOU increase for 9269,9267,9268 & 9230



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/09/2023 *

JOB CODE	TITLE	STEPS	HOURLY
9962	FIRE CHIEF SPECIALIST PDM	STEP 1	101.74
		STEP 2	106.83
		STEP 3	112.17
9317	FIRE PREVENTION INSP I PDM	STEP 1	58.15
		STEP 2	60.77
		STEP 3	63.55
		STEP 4	66.40
		STEP 5	69.37
9202	MGMT ANALYST I PDM	STEP 1	43.87
		STEP 2	45.86
		STEP 3	47.89
		STEP 4	50.06
		STEP 5	52.28
9222	MGMT ANALYST II PDM	STEP 1	48.16
		STEP 2	50.36
		STEP 3	52.60
		STEP 4	54.96
		STEP 5	57.42
9511	OFFICE ASSISTANT I PDM	STEP 1	25.42
		STEP 2	26.55
		STEP 3	27.73
		STEP 4	28.98
		STEP 5	30.28
9513	OFFICE ASSISTANT II PDM	STEP 1	30.65
		STEP 2	32.19
		STEP 3	33.80
		STEP 4	35.48
		STEP 5	37.26
9269	PROJECT MANAGER I PDM	STEP 1	50.99
		STEP 2	53.27
		STEP 3	55.68
		STEP 4	58.17
		STEP 5	60.80

* Apply AFSCME merit-tied MOU increase for 9269,9267,9268 & 9230



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/09/2023 *

JOB CODE	TITLE	STEPS	HOURLY
9267	PROJECT MANAGER II PDM	STEP 1	56.30
		STEP 2	58.79
		STEP 3	61.44
		STEP 4	64.23
		STEP 5	67.10
9268	PROJECT MANAGER SR PDM	STEP 1	61.93
		STEP 2	64.68
		STEP 3	67.61
		STEP 4	70.65
		STEP 5	73.82
9911	STUDENT INTERN PDM	STEP 1	20.00
		STEP 2	21.00
		STEP 3	22.05
		STEP 4	23.15
		STEP 5	24.31
9230	SYSTEMS NETWORK MANAGER PDM	STEP 1	72.21
		STEP 2	75.47
		STEP 3	78.89
		STEP 4	82.44
		STEP 5	86.11

* Apply AFSCME merit-tied MOU increase for 9269,9267,9268 & 9230



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 06/10/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9504	ADMINISTRATIVE ASSIST PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9500	ADMINISTRATIVE TECHNICIAN PDM	STEP 1	40.52
		STEP 2	42.31
		STEP 3	44.24
		STEP 4	46.26
		STEP 5	48.31
9604	CENTRAL SERVICES WORKER PDM	STEP 1	23.38
		STEP 2	24.44
		STEP 3	25.53
		STEP 4	26.68
9316	DEPUTY FIRE MARSHAL PDM	STEP 1	71.45
		STEP 2	74.60
		STEP 3	78.05
		STEP 4	81.56
		STEP 5	85.19
9505	EMERGENCY SERVICES SPEC PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9963	FIRE BATTALION CHIEF 40 PDM	STEP 1	92.87
		STEP 2	97.45
		STEP 3	102.26
		STEP 4	107.30
		STEP 5	112.61
9964	FIRE BATTALION CHIEF 56 PDM	STEP 1	66.33
		STEP 2	69.61
		STEP 3	73.04
		STEP 4	76.65
		STEP 5	80.43

* Add job code 9964.



San Mateo Consolidated Fire Department Per Diem Salary Schedule

Effective Date: 06/10/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9962	FIRE CHIEF SPECIALIST PDM	STEP 1	101.74
		STEP 2	106.83
		STEP 3	112.17
9317	FIRE PREVENTION INSP I PDM	STEP 1	56.47
		STEP 2	59.00
		STEP 3	61.70
		STEP 4	64.47
		STEP 5	67.37
9202	MGMT ANALYST I PDM	STEP 1	43.87
		STEP 2	45.86
		STEP 3	47.89
		STEP 4	50.06
		STEP 5	52.28
9222	MGMT ANALYST II PDM	STEP 1	48.16
		STEP 2	50.36
		STEP 3	52.60
		STEP 4	54.96
		STEP 5	57.42
9511	OFFICE ASSISTANT I PDM	STEP 1	25.42
		STEP 2	26.55
		STEP 3	27.73
		STEP 4	28.98
		STEP 5	30.28
9513	OFFICE ASSISTANT II PDM	STEP 1	30.65
		STEP 2	32.19
		STEP 3	33.80
		STEP 4	35.48
		STEP 5	37.26
9269	PROJECT MANAGER I PDM	STEP 1	49.03
		STEP 2	51.22
		STEP 3	53.54
		STEP 4	55.93
		STEP 5	58.46

* Add job code 9964.



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 06/10/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9267	PROJECT MANAGER II PDM	STEP 1	54.13
		STEP 2	56.53
		STEP 3	59.08
		STEP 4	61.76
		STEP 5	64.52
9268	PROJECT MANAGER SR PDM	STEP 1	59.55
		STEP 2	62.19
		STEP 3	65.01
		STEP 4	67.93
		STEP 5	70.98
9911	STUDENT INTERN PDM	STEP 1	20.00
		STEP 2	21.00
		STEP 3	22.05
		STEP 4	23.15
		STEP 5	24.31
9230	SYSTEMS NETWORK MANAGER PDM	STEP 1	69.43
		STEP 2	72.57
		STEP 3	75.86
		STEP 4	79.27
		STEP 5	82.80



San Mateo Consolidated Fire Department Merit Salary Schedule

Effective Date: 07/07/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
5340	ADMINISTRATIVE ASSISTANT	NE	STEP 1	33.49	2,679.16	5,804.84	69,658.08
			STEP 2	35.00	2,800.43	6,067.59	72,811.08
			STEP 3	36.56	2,924.76	6,336.99	76,043.88
			STEP 4	38.20	3,056.27	6,621.91	79,462.92
			STEP 5	39.94	3,194.42	6,921.24	83,054.88
5025	ADMINISTRATIVE TECHNICIAN	NE	STEP 1	40.52	3,241.50	7,023.24	84,278.88
			STEP 2	42.31	3,385.28	7,334.77	88,017.24
			STEP 3	44.24	3,538.78	7,667.36	92,008.32
			STEP 4	46.26	3,700.47	8,017.68	96,212.16
			STEP 5	48.31	3,864.72	8,373.56	100,482.72
2106	BUSINESS MANAGER	E	STEP 1	59.18	4,733.84	10,256.66	123,079.92
			STEP 2	61.83	4,946.46	10,717.34	128,608.08
			STEP 3	64.62	5,169.42	11,200.40	134,404.80
			STEP 4	67.53	5,401.79	11,703.87	140,446.44
			STEP 5	70.56	5,644.59	12,229.95	146,759.40
5110	CENTRAL SERVICES WORKER	NE	STEP 1	23.38	1,870.85	4,053.50	48,642.00
			STEP 2	24.44	1,955.39	4,236.67	50,840.04
			STEP 3	25.53	2,043.58	4,427.75	53,133.00
			STEP 4	26.68	2,134.48	4,624.70	55,496.40
2410	DEPUTY FIRE CHIEF	E	STEP 1	127.42	10,193.43	22,085.76	265,029.12
			STEP 2	132.98	10,638.58	23,050.26	276,603.12
			STEP 3	138.80	11,103.77	24,058.17	288,698.04
3160	DEPUTY FIRE MARSHAL	NE	STEP 1	73.59	5,887.49	12,756.23	153,074.76
			STEP 2	76.84	6,148.05	13,320.78	159,849.36
			STEP 3	80.39	6,430.92	13,933.66	167,203.92
			STEP 4	84.01	6,719.67	14,559.28	174,711.36
			STEP 5	87.75	7,020.16	15,210.34	182,524.08
2415	EMERGENCY MEDICAL SERVICES MGR	E	STEP 1	71.66	5,732.55	12,420.53	149,046.36
			STEP 2	74.88	5,990.40	12,979.20	155,750.40
			STEP 3	78.25	6,260.00	13,563.33	162,759.96
			STEP 4	81.78	6,541.92	14,174.17	170,090.04
			STEP 5	85.46	6,836.77	14,813.00	177,756.00
2482	EMERGENCY SERVICES MANAGER	E	STEP 1	59.36	4,748.59	10,288.62	123,463.44
			STEP 2	62.03	4,962.27	10,751.59	129,019.08
			STEP 3	64.82	5,185.58	11,235.42	134,825.04
			STEP 4	67.75	5,418.93	11,741.01	140,892.12
			STEP 5	70.78	5,662.78	12,269.36	147,232.32

* L2400 FF & BC, FF Trainee, Fire Chief, Deputy Fire Chief MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department Merit Salary Schedule

Effective Date: 07/07/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
5345	EMERGENCY SERVICES SPECIALIST	NE	STEP 1	33.49	2,679.16	5,804.84	69,658.08
			STEP 2	35.00	2,800.43	6,067.59	72,811.08
			STEP 3	36.56	2,924.76	6,336.99	76,043.88
			STEP 4	38.20	3,056.27	6,621.91	79,462.92
			STEP 5	39.94	3,194.42	6,921.24	83,054.88
2085	FIRE BAT CHIEF-40	E	STEP 1	98.77	7,901.87	17,120.72	205,448.64
			STEP 2	103.58	8,286.61	17,954.33	215,451.96
			STEP 3	108.63	8,690.63	18,829.70	225,956.40
			STEP 4	113.93	9,114.49	19,748.06	236,976.72
			STEP 5	119.50	9,559.95	20,713.23	248,558.76
2086	FIRE BAT CHIEF-56	E	STEP 1	70.55	7,901.87	17,120.72	205,448.64
			STEP 2	73.99	8,286.61	17,954.33	215,451.96
			STEP 3	77.59	8,690.63	18,829.70	225,956.40
			STEP 4	81.38	9,114.49	19,748.06	236,976.72
			STEP 5	85.36	9,559.95	20,713.23	248,558.76
3121	FIRE CAPTAIN-40 (LT DUTY)	NE	STEP 1	76.67	6,133.45	13,289.15	159,469.80
			STEP 2	80.10	6,407.87	13,883.72	166,604.64
			STEP 3	83.64	6,690.50	14,496.09	173,953.08
3120	FIRE CAPTAIN-56	NE	STEP 1	54.77	6,133.45	13,289.15	159,469.80
			STEP 2	57.22	6,407.87	13,883.72	166,604.64
			STEP 3	59.74	6,690.50	14,496.09	173,953.08
1150	FIRE CHIEF	E	STEP 1	132.45	10,595.90	22,957.79	275,493.48
			STEP 2	139.07	11,125.70	24,105.69	289,268.28
			STEP 3	146.02	11,681.99	25,310.97	303,731.64
2430	FIRE MARSHAL	E	STEP 1	96.18	7,694.90	16,672.28	200,067.36
			STEP 2	101.00	8,079.64	17,505.89	210,070.68
			STEP 3	106.05	8,483.66	18,381.26	220,575.12
			STEP 4	111.34	8,907.52	19,299.62	231,595.44
			STEP 5	116.92	9,352.98	20,264.79	243,177.48
3175	FIRE PREV INSPECT I	NE	STEP 1	58.15	4,652.71	10,080.87	120,970.44
			STEP 2	60.77	4,861.64	10,533.56	126,402.72
			STEP 3	63.55	5,083.47	11,014.19	132,170.28
			STEP 4	66.40	5,312.35	11,510.09	138,121.08
			STEP 5	69.37	5,550.61	12,026.33	144,315.96

* L2400 FF & BC, FF Trainee, Fire Chief, Deputy Fire Chief MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department

Merit Salary Schedule

Effective Date: 07/07/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
3178	FIRE PREV INSPECT II	NE	STEP 1	63.98	5,118.69	11,090.50	133,086.00
			STEP 2	66.87	5,348.74	11,588.94	139,067.28
			STEP 3	69.85	5,588.18	12,107.73	145,292.76
			STEP 4	73.00	5,839.37	12,651.96	151,823.52
			STEP 5	76.28	6,103.45	13,224.15	158,689.80
3142	FIREFIGHTER TRAINEE-40	NE	STEP 1	50.07	4,006.02	8,679.72	104,156.64
			STEP 2	52.32	4,186.05	9,069.78	108,837.36
			STEP 3	54.68	4,374.10	9,477.21	113,726.52
3143	FIREFIGHTER TRAINEE-56	NE	STEP 1	35.75	4,006.02	8,679.72	104,156.64
			STEP 2	37.38	4,186.05	9,069.78	108,837.36
			STEP 3	39.06	4,374.10	9,477.21	113,726.52
3144	FIREFIGHTER-40 (LT DUTY)	NE	STEP 0	56.53	4,521.17	9,795.87	117,550.44
			STEP 1	58.91	4,712.80	10,211.07	122,532.84
			STEP 2	61.49	4,919.86	10,659.70	127,916.40
			STEP 3	64.29	5,143.34	11,143.91	133,726.92
			STEP 4	67.24	5,378.32	11,653.02	139,836.24
3140	FIREFIGHTER-56	NE	STEP 0	40.38	4,521.17	9,795.87	117,550.44
			STEP 1	42.08	4,712.80	10,211.07	122,532.84
			STEP 2	43.92	4,919.86	10,659.70	127,916.40
			STEP 3	45.92	5,143.34	11,143.91	133,726.92
			STEP 4	48.03	5,378.32	11,653.02	139,836.24
2078	FLEET & FACILITIES MANAGER	E	STEP 1	63.09	5,047.39	10,936.01	131,232.12
			STEP 2	66.02	5,273.53	11,425.99	137,111.88
			STEP 3	68.89	5,511.00	11,940.51	143,286.12
			STEP 4	71.98	5,758.74	12,477.28	149,727.36
			STEP 5	75.23	6,018.83	13,040.79	156,489.48
5106	FLEET MECHANIC I	NE	STEP 1	44.94	3,594.96	7,789.09	93,469.08
			STEP 2	46.95	3,756.26	8,138.56	97,662.72
			STEP 3	49.06	3,924.95	8,504.05	102,048.60
			STEP 4	51.26	4,101.00	8,885.51	106,626.12
			STEP 5	53.54	4,283.39	9,280.67	111,368.04
5107	FLEET MECHANIC II	NE	STEP 1	50.52	4,041.96	8,757.57	105,090.84
			STEP 2	52.80	4,224.34	9,152.74	109,832.88
			STEP 3	55.16	4,413.06	9,561.62	114,739.44
			STEP 4	57.65	4,612.31	9,993.33	119,919.96
			STEP 5	60.24	4,818.94	10,441.04	125,292.48

* L2400 FF & BC, FF Trainee, Fire Chief, Deputy Fire Chief MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department Merit Salary Schedule

Effective Date: 07/07/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
2023	MGMT ANALYST I	NE	STEP 1	43.87	3,509.47	7,603.85	91,246.20
			STEP 2	45.86	3,668.84	7,949.15	95,389.80
			STEP 3	47.89	3,831.36	8,301.28	99,615.36
			STEP 4	50.06	4,004.37	8,676.14	104,113.68
			STEP 5	52.28	4,182.63	9,062.37	108,748.44
2022	MGMT ANALYST II	E	STEP 1	48.16	3,853.39	8,349.02	100,188.24
			STEP 2	50.36	4,028.50	8,728.41	104,740.92
			STEP 3	52.60	4,207.80	9,116.90	109,402.80
			STEP 4	54.96	4,397.58	9,528.08	114,336.96
			STEP 5	57.42	4,593.64	9,952.89	119,434.68
5230	OFFICE ASSISTANT I	NE	STEP 1	25.43	2,033.93	4,406.85	52,882.20
			STEP 2	26.55	2,124.49	4,603.07	55,236.84
			STEP 3	27.71	2,217.11	4,803.74	57,644.88
			STEP 4	28.98	2,318.93	5,024.35	60,292.20
			STEP 5	30.28	2,422.81	5,249.42	62,993.04
5430	OFFICE ASSISTANT II	NE	STEP 1	30.65	2,452.48	5,313.71	63,764.52
			STEP 2	32.19	2,574.77	5,578.67	66,944.04
			STEP 3	33.80	2,703.72	5,858.05	70,296.60
			STEP 4	35.48	2,838.80	6,150.74	73,808.88
			STEP 5	37.26	2,981.05	6,458.94	77,507.28
5460	SYSTEMS ANALYST I	NE	STEP 1	48.53	3,881.90	8,410.79	100,929.48
			STEP 2	50.69	4,056.22	8,788.47	105,461.64
			STEP 3	52.96	4,236.80	9,179.74	110,156.88
			STEP 4	55.40	4,431.99	9,602.65	115,231.80
			STEP 5	57.87	4,629.26	10,030.06	120,360.72
2033	SYSTEMS ANALYST II	E	STEP 1	56.08	4,487.90	9,723.78	116,685.36
			STEP 2	58.61	4,688.39	10,158.17	121,898.04
			STEP 3	61.22	4,899.90	10,616.44	127,397.28
			STEP 4	64.04	5,122.42	11,098.58	133,182.96
			STEP 5	66.88	5,352.66	11,597.42	139,169.04



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/07/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9504	ADMINISTRATIVE ASSIST PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9500	ADMINISTRATIVE TECHNICIAN PDM	STEP 1	40.52
		STEP 2	42.31
		STEP 3	44.24
		STEP 4	46.26
		STEP 5	48.31
9604	CENTRAL SERVICES WORKER PDM	STEP 1	23.38
		STEP 2	24.44
		STEP 3	25.53
		STEP 4	26.68
9316	DEPUTY FIRE MARSHAL PDM	STEP 1	73.59
		STEP 2	76.84
		STEP 3	80.39
		STEP 4	84.01
		STEP 5	87.75
9505	EMERGENCY SERVICES SPEC PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9963	FIRE BATTALION CHIEF 40 PDM	STEP 1	98.77
		STEP 2	103.58
		STEP 3	108.63
		STEP 4	113.93
		STEP 5	119.50
9964	FIRE BATTALION CHIEF 56 PDM	STEP 1	70.55
		STEP 2	73.99
		STEP 3	77.59
		STEP 4	81.38
		STEP 5	85.36

* L2400 FF/BC merit tied MOU increase.



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/07/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9962	FIRE CHIEF SPECIALIST PDM	STEP 1	101.74
		STEP 2	106.83
		STEP 3	112.17
9317	FIRE PREVENTION INSP I PDM	STEP 1	58.15
		STEP 2	60.77
		STEP 3	63.55
		STEP 4	66.40
		STEP 5	69.37
9202	MGMT ANALYST I PDM	STEP 1	43.87
		STEP 2	45.86
		STEP 3	47.89
		STEP 4	50.06
		STEP 5	52.28
9222	MGMT ANALYST II PDM	STEP 1	48.16
		STEP 2	50.36
		STEP 3	52.60
		STEP 4	54.96
		STEP 5	57.42
9511	OFFICE ASSISTANT I PDM	STEP 1	25.42
		STEP 2	26.55
		STEP 3	27.73
		STEP 4	28.98
		STEP 5	30.28
9513	OFFICE ASSISTANT II PDM	STEP 1	30.65
		STEP 2	32.19
		STEP 3	33.80
		STEP 4	35.48
		STEP 5	37.26
9269	PROJECT MANAGER I PDM	STEP 1	49.03
		STEP 2	51.22
		STEP 3	53.54
		STEP 4	55.93
		STEP 5	58.46

* L2400 FF/BC merit tied MOU increase.



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/07/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9267	PROJECT MANAGER II PDM	STEP 1	54.13
		STEP 2	56.53
		STEP 3	59.08
		STEP 4	61.76
		STEP 5	64.52
9268	PROJECT MANAGER SR PDM	STEP 1	59.55
		STEP 2	62.19
		STEP 3	65.01
		STEP 4	67.93
		STEP 5	70.98
9911	STUDENT INTERN PDM	STEP 1	20.00
		STEP 2	21.00
		STEP 3	22.05
		STEP 4	23.15
		STEP 5	24.31
9230	SYSTEMS NETWORK MANAGER PDM	STEP 1	69.43
		STEP 2	72.57
		STEP 3	75.86
		STEP 4	79.27
		STEP 5	82.80

* L2400 FF/BC merit tied MOU increase.



San Mateo Consolidated Fire Department

Merit Salary Schedule

Effective Date: 07/21/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
5340	ADMINISTRATIVE ASSISTANT	NE	STEP 1	36.50	2,920.28	6,327.28	75,927.36
			STEP 2	38.15	3,052.46	6,613.67	79,364.04
			STEP 3	39.85	3,187.99	6,907.32	82,887.84
			STEP 4	41.64	3,331.33	7,217.88	86,614.56
			STEP 5	43.53	3,481.92	7,544.15	90,529.80
5025	ADMINISTRATIVE TECHNICIAN	NE	STEP 1	43.76	3,500.82	7,585.10	91,021.20
			STEP 2	45.69	3,656.10	7,921.55	95,058.60
			STEP 3	47.78	3,821.88	8,280.75	99,369.00
			STEP 4	49.96	3,996.50	8,659.09	103,909.08
			STEP 5	52.17	4,173.90	9,043.44	108,521.28
2106	BUSINESS MANAGER	E	STEP 1	59.18	4,733.84	10,256.66	123,079.92
			STEP 2	61.83	4,946.46	10,717.34	128,608.08
			STEP 3	64.62	5,169.42	11,200.40	134,404.80
			STEP 4	67.53	5,401.79	11,703.87	140,446.44
			STEP 5	70.56	5,644.59	12,229.95	146,759.40
5110	CENTRAL SERVICES WORKER	NE	STEP 1	24.32	1,945.68	4,215.64	50,587.68
			STEP 2	25.42	2,033.60	4,406.14	52,873.68
			STEP 3	26.55	2,125.32	4,604.86	55,258.32
			STEP 4	27.75	2,219.86	4,809.69	57,716.28
2410	DEPUTY FIRE CHIEF	E	STEP 1	127.42	10,193.43	22,085.76	265,029.12
			STEP 2	132.98	10,638.58	23,050.26	276,603.12
			STEP 3	138.80	11,103.77	24,058.17	288,698.04
3160	DEPUTY FIRE MARSHAL	NE	STEP 1	73.59	5,887.49	12,756.23	153,074.76
			STEP 2	76.84	6,148.05	13,320.78	159,849.36
			STEP 3	80.39	6,430.92	13,933.66	167,203.92
			STEP 4	84.01	6,719.67	14,559.28	174,711.36
			STEP 5	87.75	7,020.16	15,210.34	182,524.08
2415	EMERGENCY MEDICAL SERVICES MGR	E	STEP 1	78.11	6,248.48	13,538.38	162,460.56
			STEP 2	81.62	6,529.54	14,147.33	169,767.96
			STEP 3	85.29	6,823.40	14,784.03	177,408.36
			STEP 4	89.14	7,130.70	15,449.85	185,398.20
			STEP 5	93.15	7,452.08	16,146.17	193,754.04
2482	EMERGENCY SERVICES MANAGER	E	STEP 1	64.70	5,175.97	11,214.60	134,575.20
			STEP 2	67.61	5,408.88	11,719.23	140,630.76
			STEP 3	70.65	5,652.28	12,246.61	146,959.32
			STEP 4	73.85	5,906.63	12,797.70	153,572.40
			STEP 5	77.15	6,172.43	13,373.60	160,483.20

* AFSCME MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department

Merit Salary Schedule

Effective Date: 07/21/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
5345	EMERGENCY SERVICES SPECIALIST	NE	STEP 1	35.83	2,866.70	6,211.18	74,534.16
			STEP 2	37.45	2,996.46	6,492.32	77,907.84
			STEP 3	39.12	3,129.50	6,780.58	81,366.96
			STEP 4	40.87	3,270.20	7,085.44	85,025.28
			STEP 5	42.74	3,418.03	7,405.73	88,868.76
2085	FIRE BAT CHIEF-40	E	STEP 1	98.77	7,901.87	17,120.72	205,448.64
			STEP 2	103.58	8,286.61	17,954.33	215,451.96
			STEP 3	108.63	8,690.63	18,829.70	225,956.40
			STEP 4	113.93	9,114.49	19,748.06	236,976.72
			STEP 5	119.50	9,559.95	20,713.23	248,558.76
2086	FIRE BAT CHIEF-56	E	STEP 1	70.55	7,901.87	17,120.72	205,448.64
			STEP 2	73.99	8,286.61	17,954.33	215,451.96
			STEP 3	77.59	8,690.63	18,829.70	225,956.40
			STEP 4	81.38	9,114.49	19,748.06	236,976.72
			STEP 5	85.36	9,559.95	20,713.23	248,558.76
3121	FIRE CAPTAIN-40 (LT DUTY)	NE	STEP 1	76.67	6,133.45	13,289.15	159,469.80
			STEP 2	80.10	6,407.87	13,883.72	166,604.64
			STEP 3	83.64	6,690.50	14,496.09	173,953.08
3120	FIRE CAPTAIN-56	NE	STEP 1	54.77	6,133.45	13,289.15	159,469.80
			STEP 2	57.22	6,407.87	13,883.72	166,604.64
			STEP 3	59.74	6,690.50	14,496.09	173,953.08
1150	FIRE CHIEF	E	STEP 1	132.45	10,595.90	22,957.79	275,493.48
			STEP 2	139.07	11,125.70	24,105.69	289,268.28
			STEP 3	146.02	11,681.99	25,310.97	303,731.64
2430	FIRE MARSHAL	E	STEP 1	96.18	7,694.90	16,672.28	200,067.36
			STEP 2	101.00	8,079.64	17,505.89	210,070.68
			STEP 3	106.05	8,483.66	18,381.26	220,575.12
			STEP 4	111.34	8,907.52	19,299.62	231,595.44
			STEP 5	116.92	9,352.98	20,264.79	243,177.48
3175	FIRE PREV INSPECT I	NE	STEP 1	58.15	4,652.71	10,080.87	120,970.44
			STEP 2	60.77	4,861.64	10,533.56	126,402.72
			STEP 3	63.55	5,083.47	11,014.19	132,170.28
			STEP 4	66.40	5,312.35	11,510.09	138,121.08
			STEP 5	69.37	5,550.61	12,026.33	144,315.96

* AFSCME MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department

Merit Salary Schedule

Effective Date: 07/21/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
3178	FIRE PREV INSPECT II	NE	STEP 1	63.98	5,118.69	11,090.50	133,086.00
			STEP 2	66.87	5,348.74	11,588.94	139,067.28
			STEP 3	69.85	5,588.18	12,107.73	145,292.76
			STEP 4	73.00	5,839.37	12,651.96	151,823.52
			STEP 5	76.28	6,103.45	13,224.15	158,689.80
3142	FIREFIGHTER TRAINEE-40	NE	STEP 1	50.07	4,006.02	8,679.72	104,156.64
			STEP 2	52.32	4,186.05	9,069.78	108,837.36
			STEP 3	54.68	4,374.10	9,477.21	113,726.52
3143	FIREFIGHTER TRAINEE-56	NE	STEP 1	35.75	4,006.02	8,679.72	104,156.64
			STEP 2	37.38	4,186.05	9,069.78	108,837.36
			STEP 3	39.06	4,374.10	9,477.21	113,726.52
3144	FIREFIGHTER-40 (LT DUTY)	NE	STEP 0	56.53	4,521.17	9,795.87	117,550.44
			STEP 1	58.91	4,712.80	10,211.07	122,532.84
			STEP 2	61.49	4,919.86	10,659.70	127,916.40
			STEP 3	64.29	5,143.34	11,143.91	133,726.92
			STEP 4	67.24	5,378.32	11,653.02	139,836.24
3140	FIREFIGHTER-56	NE	STEP 0	40.38	4,521.17	9,795.87	117,550.44
			STEP 1	42.08	4,712.80	10,211.07	122,532.84
			STEP 2	43.92	4,919.86	10,659.70	127,916.40
			STEP 3	45.92	5,143.34	11,143.91	133,726.92
			STEP 4	48.03	5,378.32	11,653.02	139,836.24
2078	FLEET & FACILITIES MANAGER	E	STEP 1	67.51	5,400.71	11,701.53	140,418.36
			STEP 2	70.64	5,642.68	12,225.81	146,709.72
			STEP 3	73.71	5,896.78	12,776.35	153,316.20
			STEP 4	77.02	6,161.86	13,350.69	160,208.28
			STEP 5	80.50	6,440.15	13,953.65	167,443.80
5106	FLEET MECHANIC I	NE	STEP 1	46.74	3,738.76	8,100.65	97,207.80
			STEP 2	48.83	3,906.51	8,464.10	101,569.20
			STEP 3	51.02	4,081.94	8,844.21	106,130.52
			STEP 4	53.31	4,265.04	9,240.93	110,891.16
			STEP 5	55.68	4,454.72	9,651.90	115,822.80
5107	FLEET MECHANIC II	NE	STEP 1	52.54	4,203.63	9,107.87	109,294.44
			STEP 2	54.91	4,393.32	9,518.85	114,226.20
			STEP 3	57.37	4,589.58	9,944.08	119,328.96
			STEP 4	59.96	4,796.80	10,393.06	124,716.72
			STEP 5	62.65	5,011.70	10,858.68	130,304.16

* AFSCME MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department Merit Salary Schedule

Effective Date: 07/21/2024 *

JOB CODE	TITLE	E=Exempt NE=Non Ex	STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
2023	MGMT ANALYST I	NE	STEP 1	46.94	3,755.13	8,136.12	97,633.44
			STEP 2	49.07	3,925.66	8,505.59	102,067.08
			STEP 3	51.24	4,099.56	8,882.37	106,588.44
			STEP 4	53.56	4,284.68	9,283.47	111,401.64
			STEP 5	55.94	4,475.42	9,696.74	116,360.88
2022	MGMT ANALYST II	E	STEP 1	51.53	4,123.13	8,933.45	107,201.40
			STEP 2	53.89	4,310.49	9,339.40	112,072.80
			STEP 3	56.28	4,502.34	9,755.08	117,060.96
			STEP 4	58.81	4,705.41	10,195.05	122,340.60
			STEP 5	61.44	4,915.20	10,649.59	127,795.08
5230	OFFICE ASSISTANT I	NE	STEP 1	26.45	2,115.29	4,583.12	54,997.44
			STEP 2	27.61	2,209.47	4,787.19	57,446.28
			STEP 3	28.82	2,305.80	4,995.89	59,950.68
			STEP 4	30.14	2,411.69	5,225.32	62,703.84
			STEP 5	31.49	2,519.72	5,459.40	65,512.80
5430	OFFICE ASSISTANT II	NE	STEP 1	31.88	2,550.58	5,526.26	66,315.12
			STEP 2	33.48	2,677.76	5,801.82	69,621.84
			STEP 3	35.15	2,811.86	6,092.37	73,108.44
			STEP 4	36.90	2,952.36	6,396.77	76,761.24
			STEP 5	38.75	3,100.29	6,717.30	80,607.60
5460	SYSTEMS ANALYST I	NE	STEP 1	51.68	4,134.23	8,957.49	107,489.88
			STEP 2	53.98	4,319.87	9,359.72	112,316.64
			STEP 3	56.40	4,512.19	9,776.42	117,317.04
			STEP 4	59.00	4,720.07	10,226.82	122,721.84
			STEP 5	61.63	4,930.16	10,682.01	128,184.12
2033	SYSTEMS ANALYST II	E	STEP 1	59.73	4,779.61	10,355.83	124,269.96
			STEP 2	62.42	4,993.13	10,818.45	129,821.40
			STEP 3	65.20	5,218.39	11,306.51	135,678.12
			STEP 4	68.20	5,455.38	11,819.99	141,839.88
			STEP 5	71.23	5,700.58	12,351.25	148,215.00

* AFSCME MOU increase. All Classif. 40 hrs/wk unless noted.



San Mateo Consolidated Fire Department

Per Diem Salary Schedule

Effective Date: 07/21/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9504	ADMINISTRATIVE ASSIST PDM	STEP 1	36.50
		STEP 2	38.15
		STEP 3	39.85
		STEP 4	41.64
		STEP 5	43.53
9500	ADMINISTRATIVE TECHNICIAN PDM	STEP 1	43.76
		STEP 2	45.69
		STEP 3	47.78
		STEP 4	49.96
		STEP 5	52.17
9604	CENTRAL SERVICES WORKER PDM	STEP 1	24.32
		STEP 2	25.42
		STEP 3	26.55
		STEP 4	27.75
9316	DEPUTY FIRE MARSHAL PDM	STEP 1	73.59
		STEP 2	76.84
		STEP 3	80.39
		STEP 4	84.01
		STEP 5	87.75
9505	EMERGENCY SERVICES SPEC PDM	STEP 1	35.83
		STEP 2	37.45
		STEP 3	39.12
		STEP 4	40.87
		STEP 5	42.74
9963	FIRE BATTALION CHIEF 40 PDM	STEP 1	98.77
		STEP 2	103.58
		STEP 3	108.63
		STEP 4	113.93
		STEP 5	119.50
9964	FIRE BATTALION CHIEF 56 PDM	STEP 1	70.55
		STEP 2	73.99
		STEP 3	77.59
		STEP 4	81.38
		STEP 5	85.36

* AFSCME merit tied MOU increase.



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/21/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9962	FIRE CHIEF SPECIALIST PDM	STEP 1	101.74
		STEP 2	106.83
		STEP 3	112.17
9317	FIRE PREVENTION INSP I PDM	STEP 1	58.15
		STEP 2	60.77
		STEP 3	63.55
		STEP 4	66.40
		STEP 5	69.37
9202	MGMT ANALYST I PDM	STEP 1	46.94
		STEP 2	49.07
		STEP 3	51.24
		STEP 4	53.56
		STEP 5	55.94
9222	MGMT ANALYST II PDM	STEP 1	51.53
		STEP 2	53.89
		STEP 3	56.28
		STEP 4	58.81
		STEP 5	61.44
9511	OFFICE ASSISTANT I PDM	STEP 1	26.44
		STEP 2	27.61
		STEP 3	28.82
		STEP 4	30.14
		STEP 5	31.49
9513	OFFICE ASSISTANT II PDM	STEP 1	31.88
		STEP 2	33.48
		STEP 3	35.15
		STEP 4	36.90
		STEP 5	38.75
9269	PROJECT MANAGER I PDM	STEP 1	53.03
		STEP 2	55.40
		STEP 3	57.91
		STEP 4	60.50
		STEP 5	63.23

* AFSCME merit tied MOU increase.



**San Mateo Consolidated Fire Department
Per Diem Salary Schedule**

Effective Date: 07/21/2024 *

JOB CODE	TITLE	STEPS	HOURLY
9267	PROJECT MANAGER II PDM	STEP 1	58.55
		STEP 2	61.14
		STEP 3	63.90
		STEP 4	66.80
		STEP 5	69.78
9268	PROJECT MANAGER SR PDM	STEP 1	64.41
		STEP 2	67.27
		STEP 3	70.31
		STEP 4	73.48
		STEP 5	76.77
9911	STUDENT INTERN PDM	STEP 1	20.00
		STEP 2	21.00
		STEP 3	22.05
		STEP 4	23.15
		STEP 5	24.31
9230	SYSTEMS NETWORK MANAGER PDM	STEP 1	75.10
		STEP 2	78.49
		STEP 3	82.05
		STEP 4	85.74
		STEP 5	89.55

* AFSCME merit tied MOU increase.



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: August 20, 2024

Subject: Flyers Energy, LLC Purchase Order – Emergency Change Order

RECOMMENDATION

Adopt a resolution authorizing a change order in the amount of \$8,900.25 for a total contract amount not-to-exceed \$138,900.25 for Flyers Energy, LLC for the purchase of vehicle fleet fuel for the remainder of fiscal year 2023-24.

BACKGROUND

The use of Flyers Fleet Card Program allows all vehicles in our fleet to utilize all designated Commercial Fueling Network (CFN) locations throughout the department's service area, as well as throughout the State of California, at a competitive rate for gasoline and diesel fuel.

During the last quarter of fiscal year 2023-24, we ended our contract with Booster Fuels, who was our primary fuel provider, due to significant increases in cost. Utilizing Flyers Energy as our primary fuel provider for the remainder of the fiscal year caused our blank purchase order to exceed its limit. The blanket purchase order was originally set up with a limit of \$130,000.00. SMC Fire's Purchasing Procedure C-07 requires Board approval for purchases exceeding \$100,000. Additionally, Section 7.2 A. states, "where an emergency exists affecting or threatening to affect the public health, safety, or welfare" and therefore allowed us to proceed with an emergency purchasing exception to refuel necessary apparatus. Increasing the limit by \$8,900.25 will cover all expenditures for the remainder of the fiscal year.

FISCAL IMPACT

The adopted 2023-24 budget included appropriations for fuel; thus, no additional budget appropriation is required.

ATTACHMENTS

- A. Resolution
- B. Change Order No. 1

RESOLUTION NO. RES-2024-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$8,900.25 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$138,900.25 FOR FLYERS ENERGY, LLC FOR THE PURCHASE OF VEHICLE FLEET FUEL FOR THE REMAINDER OF FISCAL YEAR 2023-24

WHEREAS, the SMC Fire Board of Directors approved the Department's Purchasing Procedure, which requires Board approval for purchases exceeding \$100,000; and,

WHEREAS, the blanket purchase order was originally set up with a limit of \$130,000.00; and,

WHEREAS, during the last quarter of fiscal year 2023-24, we exceeded limit of the purchase order; and,

WHEREAS, Section 7.2 A. of the Purchasing Procedure allowed us to proceed with an emergency purchasing exception to refuel necessary apparatus; and,

WHEREAS, increasing the limit by \$8,900.25 covered all expenditures for the remainder of the fiscal year.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a change order in the amount of \$8,900.25 for a total contract amount not-to-exceed \$138,900.25 for Flyers Energy, LLC for the purchase order of fiscal year 2023-24.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



San Mateo Consolidated Fire Department

PROJECT

P.O. SCON-000358

SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Contract Change Order No. 1

Distribution:
Purchasing Division,
Department File,
Contractor.

To: Flyers Energy, LLC
P.O. Box 884517
Los Angeles, CA 90088-4517

Date: 7/19/24
You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.

Description of work to be done, estimate of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price, and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

DESCRIPTION OF WORK

San Mateo Consolidated Fire Department's FY 2023/2024 diesel and regular fuel costs purchased using a Flyers Energy fuel card.

The blanket purchase order was originally set up with a limit of \$130,000.00 Increasing the limit by \$8,900.25 will cover all expenditures for the remainder of the fiscal year. The additional expenditures were for necessary refueling of apparatus.

Total cost of change not to exceed

STATEMENT OF ACCOUNT

Original Contract Price \$130,000.00
Previous Change Orders \$0.00
Total to Date \$130,000.00

This Change Order \$8,900.25
Revised Contract Price \$138,900.25
Approved

By _____

Signature _____

Department: San Mateo Consolidated Fire Department

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore for the prices shown above.

By reason of this proposed change ____ days extension of time will be allowed.

Accepted, Date _____
Contractor

By _____

Title _____



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: August 20, 2024

Subject: Emergency Services Analyst I/II Classification Update

RECOMMENDATION

Adopt a resolution approving the following job classification revision in the Office of Emergency Services (OES) Division:

- Create an Emergency Services Analyst I/II classification and salary range
- Reclassify one (1) incumbent and one (1) vacant Emergency Services Specialist to this position
- Eliminate the Emergency Services Specialist classification

BACKGROUND

During the recent American Federation of State, County and Municipal Employees (AFSCME) negotiations, the Board approved language that allowed for the creation of an Emergency Services Analyst I/II classification, reclassification of an incumbent Emergency Services Specialist and abolishing the Emergency Services Specialist classification. This was done to correct the pay disparity between the existing classification and comparison agencies in the salary survey. The upgrade in classification is the result of MOU changes approved by the bargaining unit and ratified by the Fire Board.

ANALYSIS

The salary survey conducted by the department during negotiations revealed that the total compensation for the existing Emergency Services Specialist classification was 32% below median. In an effort to bring the salary to median and match the job description to the duties required, the department proposed creating the Emergency Services Analyst I/II classification and aligning the salary range with the Management Analyst I/II classification and AFSCME agreed. Over the past 6 months, the department had two Specialists resign and accept positions with agencies that pay significantly more for the required skills. This new classification and salary range will help us attract quality candidates and gain the stability needed in the position to produce the significant amount of work required by the division.

FISCAL IMPACT

The reclassification of two Emergency Services Specialists to Emergency Services Analysts will result in a net impact increase of \$77,000 for fiscal year 2024-25. This increase was included in the appropriation from the July 18, 2024 meeting as part of the ASFME MOU adoption, so no additional funds are needed for the reclassification.

ATTACHMENTS

- A. Resolution
- B. Emergency Services Analyst I/II job description

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING JOB CLASSIFICATION
REVISION IN THE OFFICE OF EMERGENCY SERVICES (OES) DIVISION**

WHEREAS, on July, 18 2024, the Fire Board of Directors ratified a new MOU with American Federation of State, County and Municipal Employees (AFSCME) who represents the Emergency Services Specialist job classification of the department; and,

WHEREAS, the new MOU sought to reclassify the Emergency Services Specialist to a new classification of Emergency Services Analyst I and II; and,

WHEREAS, there is an incumbent in the position of Emergency Services Specialist who will need to be reclassified; and,

WHEREAS, the recommended classification updates will have a net impact of \$77,000 to the General Fund;

WHEREAS, the increased cost was included in the appropriation approved for the ASFME MOU adoption;

WHEREAS, no additional appropriation is required;

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Approve the job classification revisions within the Community Risk Reduction Division's Office of Emergency Services as follows:
 - a. Create an Emergency Services Analyst I/II classification,
 - b. Reclassify the incumbent Emergency Services Specialist as well as the vacant Emergency Services Specialist to this position, and
 - c. Eliminate the Emergency Services Specialist classification.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



EMERGENCY SERVICES ANALYST I/II

DEFINITION

To perform responsible, professional and technical emergency management duties in providing staff assistance to the San Mateo Consolidated Fire Department and major divisions within each city served; to develop, organize and conduct trainings, public education programs, and Community Emergency Response Teams (CERT) training, conduct meetings and research assignments in a variety of emergency management and operational procedures and topics; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a non-safety classification reporting to the Emergency Services Manager. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Emergency Services Analyst I - This is the entry level class in the Emergency Services Analyst series. Incumbents of this class perform the more routine Emergency Management (EM) work that requires only limited previous EM experience. EM Analysts I are considered to be in a continued training status and as assigned responsibilities and breadth of knowledge increase with experience, may reasonably expect their positions to advance to the next higher class of Emergency Services Analyst II.

Emergency Services Analyst II - Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Emergency Services Analyst I, or, when filled from the outside, require prior EM experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. An Emergency Services Analyst II works under general supervision and is expected to perform the entire range of administrative and technical duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of an Emergency Services Analyst I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED

Emergency Services Analyst I: Receives direction from the Emergency Services Manager, higher level departmental or Emergency Management personnel.

Emergency Services Analyst II: Receives direction from the Emergency Services Manager, higher level departmental or Emergency Management personnel.

May exercise technical and functional supervision over less experienced Emergency Services Analysts.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Support the preparation, implementation, and monitoring of a comprehensive risk-based emergency management and community preparedness program.

Support the preparation and maintenance of the municipal emergency operations plans, annexes, appendixes, checklists and other supporting documentation, procedures and guides, local hazard mitigation plans, continuity, and recovery plans.

Respond to an Emergency Operations Center (EOC) or Department Operations Center (DOC) when it activated; ensure that appropriate documents are available at the center, provide support to coordination efforts, and serve as liaison as required.

Design and administer communication plans to disseminate information and materials enabling effective municipal and community response to a disaster situation to include personal preparedness training.

Continually monitor and assess municipalities' training programs; research methods to increase community outreach; analyze community needs and program effectiveness; develop corrective actions related to identified needs, emergency activities and SMCFD goals; maintain records of findings and corrective actions identified through After-Action Reports/Improvement Plans, and coordinate development of multiyear Training and Exercise Plans.

Coordinate and conduct interagency training sessions on NIMS, ICS, and other emergency management topics for municipal personnel to establish and operate an (EOC); maintain records of NIMS/ICS training in compliance with state and federal guidelines for SMCFD and the cities served.

Produce training materials, including written documents, electronic media, and videos; maintain materials, such as props, slides, videos, films, and other educational documents; set up and operate appropriate and different audiovisual equipment.

Provide oversight and program delivery of the Community Emergency Response Team (CERT) Program, including the coordination and tracking of volunteers, teaching of CERT curricula and continuing education modules, maintenance of supplies and logistics, and participation in regional training and exercise opportunities.

Develop training curricula/plans, coordinate logistics, promote and deliver public education programs to civic organizations, religious institutions, businesses and residents from kindergarten age to senior citizens on disaster preparation, fire and earthquake preparedness, fire

prevention and life safety public education programs, wildland fire mitigation programs, CPR and first aid programs.

Design, develop and deliver a variety of disaster exercises designed to test elements of the municipalities' emergency capabilities according to Homeland Security Exercise and Evaluation Program guidance.

Support facilitation of stakeholders in exercise planning meetings, prepare exercise documentation to include exercise plans and manuals.

Perform a variety of administrative and technical duties related to the development and implementation of special projects and/or programs; track performance measures quarterly; develop and prepare periodic information sheets, statistical, departmental and special reports related to projects or programs and work performed; maintain records and files; develop directories; create meetings agendas and meeting minutes.

Develop working relationships with and make presentations to representatives of municipal departments, as well as other public and private support relief agencies, businesses, schools, homeowners, non-governmental organizations (NGO's) and other community groups regarding emergency services.

Assist in the development of goals and objectives for the emergency management program.

Participate in budget preparation and administration; prepare cost estimates and revenue projections for budget recommendations for designated accounts; submit justifications of program and related activities; monitor and control expenditures.

Participate in specialized training, conferences and seminars as available and appropriate to maintain technical knowledge.

Build and maintain positive working relationships with co-workers and the public using principles of good customer service.

Compile and analyze data; prepare reports and make recommendations on the formulation of policy and procedures, EOC and division staffing and organizational changes.

Compile materials and assist with the preparation of reports, manuals, and publications.

Participate in administering contracts including those relating to grant projects; monitor programs for compliance with applicable regulations.

Interpret Federal, State and City regulations; coordinate their application to Department operations.

Perform other related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Standard office practices, procedures, methods and equipment.

Principles and practices of organization and Emergency Management.

Basic principles, methods, and practices of Emergency Management Training, Public Education and CERT.

Basic research techniques and methods of report preparation.

Ability to:

Communicate clearly and concisely, both verbally and in writing.

Review organizational and administrative problems, and recommend and implement an effective course of action.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Learn, interpret and apply SMCFD and City policies, procedures, rules and regulations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Emergency Services Analyst I:

Experience:

One year of Emergency Management and/or Training experience, preferably in local government.

Training:

Equivalent to an associate's degree/60 semester units from an accredited college or university with major work in emergency management, public administration, public policy, planning, communications, or a closely related field.

License or Certificate:

- Possession of a valid California driver's license and a satisfactory driving record is required.
- Valid certificates for ICS 100, 200, IS700.b and IS800.d or ability to obtain within first year of employment.

- CPR certification must be obtained within one year of employment.
- CERT Instructor is highly desirable.
- California State Fire Marshal Instructor 1 and Instructor 2 Certification highly desirable.

Emergency Services Analyst II

In addition to the qualifications for Emergency Services Analyst I:

Experience:

Three years of Emergency Management and/or Training experience, preferably in local government.

Training:

Equivalent to a bachelor's degree/120 semester units from an accredited college or university with major work in emergency management, public administration, public policy, planning, communications, or a closely related field.

License or Certificate:

- CERT Instructor is required.
- California State Fire Marshal Instructor 1 and Instructor 2 or Fire and Life Safety Educator 1A/B/C certification is required.
- Professional certifications such as California Governor's Office of Emergency Services Career Credentials, International Association of Emergency Managers AEM or CEM designations are highly desirable.
- American Heart Association CPR and First Aid Instructor highly desirable.

Knowledge of:

Research techniques, sources, and availability of information, and of report preparation and presentation.

Pertinent State, Federal and local laws and regulations.

Principles, methods and practices of municipal Emergency Management.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Grant research, preparation, writing, and administration.

Ability to:

Properly interpret and make decisions in accordance with laws, rules, and policies.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

San Mateo Consolidated Fire
Emergency Services Analyst I/II
Page 6

Ability to work in a standard office environment with some exposure to hazardous situations; availability to travel to different locations; availability to work off-hours and for emergency call-out; ability to safely lift 50 pounds.

Adopted Fire Board: 8/20/24
Employee Group: Analyst I: General (AFSCME); Analyst II: Management (AFSCME)
FLSA: Analyst I: Non-Exempt; Analyst II: Exempt
Pre-Appt. Medical: Yes
Safety Sensitive: No
Form 700: No
Job Code: 5346/2150



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: August 20, 2024

Subject: **Amendment to the Compensation & Benefits Plan for the Fire Chief, Deputy Fire Chiefs, and Business Manager**

RECOMMENDATION

Adopt a resolution authorizing a revision to the Compensation and Benefits Plan for the Fire Chief, Deputy Fire Chiefs, and Business Manager to provide for payment of Deputy Fire Chiefs who are deployed under the California Master Mutual Aid Agreement.

BACKGROUND

On April 12, 2023, the Fire Board of Directors approved the compensation and benefits plans for the Fire Chief, Deputy Fire Chiefs and Business Manager to a single "Executive Command Staff" compensation and benefits plan.

As with other fire agencies in the state, SMC Fire participates in supporting wildfire deployments as part of the California Master Mutual Aid Agreement (MMAA). This agreement provides the framework by which the resources needed to fight large wildland fires are requested, deployed and reimbursed. Chief Officers, including Battalion Chiefs, Deputy Chiefs and Fire Chiefs, fill several critical leadership positions with deployments including Strike Team Leader and various Incident Management Team positions. Though the availability to deploy requested resources is at the discretion of the Fire Chief, it is important that support of the MMAA be provided when possible.

ANALYSIS

The attached resolution incorporates the ability for the Deputy Fire Chief to be deployed on Out-of-County Assignments and be paid "portal to portal" (beginning at the time of initial dispatch from home base to the time of return to home base). The Deputy Chief would be paid straight time based on his salary schedule hourly rate for regularly scheduled work hours (40 hours per week) and equal to 1.5 times the hourly rate for portal-to-portal hours in addition to regularly scheduled hours.

FISCAL IMPACT

The Department is reimbursed by the State based on the salary survey rates we provide to Cal OES.

ATTACHMENTS

- A. Resolution
- B. Redline Compensation and Benefits Plan

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT AUTHORIZING A REVISION TO THE
COMPENSATION AND BENEFITS PLAN FOR THE FIRE CHIEF, DEPUTY FIRE
CHIEFS, AND BUSINESS MANAGER**

WHEREAS, on April 12, 2023, SMC Fire’s Fire Board of Directors approved the compensation and benefits plans for the Fire Chief, Deputy Fire Chiefs and Business Manager to a single “Executive Command Staff” compensation and benefits plan (the “Compensation Plan”); and,

WHEREAS, SMC Fire, as with other fire agencies across the state, participates in supporting wildfire deployments as part of the California Master Mutual Aid Agreement (MMAA); and,

WHEREAS, the MMAA establishes the framework for which state and local resources are allocated to combat large wildfires, and also establishes the structure for which local fire agencies, such as SMC Fire, are reimbursed for deploying firefighters in such scenarios; and,

WHEREAS, in wildfire deployments under the MMAA, local agency command staff positions (Battalion Chiefs, Deputy Chiefs, and Fire Chiefs) fulfill critical leadership roles, such as Strike Team Leader and Incident Management Team positions; and,

WHEREAS, the current Compensation Plan does not specify a pay rate for Deputy Chiefs who are deployed under the MMAA, as the current plan is structured so that Deputy Chiefs are paid for a 40-hour work week; and,

WHEREAS, having the capability to deploy Deputy Chiefs in connection with the MMAA (as well as deploying in other scenarios) promotes the efficient and flexible allocation of SMC Fire’s personnel and resources; and,

WHEREAS, to achieve this result, staff has suggested adding the following text to the Compensation Plan:

Deployment Pay for Deputy Chiefs

At the discretion of the Fire Chief, a Deputy Chief may be deployed on Out of County Assignments as part of the California Master Mutual Aid Agreement. If deployed, a Deputy Chief would be paid “portal-to-portal” (beginning at time of initial dispatch from home base to time of return to home base). For those portal-to-portal hours, the Deputy Chief will be paid straight time for regularly scheduled work hours and 1.5 times their hourly rate for hours in addition to their regularly scheduled hours.

WHEREAS, consistent with this revision to the Compensation Plan, Deputy Chiefs would be paid “straight time” based on the existing salary schedule’s hourly rate for regularly scheduled work hours (40 hours per week) and will be paid equal to 1.5 times the hourly rate for portal-to-portal hours in addition to regularly scheduled hours.

WHEREAS, the Deputy Chief hourly pay rate for a regular 40-hour work week would remain unchanged.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a revision to the Compensation and Benefits Plan for the Fire Chief, Deputy Fire Chiefs, and Business Manager, incorporated herein.
2. The effective date of the revisions to the Compensation Plan shall be retroactively effective to August 1, 2024.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

**COMPENSATION AND BENEFITS PLAN
FOR
FIRE CHIEF,
DEPUTY FIRE CHIEFS,
and
BUSINESS MANAGER**

Revised August 20, 2024~~Effective April 12, 2023~~

**COMPENSATION AND BENEFITS PLAN
FOR
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER
APRIL 12, 2023**

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**COMPENSATION AND BENEFITS PLAN
FOR
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER**

The San Mateo Consolidated Fire Department (hereinafter called "Department") provides the following wages, hours, and other terms and conditions of employment to its Fire Chief, Deputy Fire Chiefs and Business Manager as described in this Compensation and Benefits Plan (hereinafter called the "Plan").

All positions are at-will employees as defined in the Department Personnel Rules & Regulations Section 6.04.

The Fire Chief and Deputy Fire Chiefs are considered safety positions and the Business Manager position is a non-safety position.

ARTICLE I WAGES & BENEFITS

Section 1 - Wages

A three-step salary range has been established for the Fire Chief and Deputy Fire Chief, and a 5-step salary range has been established for the Business Manager classification. The current salary ranges are based on a forty-hour work week and are listed on the San Mateo Consolidated Fire Department Merit Salary Schedule. Initial Fire Chief salary step is determined by the Fire Board. The Fire Chief determines initial salary step for the Deputy Fire Chiefs and Business Manager.

Salary increases for all positions covered in this plan will be at the discretion of the Fire Board.

Section 2 - Retirement

Retirement benefits shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chiefs, and the AFSCME MOU for the Business Manager.

Employee Retirement Contributions:

Retirement contributions shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 3 - Probationary Period

The initial probationary period for new Employees shall be for a period of not less than twelve (12) months of actual service. Further provisions regarding probationary periods are found in the Department Personnel Rules and Regulations (hereinafter called "Department Personnel Rules").

Section 4 - Special Pay and Allowance

Deployment Pay for Deputy Chiefs

At the discretion of the Fire Chief, a Deputy Chief may be deployed on Out of County Assignments as part of the California Master Mutual Aid Agreement. If deployed, a Deputy Chief would be paid "portal to portal" (beginning at time of initial dispatch from home base to time of return to home base). For those portal-to-portal hours, the Deputy Chief will be paid straight time for regularly scheduled work hours and 1.5 times their hourly rate for hours in addition to their regularly scheduled hours.

Uniform Allowance

The Fire Chief and Deputy Fire Chief shall receive a uniform allowance in accordance with the Battalion Chiefs MOU.

The Department has an interest in requiring all safety employees to have a Class A uniform. The Department will provide all necessary adjustments and components of the Class A uniform for the Fire Chief and Deputy Fire Chiefs.

Standard Uniform

All Safety personnel will be required to wear a standard uniform. The Fire Chief and Deputy Fire Chief uniform will be in accordance with the Department SOPs and the Battalion Chiefs MOU.

Educational Incentive Pay

The Deputy Fire Chiefs shall receive Educational Incentive(s) in accordance with the Battalion Chiefs MOU and the Business Manager shall receive Educational Incentive(s) in accordance with the ASFCME MOU.

Management Incentive Pay

The Fire Chief may receive Management Incentive Pay at the direction of the Fire Board.

Cell Phone

The cost of a cell phone used for department business shall be at the discretion of the Fire Chief.

Section 5 - Department Provided Vehicles and Vehicle Allowances

Employees shall be provided a Department vehicle, as determined to be appropriate by the Fire Chief or Fire Board.

Employees using a department vehicle must sign a "Vehicle Use Declaration & Acknowledgement Form."

Section 6 - Leave Accruals

Employees shall accrue vacation leave, sick leave, and holiday leave on a pro-rata basis in proportion to regular hours on the payroll. Credit shall not be received for time off without pay. Vacation leave, sick leave, and holiday credits shall accrue from date of appointment.

The accrual rates for the Fire Chief and Deputy Fire Chiefs shall be in accordance with the Battalion Chiefs MOU.

The accrual rates for the Business Manager shall be in accordance with the AFSCME MOU.

Absences of less than four hours shall not be deducted from leave balances. Employees are expected to work a minimum of 40 hours per week, with schedules that may vary from day to day based on workplace needs.

Section 7 - Flexible Benefits Plan

Department contribution toward health coverage and provision for employees who opt out of coverage will be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 8 – Dental/Vision Insurance

Dental Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Vision Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 9 - Long Term Disability

The Department shall pay the full amount to provide Long Term Disability (LTD) insurance in accordance with AFSCME MOU for the Business Manager.

Section 10 - Life Insurance

The Department shall provide life insurance and accidental death and dismemberment insurance without regard to membership in any health plan, equal to coverage provided in the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 11 - Deferred Compensation Plan

Employees are eligible to participate in the Department offered 457 deferred compensation plans. All contributions to deferred compensation plans and retirement health savings accounts are contingent upon compliance with state and federal rules and regulations.

Section 12 – Retiree Health Savings (RHS) Account

The Department shall provide benefit contributions in accordance with the Battalion Chiefs MOU for the Fire Chief and Deputy Fire Chief.

Separation Pays

Separation pay shall be contributed to this account in accordance with the Plan design. Any employee separating within the term of this contract will have all of his/her eligible accrued leave balances paid out into his/her RHS account. The administration costs of maintaining this RHS account will be borne by the Department.

Section 13 - Pay for Temporary Assignment

An Employee appointed to a higher paid classification on an acting basis shall be paid at the first step of the higher pay range or at the step which is not less than 5% more than his/her current pay, provided the duration of the assignment is for 30 days or more and for purposes other than vacation relief and all of the duties of the higher paid class are performed.

ARTICLE II HOLIDAYS

Section 1 - Official Department Holidays

The holidays to be observed shall be in accordance with the Battalion Chiefs and AFSCME MOUs.

ARTICLE III VACATION AND OTHER LEAVES

Section 1 - Vacation Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Vacation Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Vacation

Leave in accordance with the AFSCME MOU.

Section 2 – Executive Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Executive Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Executive Leave in accordance with the AFSCME MOU.

Sell Back

Executive and Vacation Leave sell back for the Fire Chief and Deputy Fire Chiefs will be in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

Section 3 – Recognition Leave

Performance Component

The Fire Chief and Deputy Fire Chiefs may receive Performance Component Leave in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

Section 4 - Discipline

Provisions regarding discipline and discharge are found in the Department Personnel Rules & Regulation.

Section 5 - Grievances

Provisions regarding Grievance Procedures are found in the Department Personnel Rules & Regulations

Section 6 - Duration

This Plan shall take effect on April 12, 2023.