



## Meeting Minutes

### San Mateo Consolidated Fire Department Board of Directors Regular Meeting Wednesday, January 13, 2021 – 4:00 P.M. Zoom Video Teleconference

#### 1. OPENING

The meeting was called to order at 4:01 pm by Board Chair Goethals.

##### 1.3. Fire Board Member Catherine Mahanpour Recognition

##### 1.4. Swearing in new Fire Board Member Richa Awasthi

##### 1.5. Roll Call

**Board Members Present:** Goethals, Lieberman & Awasthi

**Board Members Absent:** None

#### 2. AGENDA CHANGES

There were no agenda changes.

#### 3. SPECIAL PRESENTATIONS

Board Chair Goethals provided a Resolution expressing gratitude for retired Battalion Chief Michael Towns and Deputy Fire Marshal Henderson on their years of distinguished fire service.

#### 4. PUBLIC COMMENT

None

#### 5. CONSENT

Board Member Lieberman made a motion to approve the Consent calendar, which was seconded by Board Member Awasthi. The Acting Board Secretary took a roll call vote and the Consent calendar items were approved 3-0.

#### 6. NEW BUSINESS

##### **Item 6.1 - Adopt a resolution approving revised Compensation and Benefit Plan, Salary Adjustments and Classification Update.**

Chief Iverson provided an overview on the proposed revised compensation & benefit plan to establish ranges for the classification of Fleet and Facilities Technician and Division Chief. Also, to revise the Deputy Chief salary range including the Deputy Chief compensation I benefit plan. As well as reallocate a vacant Deputy Fire Chief position to a Division Chief and a vacant Administrative Assistant position to a Fleet and Facilities Technician in alignment with the adopted reorganization plan as vacancies occur. Lastly, to recommend adjusted salary ranges for the classifications of Emergency Services Manager and Emergency Medical Services Clinical Educational Specialist. Board Member Lieberman made a motion to adopt the resolution, which was seconded by Board Member Awasthi. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

**Item 6.2 - Adopt a resolution authorizing a supplemental budget appropriation in the amount of \$178,709 for the grant awarded by the Gilead Corporate Giving Program and authorizing the Fire Chief to approve all purchase orders.**

Chief Iverson provided an overview for the recommendation to establish to appropriate the funds as mentioned through the grant award as well as expend the funds. Board Member Lieberman made a motion to adopt the resolution, which was seconded by Board Member Awasthi. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

**Item 6.3 - Adopt a resolution approving the purchase of three (3) new Pierce fire engines from Golden State Fire Apparatus and authorizing the Fire Chief to sign the purchase agreement.**

Chief Iverson provided an overview for the recommendation to approve a resolution for three (3) new fire apparatus. Acquisition of this fire apparatus is a planned expenditure, and funds have been accumulated through the Vehicle and Equipment Replacement Fund and appropriated in the 2020-21 adjusted budget. Board Member Lieberman made a motion to adopt the resolution, which was seconded by Board Member Awasthi. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

**Item 6.4 - Receive the 2020-21 Mid-Year Budget Update and adopt a resolution appropriating \$1.0 million in reimbursement revenues in the General Fund to account for the cost of overtime incurred in response to mutual aid reimbursement revenue.**

Treasurer Rich Lee provided a Power Point presentation on the General Fund and the Fire Protection and Life Safety fund. The amended budgets that have taken place to date, it's anticipated \$41.53 million in revenues and \$41.56 million in total expenditures that would have a net change and fund balance of breaking even. Year to date expenditures and revenues are projecting total revenues of \$43.71 million which is a little over \$2 million more than expected and \$42.54 million in total expenditures, which is just under \$1 million more than expected. If those projections come to fruition, that would result in a net change in fund balance \$1.17 million which would bring the ending fund balance to \$2.53 million. The budget variance of 1.44 million in salaries and benefits is offset by about \$460,000 in operating budget savings leaving our total budget overage by just under \$1 million. Looking at salaries and benefits in particular, the amended budget as it stands so \$22 million and salaries and \$3.5 million in overtime. 2020-21 estimates \$21.33 million in salaries and \$5.7 million projected overtime. The primary driver behind overtime costs are the number of mutual aid incidents during the very busy fire season. SMC Fire answered the call for mutual aid to 21 incidents, including the CSZ Lightning Complex, River, Glass, Red Salmon, and Dome incidents. With such overages comes a reimbursement from CalOES which can leave us with a general fund revenue projection of \$43.71 million in total revenues and that's just over \$2 million more than the current amended budget. Our general fund revenue and expenditures, including the reimbursement from CalOES offsetting the additional overtime costs, the net change in fund balance is going to be about \$1.17 million. One of the things that the fire board directed staff to do was to provide some relief for the member agencies as a result of the financial impact of COVID-19. As such, with providing \$1 million in relief would reduce total revenues down to \$42.71 million and the net change in fund balance would still result in a positive net change in fund balance and it would add to the ending fund balance.

The Fire Protection and Life Safety fund was presented to the board in December 2020. However, SMC Fire has \$200,00 in stale invoices that have been sent to its collection agency. SMC Fire's accounts receivable is configured to be on an accrual basis, where revenues are recorded when the invoice has been issued. The amount from unpaid invoices that are sent to collections need to be expensed as bad debt in compliance with generally accepted accounting principles. While no additional budget appropriations should be necessary to account for the bad debt expense, the accounting entry will increase total expenditures for the Fire Protection and Life Safety Fund to \$3.9 million by year end, increase the net reduction in fund balance to \$1.1 million, and leave approximately \$100,000 in fund balance.

The recommendation before the board is to receive a mid-year budget update and to adopt a resolution appropriating \$1 million in general fund reimbursement revenues to offset the additional costs for mutual aid response.

Board Member Awasthi requested more detail about the board approved \$1 million COVID relief. Treasurer Less shared that as a part of the fiscal sustainability plan for SMC Fire, command staff identified about \$1 million that it could provide in the form of a credit on the quarterly operating contribution. As we would move along during the fiscal year, we are monitoring SMC Fire's ability to provide that relief to the member agencies. At this time, based on the projected revenues and expenditures, we believe that SMC Fire has the capacity to provide that credit which would be allocated 60/20/20 (60% for San Mateo and 20% each for Belmont and Foster City).

Board Member Lieberman acknowledged the department's major role in cross agency participation in terms of fires requiring much of our resources. Our staff came through this with flying colors and we did a great job! A very big thank you to everybody in the department!

Board Member Lieberman made a motion to adopt the resolution, which was seconded by Board Member Awasthi. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

#### **Item 6.5 - Adopt a resolution approving State Mandated Fire Inspections Compliance Report**

Fire Marshal Marshall provided an overview of our annual state mandated fire inspections of all public and private schools, apartments, condominiums, hotels and motels within our jurisdiction. He reported that we were able to complete 100% of those inspections like we did last year. This was a team effort between our engine companies and fire inspections. The number of multi residential housing have increased this year. Reporting of our 2020 Inspection Compliant is also recommended by the San Mateo County Grand Jury.

Board Member Lieberman congratulated Marshal Marshall on the 100% compliance.

Board Member Awasthi made a motion to adopt the resolution, which was seconded by Board Member Lieberman. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

### **7. OLD BUSINESS**

#### **Item 7.1 - Adopt a resolution approving the trade-in of nine (9) LifePak (LP) 12 monitors and one (1) Lucas device for a value of \$29,950 from Stryker Corporation (Stryker).**

Chief Iverson provided an overview of a resolution approving the trade-in of nine (9) LifePak (LP) 12 monitors and one (1) Lucas device for a value of \$29,950 from Stryker Corporation (Stryker).

Board Member Awasthi made a motion to adopt the resolution, which was seconded by Board Member Lieberman. The Acting Board Secretary took a roll call vote and the resolution was approved 3-0.

### **8. REPORTS & ANNOUNCEMENTS**

Board Chair Goethals welcomed new City Manager of Foster City, Peter Pirnejad. Board Member Awasthi introduced him to the organization.

#### **Strategic Plan Update**

Chief Iverson provided updates on the department's Strategic Plan (attached). There were no questions from the Board.

### **Operations Update**

Deputy Chief Thrasher provided an update on the Operations Division (attached). There were no questions from the Board.

### **Community Risk Reduction Update**

Fire Marshal Marshall provided an update on the Operations Division (attached). Board Member Lieberman wished Jenelle Masterson success in her move and acknowledged Pat Halleran's experience and talent he brings to the department. Board Chair Goethals expressed his gratitude for her service and thanked her for all her operational success in the organization on behalf of all three cities.

### **Fire Chief Update**

Chief Iverson began his update by welcoming new Board Member Awasthi. Also, today marks SMC's 2<sup>nd</sup> year anniversary. Chief Iverson thanked all members of SMC Fire as one team and all members are examples of extreme professionalism, commitment and dedication to the organization. Board Chair Goethals stated he is proud to continue to serve with each one of us and looks forward to working with the organization in 2021.

## **9. ADJOURNMENT**

The Board Secretary reminded the participants that next meeting is scheduled for April 14<sup>th</sup> at 4:00pm and the meeting was adjourned at 5:21pm.