



Agenda

**San Mateo Consolidated Fire Department
Board of Directors
Regular Meeting
Wednesday, January 12, 2022 – 4:00 P.M.**

Consistent with Government Code Section 54953 and to promote social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be accessible, and members of the public may participate and give public comment, via video teleconference by accessing the following website link:

Video Teleconference Information: Via Personal Zoom Web Link

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_AP943MEIROqZ19JX6PoQgg

1. OPENING

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

2. CLOSED SESSION

- 2.1 Consideration of a public employment personnel matter pursuant to Government Code section 54957(b): Department Fire Chief Position

3. RETURN FROM CLOSED SESSION

- 3.1 Report from Closed Session

4. 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 Acting Board Clerk Nicole Morales at nmorales@smcfire.org prior to Public Comment.

5. SPECIAL PRESENTATIONS

- [5.1.](#) Proclamation Honoring Battalion Chief William Euchner on his Retirement.

6. 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 Acting 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.

7. CONSENT

- [7.1](#) Approval of Fire Board Meeting Minutes from October 13, 2021.
- [7.2](#) Adopt a resolution approving revisions to the Duration of Employment Lists section of the Department's Personnel Rules and Regulations.

- [7.3](#) Adopt a resolution authorizing a side letter amendment to the San Mateo County Firefighters, Local 2400 International Association of Firefighters' Memorandum of Understanding (MOU).
- [7.4](#) Consideration of a resolution authorizing Continued Use of Remotely Teleconferenced Meetings.

8. NEW BUSINESS

- [8.1](#) Consider the following three options regarding the Fire Chief position: (1) appoint Interim Fire Chief Thrasher to the role of Fire Chief, (2) retain Interim Fire Chief Thrasher in that role while conducting a competitive recruitment for the Fire Chief position, or (3) retain Interim Fire Chief Thrasher in that role for a period of time as determined by the Board and without immediately initiating a recruitment.
- [8.2](#) Adopt a resolution approving State Mandated Fire Inspections Compliance Report.
- [8.3](#) Receive the 2021-22 Mid-Year Budget Update and adopt a resolution approving an appropriation of \$2.1 million in mutual aid deployment reimbursement revenue and \$0.3 million in available fund balance in the General Fund.
- [8.4](#) Adopt a resolution to approve job classification for the position of Systems Analyst I/II.
- [8.5](#) Fire Board discussion regarding a retreat to discuss the Department's current state, long-term goals, organizational changes.

9. REPORTS AND ANNOUNCEMENTS

- 9.1. Board Members and Department Management Staff will have an opportunity to make announcements.
 - 9.1.1 Interim Fire Chief Update (*verbal only*)
 - 9.1.2 Community Risk Reduction Division Update (*verbal only*)

10. ADJOURNMENT

I, Nicole Morales, Acting 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 Acting 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/fire-board-meeting-agendas>.

Resolution of Appreciation & Gratitude for Battalion Chief William Euchner

WHEREAS, The Board of Directors of the San Mateo Consolidated Fire Department desires to commemorate and honor the career and accomplishments of its Battalion Chief, William Euchner; and,

WHEREAS, William Euchner began his fire service career with the San Mateo Fire Department in 1981 as a Firefighter/Engineer/Paramedic; and,

WHEREAS, William Euchner was instrumental in implementing the Paramedic Program in 1997; and,

WHEREAS, William Euchner became an ALS service provider in County of San Mateo in 1997; and,

WHEREAS, William Euchner was promoted to Fire Captain in 2000; and,

WHEREAS, William Euchner was promoted to Deputy Fire Marshall in 2007; and,

WHEREAS, William Euchner served a month as Acting Fire Marshal in 2009; and,

WHEREAS, William Euchner was promoted to Training Battalion Chief in 2015; and,

WHEREAS, William Euchner was assigned to San Mateo Central Training Division in 2015; and

WHEREAS, William Euchner was a CERT Instructor and a CERT Train the Trainer 2006-2017; and,

WHEREAS, William Euchner was assigned to San Mateo County OES as Battalion Chief liaison in 2018; and,

WHEREAS, William Euchner has been the recipient of many commendations including multiple Quarterly Outstanding Achievement Awards; and,

WHEREAS, William Euchner received the Hugh F. Morris Special Merit Medal for Oklahoma City Bombing; and,

WHEREAS, William Euchner received the 2009 Peninsula Council of Lions Service Award for his participation in the CERT program; and,

WHEREAS, William Euchner served multiple terms on FACT as a member, co-chair and chair; and,

WHEREAS, William Euchner retired on November 5, 2021, after dedicating over 40 years to public safety.

NOW, THEREFORE, BE IT RESOLVED that the San Mateo Consolidated Fire Department Board of Directors hereby unanimously express, on behalf of the San Mateo Consolidated Fire Department and the residents and businesses of the Cities of Belmont, Foster City, and San Mateo which it serves, its deepest appreciations and gratitude to Battalion Chief William Euchner for his dedicated and distinguished public service.

Dated: November 5, 2021



Joe Goethals, Fire Board President





Meeting Minutes

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

1. OPENING

The meeting was called to order at 4:00 pm by Board Chair Goethals.

1.3. Roll Call

Board Members Present: Goethals, Lieberman & Awasthi

Board Members Absent: None

2. AGENDA CHANGES

There were no agenda changes.

3. PUBLIC COMMENT

None

4. SPECIAL PRESENTATIONS

Board Chair Goethals provided a Resolution expressing gratitude for retired Battalion Chief Chuck Goodwin on his years of distinguished fire service

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 – Provide a Fund 37 Quarterly Update.

Upon the request of the Board, Treasurer Rich Lee provided a brief update on the financial status of the Fire Protection and Life Safety Fund for the fiscal year 2021-22 through August 31, 2021. The adjusted budget anticipates \$2.6 million in revenue. As of August, we have collected \$0.4. Additionally, the adjusted budget of \$2.6 million in expenditures, which is primarily in personnel, is at \$0.6 for year to date. The adopted 2021-22 budget assumed a beginning fund balance with a slight negative but ended slightly in the positive. This means we anticipate ending the year at least where it began. The current state of the fund is at even. The increase in fees has taken effect recently and we should see revenues increase.

Item 6.2 – Review, provide comments, authorize finalizing, and accept the Annual Comprehensive Financial Report for the year ended June 30, 2021.

Treasurer Rich Lee provided a presentation on the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021 (draft attached). Per the entity-wide financial statement, assets are in a net position of \$18.1 million. The capital assets were broken down by depreciable (net of \$5.1) and non-depreciable (\$2.4 for 3 fire engines ordered and expected to arrive in January). SMC Fire has \$8.7 million in total liabilities which was broken down by current and non-current liabilities. Treasurer Lee

pointed out the OPEB liability increased by \$1.7 because the prior fiscal year 2019-20 only accounted for half a year of growth. He recommended the Fire Board may want a future staff report to consider pre-funding OPEB liabilities. Entity-wide assets at \$18.7 million plus deferred outflows of \$8.1 million, less liabilities of \$8.7 million, result a net position of \$18.1 million. SMC Fire's general fund income statement had a net gain of \$0.1 from the current fiscal year which was recognized as a net increase to the ending fund balance. The fund balance increased from \$1.4 million to \$1.5 million. The Fire Protection Fund had a net loss of \$1.0 million in Fiscal Year 2020-21. It is anticipated this fund will maintain a fund balance this current fiscal year.

Board Chair Goethals discussed prefunding of the OPEB and would like to discuss at the January 2022 meeting. Board Member Awasthi and Board Member Lieberman agreed. CAO Corbett asked if we could include an assessment of a pension liability plan now that we have 3 years of SMC Fire. Board Chair Goethals agreed. Board Member Lieberman suggested addressing questions with Belmont Finance Director Grace Castaneda. Board Member Awasthi asked for clarification on options that would be discussed in January, to which Treasurer Lee agreed other options will be available for consideration.

Board Chair Goethals asked if there was any public comment on this item, which there were none.

Board Chair Goethals 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.

Item 6.3 – Adopt a resolution approving the addition of one Full Time Equivalent (FTE) 40-hour Fire Captain position.

Interim Chief Thrasher provided an overview for the recommendation to approve addition of one full time 40-hour Fire Captain position. In April of 2019, three swing firefighter positions were reclassified to swing captain positions. To assist with the training division, the three swing captains were reassigned as Shift Training Captains. This plan successfully helped with training but also created staffing vacancies. The recommendation is to return the three Shift Training Captains to the Operations Swing Captains position for vacancy relief and create one 40-hour Training Captain position assigned specifically to the Training Division. The estimated cost for this position will be offset by the savings in overtime.

Board Chair Goethals asked if there was any public comment on this item, which there were none.

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 – Adopt a resolution approving a supplemental budget appropriation to re-fund two (2) Fire Inspector I positions.

Fire Marshal Marshall provided an overview for the recommendation to approve re-funding of two fire inspector I positions. In fiscal year 2020-21, the Fire Protection and Life Safety Fund (Fund 37) had defunded two inspector positions to balance the budget post-covid. The request to the Board is to re-fund these positions because services are picking up in the cities. Hiring of additional inspectors will reduce inspection delays and alleviate potential burnout among the remaining inspectors. Board Chair Goethals asked if these positions bring in revenue, which Marshal Marshall stated yes. Permit and inspection fees, along with the new fee schedule, will generate additional revenue.

Board Chair Goethals asked if there was any public comment on this item, which there were none.

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. REPORTS & ANNOUNCEMENTS

Interim Chief Thrasher provided the following Chief and Operations update:

- Implementation of personnel changes in Command Staff continue to change. Battalion Chief Turturici promoted to Interim Deputy Fire Chief; Captain Anthony Agresti promoted to Operations Battalion Chief; Captain Eric Mackintosh promoted to Acting Administrative Battalion Chief; and Firefighter Chris Macfarland promoted to Fire Captain. A department badge pinning celebration is being planned which will cover all promotions pre-covid.
- We are currently in the middle of a 15-week fire academy and are planning for a spring one. It's anticipated we will have two fire academies a year based on retirements.
- Deployments this year are tracking around \$2 million which will be fully reimbursed.
- We continue to follow COVID protocols and internal cases are very low.
- Finally moved into new Fire Station 25. The City of San Mateo has also allowed us the continued use of the old Station 25 for storage purposes.
- Foster City Administration office has completed a reconfiguration in preparation of bringing in Prevention staff to improve efficiencies and to end lease agreement for office at O'Farrell. With space limited in Foster City, San Mateo Public Works has generously made room to house our OES division.
- We were declined for both the SAFER and FP&S grants, but we were successfully awarded the AFG grant for SCBA's. Of the \$851,000 requested, \$670,000 was awarded.
- Lastly, Training Battalion Chief Cook provided a short presentation of the Gilead grant funded Training Facility in Foster City. When final permitting is complete, we will coordinate a grand opening.

Fire Marshal Marshall provided the following CRR update:

- OES staff has completed the local hazard mitigation plan which will be shared with all three city councils soon. Special thanks to Emergency Services team of Pat Halleran and Kacey Treadway for their work on the exercise.
- We received an extension on the 2019 Fire Prevention & Safety grant which will fund public safety presentations. Covid delayed public presentations, so we are now moving forward. Fire Inspector Melinda Martin and Emergency Services Specialist Sandra Firpo will be coordinating presentations.
- During Fire Prevention week in October, we hosted an Open House event at Fire Station 28. Foster City Police and Public Works attended as well. An estimated 600 people attended. Special thanks to Emergency Services Specialist Sandra Firpo and Chief Turturici for their coordination of a successful and educational event.

Interim Deputy Fire Chief Turturici provided the following Operations update:

- Call volumes for 2021 have already surpassed calls from 2020. To date, 12,100 calls for service which averages 42 per day; and 7,233 are EMS responses.
- 17,138 hours spent on 11 different out of county deployments, which include the Willow, Freedom, Sky, Lava, and Dixie fires to name a few.
- 20 emergency calls for water rescues out on the Bay. In January, 8 additional personnel will receive water rescue training.
- To date, there have been 28 hazmat responses. We've increased our hazmat team from 30 to 33 members. Battalion Chief Thorne has worked with staff to secure roughly \$370,000 in grant funding to upgrade hazmat equipment.
- We continue to work on the new county CAD system.
- Continued training and implementation for the Zone Haven application.

Board Member Goethals asked if there was any public comment on this item, which there was one. Public Comment – Drew stated that he finds these meetings informative and appreciates all the hard work behind the scenes. He also expressed his gratitude for the City of San Mateo for use of old station 25 and for City of Foster City for their help with training. He appreciates the cities, including Belmont, for helping the department to be successful.

8. CLOSED SESSION

The Fire Board went into Closed Session at 5:09 pm.

9. RETURN FROM CLOSED SESSION

Legal Counsel Ross reported the Open Session concluded at 5:10 p.m. with the Board adjourning and reconvening in Closed Session at 5:14 p.m. to consider Agenda Item No. 8.1. The Closed Session concluded at 5:29 p.m.

With respect to Closed Session Agenda Item No. 8.1., although direction was given to concerned Staff and Department representatives, there was no reportable action consistent with the provisions of Government Code Section 54957.6.

10. ADJOURNMENT

The Board reminded the participants that the 2022 meetings will be held on January 12, April 13, July 13, and October 12, 2022, and the meeting was adjourned.



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Interim Fire Chief

Meeting Date: January 12, 2022

Subject: Personnel Rules & Regulations Revisions

RECOMMENDATION

Adopt a Resolution approving revisions to the Duration of Employment Lists section of the Department's Personnel Rules and Regulations.

BACKGROUND

On November 1, 2018, the Fire Board of Directors approved the Department's Personnel Rules and Regulations in anticipation of commencing operations on January 13, 2019. The purpose of these rules and regulations is to facilitate efficient and cost-effective services to the public and to provide for a fair and equitable system of personnel management within the organization. These rules and regulations reflect the principles and standards of the Department's personnel and describe other terms and conditions of employment.

ANALYSIS

To reflect a more appropriate timeline for promotional and open employment lists, staff has recognized the need to change the Department's Personnel Rules and Regulations, Section 5.04, Duration of Employment Lists. Currently, Section 5.04 reflects a different timeline for open competitive employment lists, promotional employment lists, and continuous open employment lists. For the purposes of consistency, use of staff time, and practicality, staff is recommending a change to Section 5.04 to reflect the following:

Open competitive employment lists shall remain in effect for one year, unless sooner exhausted or abolished by the Personnel Officer or designee. The list may be extended by action of the Personnel Officer or designee for a period of up to one year. In no event shall an open competitive employment list remain in effect for more than two years.

Promotional employment lists shall remain in effect for one year, unless sooner exhausted or abolished by the Personnel Officer or designee. The list may be extended by action of the Personnel Officer or designee, for a period of up to one year, but in no event shall a promotional employment list remain in effect for more than two years.

In cases where open competitive examinations are held continuously, names resulting from such examinations shall remain on the employment lists for a period of up to two years.

FISCAL IMPACT

In those instances where an employment or promotional list is in effect for the full two years, a reduction in staff time will be realized.

ATTACHMENTS

- A. Resolution
- B. Personnel Rules and Regulation, Section 5 - Employment Lists

RESOLUTION NO. RES-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING REVISIONS TO THE
DURATION OF EMPLOYMENT LISTS SECTION OF THE DEPARTMENT'S
PERSONNEL RULES AND REGULATIONS**

WHEREAS, on November 1, 2018, the Fire Board of Directors approved the Department's Personnel Rules and Regulations; and,

WHEREAS, these rules and regulations reflect the principles and standards of the Department's personnel and describe other terms and conditions of employment; and,

WHEREAS, currently, Section 5.04 reflects a different durational timeline for open competitive employment lists, promotional employment lists, and continuous open employment lists; and,

WHEREAS, for the purposes of consistency, use of staff time, and practicality staff is recommending revisions to Section 5.04 'Duration of Employment Lists'; and,

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

1. Approve staff's revisions to the Duration of Employment Lists' section of the Department's Personnel Rules & Regulations.

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 12th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

Attachment B

SECTION 5 - EMPLOYMENT LISTS

5.01 Establishment of Employment Lists

After each examination, the Personnel Officer shall prepare an employment eligibility list consisting of the names of candidates who qualified in the selection process. Multiple employment lists for a single class are permitted. When multiple employment lists exist, an eligible shall be considered based on his/her overall rating as opposed to when he/she was placed on an employment eligible list.

5.02 Request for Employment List

Whenever a vacancy is to be filled other than by transfer or demotion, the appointing authority shall make a request to the Personnel Division for the names of eligibles on a certified employment list for the applicable classification to which the vacant position belongs. The Personnel Division will provide the appointing authority with an appropriate certified list.

5.03 Order of Certification

Whenever a vacancy is to be filled in the competitive service from an employment list, the proper name or names of eligibles shall be certified from such lists in the following order:

- a. Reemployment list
- b. Promotional list
- c. Open competitive list

5.04 Duration of Employment Lists

Open competitive employment lists shall remain in effect for ~~six months~~one year, unless sooner exhausted or abolished by the Personnel Officer or designee. The list may be extended by action of the Personnel Officer or designee for a period of up to ~~twelve months~~one year. In no event shall an open competitive employment list remain in effect for more than ~~one and one-half~~two years.

Promotional employment lists shall remain in effect for one year, unless sooner exhausted or abolished by the Personnel Officer or designee. The list may be extended by action of the Personnel Officer or designee for a period of up to one year, but in no event shall a promotional employment list remain in effect for more than ~~one and one-half~~two years.

In cases where open competitive examinations are held continuously, names resulting from such examinations shall remain on the employment lists for a period of two years.

5.05 Removal of Names From Employment Lists

The Personnel Officer may remove the name of an eligible from an employment list:

- a. On evidence that the eligible cannot be located; or
- b. On receipt of statement from the eligible in writing that he or she no longer desires consideration for the position with the Department; or
- c. If the eligible fails to respond within 72 hours after any notice sent to him or her requiring an answer, or fails to keep the Personnel Division advised of his or her correct address and telephone number; or
- d. If an offer of probationary appointment to the class for which the employment list was established has been declined by the eligible; or
- e. If the eligible is on a promotional list and has resigned or has been terminated from Department employment; or
- f. If the eligible is disqualified on the medical examination or another portion of the examination process; or
- g. Other good and sufficient reason.

An eligible shall be notified in writing of any decision to remove his or her name from an employment list. Notice will be mailed to the eligible's last known address. It shall be the sole responsibility of those on an eligibility list to provide the Department with information regarding any change of address or telephone number.

5.06 No Guarantee of Employment

No person whose name appears on an eligibility list is guaranteed employment with the Department. The Fire Chief or designee may opt not to hire any and/or all persons whose names appear on an eligibility list.



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Interim Fire Chief

Meeting Date: January 12, 2022

Subject: San Mateo County Firefighters, Local 2400 International Association of Firefighters, Memorandum of Understanding Side Letter Amendment

RECOMMENDATION

Adopt a resolution authorizing a side letter amendment to the San Mateo County Firefighters, Local 2400 International Association of Firefighters, Memorandum of Understanding (MOU).

BACKGROUND

On October 13, 2021, the Fire Board of Directors approved a resolution authorizing the addition of one full-time equivalent (FTE) 40-hour Fire Captain position. Effective January 21, 2022, the 40-hour Training Captain position will be assigned to the Training Division, which includes the return of the three Shift Training Captains to the Operations Swing Captains position for vacancy relief. The 40-hour position was approved to include a 5.25% differential.

ANALYSIS

The attached side letter incorporates the ability for an employee covered by the MOU to work a 40-hour work week in the Training Captain position. The employee assigned to this unit shall receive an administrative 5.25% differential and department vehicle. Additionally, the employee will be eligible to continue receiving all current incentives including a paramedic incentive at the primary paramedic rate for Paramedic Certification.

ATTACHMENTS

- A. Resolution
- B. Side Letter

RESOLUTION NO. RES-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT AUTHORIZING A SIDE LETTER
AMENDMENT TO THE SAN MATEO COUNTY FIREFIGHTERS, LOCAL 2400
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS' MEMORANDUM OF
UNDERSTANDING (MOU)**

WHEREAS, on October 13, 2021, the Fire Board of Directors approved a resolution authorizing the addition of one full-time equivalent (FTE) 40-hour Fire Captain position; and,

WHEREAS, the 40-hour employee assigned to the Training Captain position will receive an administrative 5.25% differential, a department vehicle, and be eligible to continue receiving all current incentives; and,

WHEREAS, the attached side letter incorporates the ability for an employee covered by the MOU to work a 40-hour work week in the Training Captain position.

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

1. Authorize a side letter amendment to the San Mateo County Firefighters, Local 2400 International Association of Firefighters' Memorandum of Understanding.

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 12th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

LETTER OF UNDERSTANDING

Between the San Mateo Consolidated Fire Department and the San Mateo County Firefighters, Local 2400 International Association of Firefighters

To incorporate the ability for an employee covered under this Memorandum of Understanding (MOU) to work a 40-hour work week in the Training Captain position, the Department and the Association hereby agree to recommend an amendment to the MOU as follows:

Employees in this unit that are assigned to a 40-hour Training Captain assignment shall:

- Receive an Administrative Differential of 5.25% of base pay
- Be eligible to continue receiving all current applicable incentives (HM, EMT, etc.)
- Receive Paramedic incentive at the Primary Paramedic rate for current Paramedic Certification
- Be provided a department vehicle and fuel card
- Convert all accruals to the appropriate 40-hour rates

Dated: _____

FOR THE SAN MATEO COUNTY FIREFIGHTERS,
LOCAL 2400 INTERNATIONAL ASSOCIATION
OF FIREFIGHTERS

FOR THE SAN MATEO CONSOLIDATED FIRE
DEPARTMENT



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: William Ross, Department Counsel

Meeting Date: January 12, 2022

Subject: **Resolution Authorizing Continued Use of Remote Teleconferencing for Meetings of the Department Board of Directors Consistent with AB 361's Amendments to the Ralph M. Brown Act**

RECOMMENDATION

Adopt a Resolution finding that continued emergency conditions persist due to the ongoing COVID-19 pandemic and that meetings of the Department's Board of Directors ("Board") will continue to be conducted via remote teleconferencing consistent with AB 361 and its amendments to Government Code Section 54953.

BACKGROUND

Because of the COVID-19 pandemic, the Department's Board of Directors has been conducting meetings via Zoom teleconference, as allowed by Executive Order N-29-20. However, the Executive Order expired on September 30, 2021. Assembly Bill 361, which was approved at by the Governor on September 16, 2021, allows local agencies to continue to meet by Zoom or other teleconferencing methods, provided that certain conditions are met.

The effect of Executive Order N-29-20 was to suspend certain provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 *et seq.*), which previously only allowed remote teleconference participation by Board Members through an agenda-posting process at each teleconferenced member's location, with agenda provisions requiring that each teleconferenced location be accessible to the public.

AB 361 amended the Brown Act, however, to allow for the same teleconferencing as the now-expired Executive Order, so long as a state of emergency persists. The enclosed Resolution would comply with the provisions of AB 361 and allow continued Zoom meetings of the Board until full in-person meetings are resumed.

The ability to continue to meet by Zoom, even in conjunction with Open Meetings, can be accomplished consistent with AB 361, which requires that Resolutions confirming the existence of a declared emergency are adopted *every 30 days* (or, if a longer period of time passes between each Board meeting, a Resolution be adopted each time the Board meets).

Stated differently, the Board will have to enact a “361 Resolution” at each meeting to allow the current Zoom teleconferencing procedure to continue.

FISCAL IMPACT

None

ATTACHMENTS

A. Resolution

RESOLUTION NO. RES-2022

A RESOLUTION OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT RE-AFFIRMING THAT A LOCAL EMERGENCY EXISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING CONTINUED USE OF REMOTE TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FOR THE PERIOD JANUARY 12, 2022 THROUGH FEBRUARY 11, 2022 PURSUANT TO THE RALPH M. BROWN ACT

WHEREAS, the San Mateo Consolidated Fire Department (“Department”) is committed to preserving and nurturing public access and participation in meetings of the San Mateo Consolidated Fire Department Board of Directors (“Board”); and,

WHEREAS, all meetings of the Department’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Department’s legislative bodies conduct their business; and,

WHEREAS, where a state of emergency exists, Government Code section 54953(e) authorizes remote, teleconferenced participation in meetings by members of a legislative body, without compliance with Government Code section 54953(b)(3), which under normal circumstances allows remote teleconference participation by Board Members through a specific agenda-posting process at each teleconferenced member’s location, with agenda provisions indicating that each teleconferenced location be accessible to the public; and,

WHEREAS, however, such requirements are not required for teleconferenced meetings when a state of emergency has been declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and,

WHEREAS, that proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Department’s boundaries, caused by natural, technological, or human-caused disasters; and,

WHEREAS, that proclamation also requires that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and,

WHEREAS, emergency conditions exist nationwide, including across California and within the Department’s operating area, specifically, a State of Emergency has been proclaimed by Governor Newsom on March 4, 2020, proclaiming a State of Emergency to exist in California as a result of the threat of COVID-19; and,

WHEREAS, during the COVID-19 pandemic, the Department Board has conducted remote, teleconferenced meetings consistent with the Governor's Executive Orders promoting social distancing;

WHEREAS, consistent with AB 361, as a condition of extending the use of the provisions found in section 54953(e), the Department Board must reconsider the circumstances of the state of emergency that exists in the Department, and the Department Board has done so; and,

WHEREAS, in response to COVID-19, the Governor of the State of California issued Executive Order N-25-20 on March 12, 2020, proclaiming temporary amendments to State law and regulations related thereto; and

WHEREAS, on March 16, 2020, the Director of Emergency Services for each of the three member agencies of the Department proclaimed a local emergency within their jurisdictions, which were subsequently ratified by their respective governing bodies. On April 1, 2020, the Department's Board of Directors adopted a Resolution confirming and ratifying the actions of the three member agencies taken on March 16, 2020, including the declarations of emergency within the Department's entire service area in response to the COVID-19 pandemic; and,

WHEREAS, due to the continuing pandemic and the surging Delta Variant of COVID-19, meetings in person continues to present imminent risk to health and safety of attendees; and,

WHEREAS, the Department Board does hereby find that the coronavirus cause the State of Emergency proclaimed by Governor Newsom on March 4, 2020, and, the Delta and Omicron variants of COVID-19 surging in San Mateo County, have caused, and will continue to cause, conditions of peril to the safety of persons within the Department that are likely to be beyond the control of services, personnel, equipment, and facilities of the Department, and desires to affirm a local emergency exists and ratify the Proclamation of State of Emergency by the Governor of the State of California; and,

WHEREAS, as a consequence of the local emergency, the Department Board does hereby find that the legislative bodies of the Department shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and,

WHEREAS, the Department is providing teleconference access via a conference phone-line number to the meetings to ensure public access.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Exists. The Department Board hereby proclaims that a local emergency now exists throughout the Department, and the surging Omicron Variant of COVID-19 would present an imminent risk to meeting in person.

Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency. The Department Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of the Department are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of February 11, 2022, or such time the Department Board adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Department may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Department Board of the San Mateo County Fire Department held on the 12th day of January 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Drew Corbett, Chief Administrative Officer

Meeting Date: January 12, 2022

Subject: Fire Chief Appointment Consideration

RECOMMENDATION

Consider the following three options regarding the Fire Chief position: (1) appoint Interim Fire Chief Thrasher to the role of Fire Chief, (2) retain Interim Fire Chief Thrasher in that role while conducting a competitive recruitment for the Fire Chief position, or (3) retain Interim Fire Chief Thrasher in that role for a period of time as determined by the Board and without immediately initiating a recruitment.

BACKGROUND

On May 12, 2021 at the Fire Board meeting, Fire Chief Ray Iverson shared that he accepted a position with Redwood City Fire Department. At the closed session on that same date, the Fire Board appointed Deputy Fire Chief Kent Thrasher as Interim Fire Chief for the Department.

On July 14, 2021 at closed session, the Fire Board agreed to postpone the recruitment for a Department Fire Chief until January 2022 and to continue having Thrasher serve as Interim Chief until that time.

Consistent with Board direction, further discussion and possible appointment of a candidate will take place at the January 12th Fire Board meeting.

ATTACHMENTS

A. None



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Interim Fire Chief

Meeting Date: January 12, 2022

Subject: State Mandated Fire Inspections Annual Compliance Report

RECOMMENDATION

Adopt a resolution approving the Annual Fire Inspection Compliance Report from the Fire Chief and approve publishing the report as part of the 2021 Department Annual Report on the Department's website.

BACKGROUND

California law requires that all fire departments and districts in the State conduct annual safety inspections of all public and private schools, apartments, condominiums, hotels, and motels within their jurisdiction(s). Recognizing that this law did not require local compliance reporting of such inspections, a state law, SB 1205 (Hill), was enacted in January 2019, which now requires all fire departments to submit annual reports to their governing bodies or administering authorities regarding their compliance with these State mandated fire inspections.

On October 8, 2019, the San Mateo Consolidated Fire Department Board of Directors adopted a resolution approving a response by the Fire Chief to the San Mateo County Grand Jury report titled Fire Safety Inspection Programs on the Road to Recovery, which was released on July 22, 2019, and addressed compliance of fire departments within San Mateo County with these state mandated fire inspections. The report made 18 findings and 4 recommendations based on both the State of California's Health and Safety Code's mandates, as well as the requirements of SB 1205. One of those recommendations was that the Department report on the State mandated inspection completion rate in accordance with SB 1205.

ANALYSIS

During calendar year 2021, all of the Department's State mandated inspections for 2021 were completed as required by the Health and Safety Code and occupants have all received their initial inspections. As is often the case, some occupants have violations that are being followed up on to ensure violations are abated. Attached is the 2021 Inspection Compliance Report as recommended by the San Mateo County Grand Jury.

ATTACHMENTS

- A. Resolution
- B. Annual Report of Mandated Fire Inspections

RESOLUTION NO. RES-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT APPROVING THE ANNUAL FIRE INSPECTION COMPLIANCE REPORT FROM THE FIRE CHIEF AND APPROVING PUBLISHING THE REPORT AS PART OF THE 2021 DEPARTMENT ANNUAL REPORT ON THE DEPARTMENT'S WEBSITE

WHEREAS, California law requires that all fire departments and districts in the state conduct annual safety inspections of all public and private schools, apartments, condominiums, hotels, and motels with their jurisdiction(s); and

WHEREAS, recognizing that this law did not require local compliance reporting of such inspections, SB 1205 (Hill) was enacted and required all fire departments to submit annual reports to their governing bodies or administering authorities regarding their compliance with these state mandated inspections; and

WHEREAS, on October 8, 2019, the SMC Fire Board of Directors adopted a resolution approving a response by the Fire Chief to the San Mateo County Grand Jury report titled Fire Safety Inspection Programs on the Road to Recovery, which addressed compliance of fire departments within San Mateo County with these state mandated fire inspections; and

WHEREAS, the report made 18 findings and 4 recommendations based on both the State of California's Health & Safety Code's mandates as well as the new requirements of SB 1205; and

WHEREAS, one of these recommendations was that the Department report on the State mandated inspection completion rate in accordance with SB 1205.

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

1. Approve the Annual Fire Inspection Compliance Report from the Fire Chief and approve publishing the report as part of the 2021 Department Annual Report on the Department's website.

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 12th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



Robert Marshall, Interim Division Chief

1040 East Hillsdale Blvd.
Foster City, CA 94404
(650) 522-7900

MORANDUM

To: San Mateo Consolidated Fire Department Board of Directors
From: Robert Marshall, Interim Division Chief
Cc: Kent Thrasher, Interim Fire Chief
Date: January 12, 2022
Subject: Annual Report of Mandated Fire Inspections

Background

After the 2017 Ghostship Fire in Oakland California, the State Legislature passed SB 1205 which requires that a notification to the governing body of each fire department report on the status of their inspections mandated by law in section 13146 of the Health and Safety Code. The San Mateo County Civil Grand Jury released a subsequent report entitled “Fire Safety Inspection Programs on the Road to Recovery” in which they made several recommendations, which were accepted by the board. One of the recommendations was that the Fire Marshal make a report to the Board in January of each year as to the status of the mandated inspections. The report also asked that the department report the results via an annual report no later than March of each year on the status of the inspections.

The inspections are mandated to be done annually on a calendar year basis with the exception of Jails, which are to be done every 2 years.

This document serves as the report required by the recommendations of the Grand Jury. This data will be placed into the annual report.

Report

<u>Occupancy</u>	<u>Total # of Buildings</u>	<u># Inspected</u>	<u>Percentage Complete</u>	<u># of Buildings not inspected in 2 years</u>
High Rise	28	28	100%	0
Schools	55	55	100%	0
Residential	1886	1886	100%	0
Jails	1	1	100%	0



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Rich Lee, Treasurer

Meeting Date: January 12, 2022

Subject: **2021-22 Mid-Year Budget Update**

RECOMMENDATION

Adopt a resolution approving an appropriation of \$2.1 million in mutual aid deployment reimbursement revenue and \$0.3 million in available fund balance in the General Fund.

BACKGROUND/ANALYSIS

The amended 2021-22 budget assumes \$43.0 million in total revenues and \$43.1 million in total expenditures in the General Fund. Based on financial results through November 2021, total revenues are projected to be \$45.1 million, a favorable variance of \$2.1 million, largely due to mutual aid deployment reimbursements. Total expenditures are projected to be \$45.4 million, and unfavorable variance of \$2.4 million, largely due to the cost of overtime, which was largely incurred to meet minimum staffing and respond to mutual aid requests.

The amended 2021-22 budget for the Fire Protection and Life Safety Fund assumes \$2.6 million in total revenues and \$2.8 million in total expenditures. Based on financial results through November 2021, total revenues are projected to be \$2.3 million, while total expenditures are projected to be \$2.6 million. The primary factors of the \$0.3 million in unfavorable revenue variance are fire inspection construction permits and multi-residential inspections. The primary driver of the \$0.2 million in favorable expenditure variance reflect vacancy savings.

FISCAL IMPACT

If General Fund revenue and expenditure projections come to fruition, the net change in fund balance would be a loss of \$0.3 million, and fund balance would decrease from \$1.4 million to \$1.1 million.

If Fire Protection and Life Safety Fund revenue and expenditure projections come to fruition, the net change in fund balance would be a loss of \$0.3 million, and fund balance would decrease from \$0.2 million to (\$0.1) million, and the General Fund would be required to provide for a temporary loan at the end of the fiscal year of \$0.1 million.

ATTACHMENTS

None

RESOLUTION NO. RES-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROPRIATING \$2.1 MILLION IN
DEPLOYMENT REIMBURSEMENT REVENUES AND \$0.3 MILLION IN AVAILABLE
FUND BALANCE IN THE GENERAL FUND**

WHEREAS, the Board of Directors received the 2021-22 mid-year budget update, which included revenue and expenditure projections for operating funds; and,

WHEREAS, the General Fund amended 2021-22 budget assumes \$43.0 million in total revenues and \$43.1 million in total expenditures. Based on year-to-date trends, total revenues are projected to be \$45.1 million, while total expenditures are projected to be \$45.4 million, largely due to the cost of overtime incurred to ensure minimum staffing levels and responding to mutual aid requests.

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

1. Appropriate \$2.1 million in year-to-date deployment reimbursement revenues.
2. Appropriate \$0.3 million in available fund balance in the General Fund.
3. Increase budgeted overtime expenditures by \$2.4 million.

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 12th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Interim Fire Chief

Meeting Date: January 12, 2022

Subject: New Job Classification for the position of Systems Analyst I/II

RECOMMENDATION

Adopt a resolution to approve the job classification for the position of Systems Analyst I/II.

BACKGROUND

The San Mateo Consolidated Fire Department (SMC Fire) commenced operations on January 13, 2019. Each year, SMC Fire renews an agreement with the City of Foster City/Estero Municipal Improvement District to provide Information Technology (IT) services for the Department.

Through an internal assessment of our current IT infrastructure, SMC Fire recognizes that although our basic hardware needs are being met by Foster City IT, we have identified significant vulnerabilities in our ability to manage applications, data, and IT liaison/oversite that is critical to our operational needs.

ANALYSIS

Prior to consolidation, the three individual fire departments were able to manage IT hardware needs through the support of each city's IT Departments. Application support was primarily provided by private contractors as well as operations and administrative personnel that showed a proclivity toward this type of work. The size of our organization has increased the required workload and application knowledge has progressed to a point where that model is no longer viable.

Through our internal assessment we have identified that other fire agencies our size, as well as similarly sized city departments such as the San Mateo Police Department, provide support through positions specifically created for internal IT needs. To better meet our needs, staff is recommending the job classification of Systems Analyst I/II be added to SMC Fire. Upon approval of the new classification, we would conduct open recruitment with the goal of filling the position as soon as possible.

FISCAL IMPACT

The recommended salary range for a Systems Analyst I/II position has been identified at \$93,315.00 to \$128,669.64 per year with an estimated \$40,000 for benefits. The cost of this position will be offset by the elimination of a current contract for application support (\$84,460), an administrative per diem position (\$21,000), and significant overtime costs incurred by regular use of line personnel for IT support (\$25,000).

ATTACHMENTS

- A. Resolution
- B. Systems Analyst I/II Job Description

RESOLUTION NO. RES-2022-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT TO APPROVE JOB CLASSIFICATION FOR
THE POSITION OF SYSTEMS ANALYST I/II**

WHEREAS, San Mateo Consolidated Fire Department (SMC Fire) renews an annual agreement with the City of Foster City/Estero Municipal Improvement District to provide Information Technology (IT) services for the Department; and,

WHEREAS, through an internal assessment of our current IT infrastructure, we have identified significant vulnerabilities in our ability to manage applications, data, and IT liaison/oversite that is critical to our operational needs; and,

WHEREAS, to better meet our needs, staff is recommending the job classification of a Systems Analyst I/II position.

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

1. Authorize and adopt a resolution to approve the job classification for the position of Systems Analyst I/II and authorize Department Staff to take necessary actions to fill the position with a qualified candidate.

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 12th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Acting Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



SYSTEMS ANALYST I/II

DEFINITION

To perform a variety of technical work in the analysis, design, development, implementation, testing, installation, and maintenance of information technology systems. To consult with customers to collect and document requirements and needs. To do related work as required.

DISTINGUISHING CHARACTERISTICS

Systems Analyst I - This is the entry level class in the Systems Analyst series. This class is distinguished from the Systems Analyst II by the performance of assignments that usually fit a pattern which has been established and explained before the work is started. Since this class is typically used as a continued training class, employees may have only limited directly related work experience. Work is observed and reviewed both during its performance and upon completion.

Systems Analyst II - This is the journey level class within the Systems Analyst series. Employees within this class are distinguished from the Systems Analyst I by the performance of the full range of duties as assigned including those requiring the application of highly technical knowledge and skills related to solve various municipal computer systems problems. Responsibilities include organizing and performing analytical and design activities within established schedules and standards utilizing independent judgment and solving overall systems problems. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Systems Analyst I or, when filled from the outside, require prior computer program analysis work experience.

SUPERVISION RECEIVED AND EXERCISED

Systems Analyst I

Receives general supervision from assigned supervisory personnel.

Systems Analyst II

Receives direction from the assigned supervisory personnel.

May exercise functional and technical supervision over lower level technical, professional,

and/or administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Depending upon assignment, duties may include, but are not limited to, the following:

Design, develop, test and implement computer applications and systems; prepare and maintain documentation for each application; design backup procedures; analyze problems with existing applications.

Consult with various department personnel; analyze current processes and procedures; coordinate system activities with users to identify needs; design and write system applications and forms for their use; assist in determining equipment needs.

Analyze, modify, test and debug existing computer programs, analyze problems and make modifications to systems and individual programs as required; develop, configure, or implement systems designed for the overall computer system and for each application from conception and design to implementation phase; maintain assigned projects and systems.

Assist with user implementation of computer systems; provide user training.

Install operating systems and modifications as required; install peripheral equipment at user sites; participate in network design.

Participate in determining personal computer needs; configure, assemble and install equipment and software; troubleshoot problems and initiate solutions.

Assist users in solving problems related to software, data, and applications; suggest alternative methods of operation to users.

Assist in developing and modifying information technology standards and procedures.

Schedule and coordinate work in accordance with Department standard project management practices and standards.

Perform simple systems and applications maintenance.

Attend meetings, seminars and conferences.

MINIMUM QUALIFICATIONS

Systems Analyst I

Knowledge of:

Principles of computer systems and procedures analysis and design, implementation, maintenance, and support.

Principles and techniques of programming, data processing and programming documentation.

Use, capability, characteristics and limitations of computers and related equipment.

Records storage and handling techniques.

Computer operating methods, languages and procedures.

Ability to:

Conduct systems and procedures analysis and feasibility studies.

Analyze data and develop logical solutions to complex software application and programming problems.

Train or instruct on-line users in use of computer equipment and operating procedures.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

One year of experience in computer operations and programming data processing applications.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course

work in computer science or a closely related field.

Systems Analyst II

In addition to the qualifications for Systems Analyst I:

Knowledge of:

Principles and techniques of complex and technical systems design, configuration and programming, and programming documentation.

Computer logic and math.

Principles and processes of effective I.T. Project Management

Network infrastructure

Ability to:

Analyze, design, program, install and maintain highly technical and complex programs and software applications.

Analyze data and develop logical solutions to complex data problems.

Read, interpret and apply complex technical publications, manuals and other documents.

Implement computer systems.

Assign and review the design and analytical work of others.

Experience and Training

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

Experience:

Two years of experience in computer operations and programming data processing applications comparable to that of a Systems Analyst I in the San Mateo Consolidated Fire Department.

ADA Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 35 pounds with

San Mateo Consolidated Fire
Systems Analyst I/II
Page 5

some exposure to electrical hazards; ability to travel to different sites and locations. May be required to work extended or irregular hours. For critical issues, may need to be available for contact after normal business hours.

Adopted Fire Board: 1/12/22
Employee Group: AFSCME
FLSA: Analyst I: Non-Exempt; Analyst II: Exempt
Pre-Appt. Medical: Yes
Safety Sensitive: No
Form 700: No
Job Code: 5460/2033



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Interim Fire Chief

Meeting Date: January 12, 2022

Subject: Fire Board Retreat Discussion

RECOMMENDATION

That the Fire Board participate in a retreat to discuss San Mateo Consolidated Fire (SMC Fire) Department's current state, as well as long-term goals and the organizational changes necessary to achieve them.

BACKGROUND

Since its commencement in January of 2019, the staff and members of SMC Fire have diligently worked to complete the consolidation processes by updating policies, adapting to a new culture, and identifying an organizational structure that will most efficiently honor our mission.

To meet our mission and continue maintaining the financial advantages of a consolidated department, Staff has identified a series of recommended actions, including:

- Restructuring our training model
- Restructuring our current command structure
- Enhancing the functionality of our administrative and support services
- Implementing an overtime reduction plan
- Reviewing the JPA agreement for potential updates/amendments

ANALYSIS

Staff has developed a strategy of incremental steps to accomplish these actions over the next one to two years. The intent is to implement these changes with a neutral impact to the overall budget. To provide the Board with a detailed overview of the recommended actions, answer questions and provide the information necessary to gain Board support of the plan, we are recommending a retreat in early 2022.

Dates for consideration:

- Thursday, February 24, 2022
- Monday, February 28, 2022
- Tuesday, March 1, 2022

ATTACHMENTS

A. None