



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.