



**Meeting Minutes**  
**San Mateo Consolidated Fire Department**  
**Board of Directors Regular Meeting**  
**Wednesday, April 13, 2022 – 4:00 P.M.**  
**Hybrid Remote Teleconference Meeting**

**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. 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.

**5. NEW BUSINESS**

**Item 5.1 - Resolution Authorizing Use of Hybrid Remote Teleconferencing for Meetings of the Department Board of Directors Consistent with AB 361's Amendments to the Ralph M. Brown Act.**

Legal Counsel Bill Ross made recommendation for this action to approve the resolution authorizing the Board of Directors to use hybrid remote teleconferencing for meetings. Board Member Lieberman commented that hybrid meetings are appropriate. He noted although it could be appropriate for in-person meetings, that it still very appropriate to host virtual participation for members of the public. Board Member Awasthi agrees that hybrid virtual options make sense to which Board Chair Goethals agreed.

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 5.2 - Receive fiscal year 2021-22 budget update, adopt a resolution approving a supplemental budget appropriation of \$0.4 million of available fund balance in the General Fund, and provide feedback on proposed fiscal year 2022-24 business plan.**

Budget Analyst Renee Halcon provided a Power Point presentation on an update on the 2021-22 budget and the 2022-23 proposed budget. The 2021-22 budget started the year with a \$1.5 million fund balance. Based on data through February 2022, total revenues through the remainder of the fiscal year are projected to be \$45.1 million and total expenditures are projected to be \$45.9 million, which will result

in a net loss of \$800,000. Fund balance will be reduced by approximately \$700,000. Due to COVID-19 impacts on costs for overtime and sick leave, the year-end estimate for expenditures is projected to end the year approximately \$400,000 higher than the amended budget.

The Fire Protection & Life Safety fund began the year with \$226,000 in fund balance. Based on data through February 2022, total revenues are projected to end the year at \$2.6 million and total expenditures projected to end the year at \$2.5 million. This is approximately \$300,000 lower than anticipated and the savings are due to vacancy savings within this fund. If the savings are realized, this would increase fund balance by approximately \$100,000, bringing the ending fund balance to a little over \$300,000.

The equipment replacement fund started the year with \$3.7 million in fund balance. Total revenues are projected to end the year at \$1.1 million and total expenditures are projected to end the year at \$4.7 million, which is approximately \$800,000 higher than anticipated. This is primarily due to the replacement of the ERP system, the purchase of new SCBA equipment, and the increase in replacement costs of both fire engines and fire trucks which will be purchased this fiscal year. This will decrease the fund balance by \$3.6 million, which bring ending fund balance to approximately \$100,000.

For fiscal year 2022-23, the general fund's proposed balanced budget has both revenues and expenditures estimated to be \$44.8 million. The primary factors for the increase in budget each year are employee compensation and capital outlay. Employee compensation is projected to increase by \$1 million dollars which accounts for labor negotiations that are in progress, as well as increases in healthcare. The increase in capital outlay is due to the increase in pricing for replacement of fire engines and fire trucks. Resetting the replacement costs for these items to current costs, as well as needing to replenish the equipment replacement fund, resulted in replacement collections increasing in 2022-23 by approximately \$500,000. The proposed budget also includes all recommended organizational changes that were presented during the strategic planning retreat in February. The reorganization is cost neutral, and the complete reorg will be presented for consideration in two parts; some presented today and the remaining in May. The adopted budget for fiscal year 2022-23 will include any adjustments needed based on the decisions of the Board. Incorporating the proposed organizational changes into the budget, the operating contributions from the member agencies will increase 3.7% over the current fiscal year

For the Fire Protection & Life Safety fund's proposed 2022-23 budget, revenues are estimated to be \$2.7 million, while total expenditures are estimated to be \$2.6 million. To present a balanced budget for fiscal year 2022-23, one fire prevention inspector has been defunded until expected revenues improve to a point sufficient to fund this position.

Board Member Awasthi asked clarification for the equipment replacement fund and if it was planned for. Chief Thrasher stated the increased cost was due to the dramatic increase for replacement of apparatus. Additionally, he stated that all large equipment is on a replacement schedule and was planned for, but the actual cost was higher than what was planned. Board Member Awasthi asked about the ERP System. Finance Director Rich Lee stated that the cost for SMC Fire was based on the full-time equivalents for the department to determine invoicing. Based on that ratio, SMC Fire's share came to about 23% (approximately \$945,000). Every renewal period in February of each year, there will be a census report run which could change the ratio.

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 Awasthi. The Acting Board Secretary took a roll call vote, and the resolution was approved 3-0.

**Item 5.3 - Adopt a resolution to appropriate \$117,957 of available fund balance in the General Fund, which represents fiscal year 2020-21 Hazmat net income to a Hazmat reserve in the Equipment Replacement Fund.**

Chief Thrasher provided an overview for the recommendation to appropriate fiscal year 2020-21 fund balance to a Hazmat reserve in the equipment replacement fund. This is not a usual occurrence but will utilize the funding for replacement of hazmat specific equipment.

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 5.4 - Adopt a resolution approving the following job classification revisions for an internal Training Division.**

Chief Thrasher provided an overview of for an internal Training Division. The current agreement with Central County Fire is coming to an end and these next steps will help prepare for SMC Fire's internal Training Division. As shared at the retreat, the request consists of one additional full-time Administrative Assistant, one additional full-time 40-hour Fire Captain, as well as reclassifying the incumbent Emergency Medical Services (EMS) Clinical Education Specialist (CES) to an EMS Manager. With these changes, we will be able to handle our training needs at a higher level and with greater detail. Additionally, this recommendation is expected to be budget neutral.

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 5.5 - Adopt a resolution approving the purchase of one (1) new fire truck and one (1) new fire engine from Golden State Fire Apparatus and authorizing the Fire Chief to sign the purchase agreement.**

Chief Thrasher provided an overview for the recommendation to purchase two pieces of replacement equipment: one new fire ladder truck and one new fire engine. Our engines are on a 15-year replacement schedule and our fire ladder trucks are on a 24-year cycle. With the increased build time of 800 days will bring our ladder truck to 26-years and the engine to 17-years. The costs are higher than we anticipated which was covered in the budget staff report. Consideration of payment plans, utilizing HGAC, and ordering two at one time provided a discount of over \$200,000. Total order comes to \$2,704,792.51.

Board Member Lieberman shared that he is thrilled the Department was in the financial position to be able to make these anticipated purchases. All Board members thanked staff for managing the budget.

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.

**6. REPORTS AND ANNOUNCEMENTS**

Deputy Fire Chief Turturici provided the following Operations update:

- Call volume for 2021 increased by 15% compared to 2020. The first quarter of 2022 is tracking at an estimated 19% increase by the end of the year. EMS responses make up 68% of the call volume.

- Out of county deployments for 2021 totaled almost 20,000 hours. Current OES engines recently passed annual inspections and are ready for the upcoming fire season.
- 22 calls for emergency services requiring jet ski's or rescue boat. Continue to assist Sheriff Department with staffing rescue boat for fleet week patrol and response to the bay. Additional training for water rescue training for personnel.
- Currently providing all hazmat response and consult for the County.
  - Battalion Chief Thorne worked with staff and team members on a Conty grant to secure over \$510,000 in funding.
  - 9 firefighters being sent to Hazmat Tech School this May.
  - Participated in the regional exercise with the 95<sup>th</sup> Civil Support Team, Santa Clara County & Santa Clara City Hazmat teams at Coyote Point.
- Continue to work on new CAD system.
- Zone Haven application implementation and training in progress.
- 11 new firefighters completed the Academy and are now in the probationary period. 6 currently in Academy with a graduation in July. Total of 17 firefighters and 6 promoted Captains currently on probation.

Public Comment – Drew asked for further clarification regarding the call volumes. Deputy Fire Chief Turturici stated the call volumes are rising due to increased public activity and we are returning to pre-covid call volumes. He also referenced the Department Annual Reports that capture all of the details.

Interim Division Chief/Fire Marshal Marshall provided the following CRR update:

- The adopted fee schedule increases have stabilized revenue and businesses in the community have stabilized.
- Hiring of an Emergency Services Manager is in progress. Hope to have position filled by next Board meeting.
- Continuity of Operations (COOP)/Continuity of Government (COG) – OES is working on updating and training plan to make sure cities are prepared to operate in case of a disaster.
- Standards Of Cover process identifies the broader operations and best practices of the department. Stakeholders will be interviewed in the next couple weeks and a final report will be shared with all.
- Recent incidents in the news help for us to learn and make sure our residents and businesses are safe from potential hazards.
- Wildland season is approaching quickly and early than expected. Plan is to encourage residents to clear their property and make sure they have defensible space. Reach out to the department if you have questions. Inspections for defensible space and wildland urban interface issues will begin in June depending on the weather.
- Encouraged all to be familiar with Zonehaven and know your zone. You can find your zone by going to [myzone.zonehaven.com](http://myzone.zonehaven.com) and enter your address.

Public Comment – Drew asked if Zonehaven had an app for web interface option. Interim Division Chief Marshall stated they do not have an app, but will address it with Zonehaven. The website is mobile accessible.

## **7. ADJOURNMENT**

The Board was reminded the next meeting will take place May 25, 2022, and the meeting was adjourned.

## **8. CLOSED SESSION**

The Fire Board went into Closed Session at 4:48 p.m. Report out from Closed Session will be made at the next Board meeting.