



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, May 25, 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 Chair Goethals provided an oral report on the proposed agenda item 4.3.

Board Member Lieberman made a motion to approve the Consent calendar, which was seconded by Board Chair Goethals. 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 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 – Resolution approved the proposed Fiscal Year 2022-23 Budget.

Treasurer Rich Lee provided a Power Point presentation on the proposed 2022-23 budget. Following Board approval of the proposed 2022-23 budget, each of the member agencies will seek approval from their respective City Councils on the budget, including their respective contributions. Once approved, SMC Fire's 2022-23 budget becomes final and adopted.

The current 2021-22 budget is projected to end with \$650,000 in fund balance. The proposed 2022-23 general fund includes \$44.8 million in revenues and expenditures. Operating contributes include \$39 million in salaries and benefits, \$4.2 million in operating, and \$1.5 million in capital outlay. This is

offset by \$1.2 million in charges for services/interest and member agency shares of \$26.2 million from San Mateo, \$8.7 million from Belmont and \$8.7 million from Foster City. Presentation included a five-year forecast for future operating contributions for member agencies' forecast.

The Fire Protection & Life Safety fund will end the current fiscal year in the positive. The 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 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.

Item 5.3 - Provide an overview report on the Enterprise Resource Planning (ERP) System project and cost allocation.

Treasurer Rich Lee provided a PowerPoint presentation on the current ERP and upcoming ERP replacement plan for SMC Fire. As a precursor to project inception, the City of San Mateo established governance of the ERP replacement project which established a fiscal sustainability plan. Through a Request for Proposal (RFP) for an ERP consultant to guide us, Plante Moran was awarded to assist. This was followed by an RFP for an ERP. After 3 weeks of software demonstrations, numerous reference checks, and due diligence, the awarded contract went to Workday. This includes Can/Am for cashiering, and Collaborative Solutions which is the exclusive implementation partner for Workday. Phase I of the project began in March 2022 and are currently in the architect stage with a target to go live in November 2022. Phase II will begin in September 2022 which will parallel the existing ERP and Workday with a target of June 2023 to go live. Agreement with Workday is a 10-year plan and the agreement with Can/Am is 5 years. Cost allocation between the City and SMC Fire is based on a full service equivalent which totals 23% for SMC Fire (as shown in Attachment A).

Board Member Lieberman asked clarifying questions about Workday and Can/Am. Treasurer Lee stated that Workday does not have a cashiering solution so they partner with Can/Am to provide the service. Board Member Lieberman stated that since the two are on different terms, he'd encourage there be a maximum increase to which Treasurer Lee agreed.

Board Chair Goethals asked if there was any public comment on this item, which there was one by Drew. He thanked Treasurer Lee for the 10-year chart for costs appreciated the presentation.

Item 5.4 - Adopt a resolution approving reorganization of the San Mateo Consolidated Fire Department's Command Staff structure.

Chief Thrasher provided an overview of revisions to the October 2020 reorganization of the Command Staff structure. This includes abolishing the three Division Chief job classifications, adding and funding one Deputy Fire Chief and one Battalion Chief, and leaving one Fire Marshal position unfunded. The revisions will develop and support span of control, focus on function and alignment, and limit budgetary impacts. Attachments B and C demonstrate current reorganization and proposed revised organizational charts.

Board Member Lieberman asked if the Chief finds this organizational change an appropriate structure that will serve the department well. Chief Thrasher answered yes, given the size of our organization, this will work well until such time we ever increase in size. Additionally, our participative FACT committee process and Labor all supported the changes.

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.

Item 5.5 - Adopt a Resolution to create Central Services Worker classification and defund Fleet & Facilities Technician position.

Chief Thrasher provided an overview to create a Central Services Worker job classification and defund the Fleet & Facilities Technician position. In October 2020, the Board approved a Fleet & Facilities Technician position to assist the Fleet & Facilities Manager. There is value in the position, but we lack the funding for a facility to house and support the position. Plan is to keep this for future, but the current need is for someone to help with logistics, minor repairs, deliveries, and more to support the Manager position. A current per diem has been assisting at this capacity and it has been well received. The benefit for this recommendation would be to make this position full-time.

Board Chair Goethals asked if we could share the position with one of the City members for example in Public Works? Chief Thrasher stated that was considered but we need a full 40-hour week person to handle the tasks. In the future, it would be appealing to find a location in one of our city corporation yards to accommodate a mechanic we could share. CAO Corbett stated this model is cost effective for now. In the City, we outsource for fleet, and it would not be cost effective to add Fire but are looking at long-term solutions and this could present opportunities in the future. Board Member Lieberman asked if the title of the position could be reconsidered. Chief Thrasher answered that using the City of San Mateo job classifications, this was the most appropriate job description.

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

Item 5.6 - Adopt a resolution amending the JPA Agreement establishing the San Mateo Consolidated Fire Department.

Chief Thrasher presented an overview of the amendments to the current JPA Agreement. During this year's retreat, the Board agreed to review the agreement on a regular basis. Upon review, two areas for amendments were determined. In Section 14, titled "Inter-Agency Fee Offsets," it's recommended to add a sub-section 14.3 stating, "Nominal fees and fines, not requiring significant staff work and processing time, should not be charged between the Department and the Member Agencies." Conversations have taken place with City Managers and Finance Directors to not charge one another nominal fees. By recommendation of Legal Counsel, the second amendment is in Section 13, titled "Addition of Member Agencies." This would include additional language for adding of new members agencies to the JPA and what the process looks like. Legal Counsel Ross stated an applicant would fully fund any costs considered to consolidate.

Board Member Lieberman stated the word "nominal" is in the spirit of working with each member agency. Interim City Manager Edmund Suen emphasized it gives each agency the flexibility to work out what it means. As an example, in Foster City, fees were waived for the training tower installed in the corp yard. He will share with the new City Manager to clarify any misinterpretations.

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

Board Member Awasthi welcomed Interim City Manager Edmund Suen to the meeting.

7. ADJOURNMENT

The Board was reminded the next meeting will take place July 13, 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.