



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, April 12, 2023 – 4:00 P.M.
Hybrid Remote Teleconference Meeting

1. OPENING

The meeting was called to order at 4:00 pm by Fire Chief Thrasher.

- 1.3. Call to Order & Determination of a Quorum
- 1.4. Pledge of Allegiance
- 1.5. Roll Call

Board Members Present: Froomin, Mates, Newsom

Board Members Absent:

2. AGENDA CHANGES

Chief Thrasher requested to begin the meeting with New Business Agenda Item 6.1 and Item 6.2. Board Member Newsom made a motion to approve the change, Board Member Froomin seconded. The Board Secretary took a roll call vote, and the motion passed 3-0.

3. PUBLIC COMMENT

None

4. PRESENTATIONS

Item 4.1 Strategic Planning Presentation by Deputy Fire Chief Marshall.

Deputy Fire Chief Marshall provided a presentation of the attached Strategic Plan. The Board Members requested Chief Thrasher update them annually. The Chief stated we would provide data once the operation plan is created.

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

5. CONSENT

Board Chair Mates asked if there was any public comment on this item, which there was not. Board Member Newsom moved to approve the Consent calendar, Board Member Froomin seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

6. NEW BUSINESS

Item 6.1 Receive fiscal year 2022-23 budget update and provide feedback on proposed fiscal year 2023-24 budget.

Senior Management Analyst Toffey provided a presentation of the staff report. The Board authorized a supplemental budget appropriation of \$0.7 million of mutual aid reimbursement revenues, \$0.2 million of available fund balance in the Benefits Fund to increase the Benefits Fund healthcare budget, and \$0.3 million of available fund balance in the Workers' Compensation and General Liability Fund to increase

the fund's insurance premiums budget.

Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution, Board Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 6.2 Adopt a Resolution approving the adoption of the Public Agencies Post-Employment Benefits Trust administered by Public Agency Retirement Services.

Treasurer Lee provided a presentation of the staff report. Requesting authorization from the Board. The Board authorized participation in the PARS Post-Employment Benefits Trust Program to be administered by Public Agency Retirement Services (PARS) and U.S. Bank, appointed the Treasurer as the Agency's Plan Administrator, and authorized the Treasurer to execute the documents to implement the program.

Board Member Froomin asked clarifying questions regarding the level of risks and conservativeness strategies. Board Members requested the Treasurer to update the Board every one to two years with the actuarial study.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution, Board Chair Mates seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 6.3 Adopt a resolution approving revisions to the San Mateo Consolidated Fire Department's Master Fee Schedule effective July 1, 2023.

Deputy Chief Marshall provided an overview of the staff report. Discussion ensued regarding regulatory fees, collection processes, analysis studies, and allocation of inspection time per the fee schedule.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Newsom moved to adopt the resolution, Board Member Froomin seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

7. REPORTS AND ANNOUNCEMENTS

Deputy Fire Chief Turturici provided an Operational Division update:

- The 2022 Annual Report is being finalized by Admin Technician Roldan.
- 15,136 calls for service in 2022, which was an 8% increase from 2021.
- EMS responses for confirmed fire calls, increase of 54 from 2021.
- Currently averaging 42 emergency responses a day.
 - On December 31st, we responded to 174 calls for service. With 5 significant storm days, we are now averaging 144 calls a day (161 on March 14th alone).
- Decrease in out of county deployments compared to previous years.
 - 13,749 hours deployed through mutual aid.
 - Regardless of all the rain, we continue to prepare for fire season.
- 22 calls for emergency water rescues requiring jet skis or rescue boats.
- Assisted Sheriff Department with staffing rescue boat for Fleet Week patrol and response in the bay.
- 33 total incidents related to hazardous materials responses for the county (14 responses and 19 consults).
- One firefighter is currently in the academy.

- 2 lateral firefighters completed the 2-week in-house academy.
- 20 firefighters and 3 newly promoted Captains on probation.
- Training Division updates:
 - 1,775 hours of Driver Operator completed.
 - 3,856 hours of EMS training completed.
 - 19 probationary exams to take place in June.
- No operational vacancies at this moment.

Chair Mates thanked all for the recent flooding rescues and for Fire’s involvement at the recent Egg Hunt.

Deputy Fire Chief Marshall provided a Community Risk Reduction Division update:

- Office of Emergency Services operated the EOC during the recent storms. This, plus new staff in all 3 cities, highlighted the need for continued training on the opening of an Emergency Operation Center (EOC).
- Rising Phoenix Drill at the San Mateo County Event Center next week.
- Welcomed a full-time Office Assistant, a part-time Office Assistant, and a Fire Inspector bringing Prevention to full staffing.
- Wildland season is coming. Cal Fire working on fire risk mapping. With the excess growth of vegetation, we will be notifying residents of Belmont and San Mateo to clear their vegetation.
- City of Belmont received a multi-year federal government grant for high-fire hazard zones in canyon areas, specifically in the San Juan Canyon area which shares a border with San Mateo.
- Reminder to residents to watch their vegetation and clear areas away from the home. Contact us and we can visit your home for a wildfire assessment. Visit our website at smcfire.org or check out readyforwildfire.org for tips on how to protect your home from wildfires.

Chief Thrasher provided a brief update:

- The Strategic Plan will be helpful to the Department for continued demonstration of high-performance. Firefighter Laux was recently recognized for her commitment to high performance for her heroic actions during the storms of December 31st.
- Emphasized our involvement with the upcoming Rising Phoenix Drill and invited Board to attend.
- FACT Steering Committee scheduled for April 25th. Chair Mates to attend presentation.

Board Member Froomin commented that police and fire worked really well together during the unusual flooding incidents. It was commendable for them to work so well in these circumstances. Chair Mates commended all that put that worked in the dangerous conditions.

Board Member Newsom commented on his recent attendance at a CERT Skills day and stated the program was impressive.

8. CLOSED SESSION

The Fire Board adjourned to Closed Session at 5:22 p.m. General Counsel Ross reported out from Closed Session, indicating that a written report describing any reportable action will be prepared and will be included in the meeting packet for the next Board meeting on May 31, 2023.

9. ADJOURNMENT

The Board meeting was adjourned at 5:38 p.m.