



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, May 31, 2023 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:01 pm by Board Chair Mates

1.3. Call to Order & Determination of a Quorum

1.4. Pledge of Allegiance

1.5. Roll Call

Board Members Present: Mates, Newsom, Sullivan

Board Members Absent: Froomin

2. AGENDA CHANGES

None

3. PUBLIC COMMENT

Public Comment - Mr. Tim O'Hara stated the owner of 960 Palm in San Mateo has been overcharged for fire inspection fees by the Department. He stated this was an unconstitutional tax and asked for the actual cost of the inspection. He requested that the inspection procedure be reviewed and asked the invoice of \$579 be cancelled.

Board Chair Mates acknowledged the comment.

4. PRESENTATIONS

Item 4.1 Recognition of Chief Administrative Officer Drew Corbett.

Fire Chief Thrasher expressed thanks and gratitude to Chief Administrative Officer Corbett for his years of service and dedication. CAO Corbett's position was a critical role in SMC Fire's formation.

Public Comment - Fire Captain Volkman shared his appreciation for all of CAO Corbett's time and effort on behalf of the Firefighters' Association. Belmont City Manager Afshin Oskoui stated CAO Corbett has been a key role working diligently with the partners, managing the district, and bridging the three organizations. Board Chair Mates shared appreciation for all of his outstanding work with SMC Fire. CAO Corbett stated it's been an honor to serve this organization and looks forward to seeing what the Department accomplishes over the next several years.

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 Chair Mates seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

6. NEW BUSINESS

Item 6.1 Adopt a resolution approving the 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 Newsom moved to adopt the resolution; Board Member Sullivan seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 6.2 Consider replacement options for the Chief Administrative Officer position within the San Mateo Consolidated Fire Department.

Fire Chief provided an overview of the staff report. With CAO Corbett retiring at the end of June, replacement options were provided to the Board. The recommendation is for the CAO position to stay with interim or newly appointed San Mateo City Manager. Board Chair Mates asked if the other City Managers were offered the role. Chief Thrasher responded yes but they were not interested, and they support it staying with San Mateo. Board Member Newsom in support of waiting for interim and appointment of a full-time City Manager. Board Chair Mates asked if the San Mateo City Manager has this listed as a job description which may fall under "duties as assigned". The Board Chair and Board Members are in support of staff recommendations.

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

7. REPORTS AND ANNOUNCEMENTS

Board Chair Mates shared Belmont's Pride Flag raising will take place tomorrow at 10 a.m. Board Member Sullivan shared Foster City's Pride Flag raising will also take place tomorrow at 11:30 a.m.

8. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:29 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.

9. ADJOURNMENT

The Board meeting was adjourned at 4:29 p.m.