



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

1. OPENING

The meeting was called to order at 4:05 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: Froomin, Mates, Newsom

Board Members Absent: None

2. AGENDA CHANGES

There were no agenda changes.

3. PUBLIC COMMENT

None

4. CONSENT

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

5. NEW BUSINESS

Item 5.1 Adopt a resolution to revise the salary range for the Executive Command Staff positions of Fire Chief and Deputy Fire Chief.

Interim Chief Administrative Officer Horrisberger provided an overview of the staff report.

The Board agreed to discuss built-in compaction percentages and an automatic escalator to establish gaps at a future meeting. Fire Chief Thrasher will work on details with the new Chief Administrator Officer and Treasurer to address at October's meeting. Board Member Froomin also requested to include the difference of compaction for total compensation.

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.

Item 5.2 Introduce an ordinance adopting changes to Ordinance 2022-001 and the 2021 International Wildland Urban Interface Code and the 2022 California Fire Code with local amendments.

Deputy Fire Chief Marshall provided a brief presentation of the staff report for approval. We have identified three distinct changes within this ordinance that addresses single type Knox box keys, abatement of hazardous trees, and adoption of lithium battery storage system standards. This is the first reading of the Ordinance, and the second reading will take place in October.

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

6. REPORTS AND ANNOUNCEMENTS

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

- OES Division:
 - New Emergency Services Specialist interviews taking place this month.
 - Updating all cities Emergency Operations Plan (EOP).
 - Wildland Fire Preparedness along with General Plan updates are being addressed. For defensible space questions, please visit www.smcfire.org.
- Prevention Division:
 - We have consolidated our over-the-counter plan review services. A more efficient plan review system is now located in one place at our Foster City address. This also allows us the ability to adjust times and days if needed.
 - Fire Inspector Mecham recently certified as a Youth Fire Intervention Specialist. We will monitor program along with Police from all three jurisdictions.

Deputy Fire Chief Turturici provided a PowerPoint presentation for the Operational Division update.

Chief Thrasher provided a brief update:

- Retired Firefighter Ramsey update.
- Recognition to Emergency Services Manager Yoke & Emergency Services Specialist Firpo for their key parts at the recent National CERT Conference in Burlingame. Special thanks to our Color Guard along with San Mateo Police and CERT members for all their work.
- October meeting will present an update on our Standard of Cover including recommendations to our fleet and facilities program.
- In anticipation of 4 to 5 vacancies before the end of the year, we plan to hire from a lateral firefighter list.
- Approaching the time of the year to start preparing for deployments.

Board Chair Mates shared she participated in a ride-along at Station 23 which was beneficial to her understanding of the fire service.

7. CLOSED SESSION

The Fire Board adjourned to Closed Session at 5:08 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.

8. ADJOURNMENT

The Board meeting was adjourned at 5:34 p.m.