



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, October 11, 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: Froomin, Mates, Newsom

Board Members Absent: None

2. AGENDA CHANGES

Board Chair Mates made a motion to move Agenda Item No. 6.1 “Rules of Conduct for Public Participation” before Item No. 4 “Presentations”. Board Member Froomin seconded the motion. The Board Secretary took a roll call vote, and the agenda change was approved 3-0.

3. PUBLIC COMMENT

None

4. PRESENTATIONS

Item 4.1 Standards of Cover Update by Deputy Fire Chief Robert Marhsall

Deputy Fire Chief Marshall provided a PowerPoint presentation with updates to the findings, observations, and recommendations originally shared at the January 25th Board meeting.

Board Chair Mates asked about the countywide dispatch center issues. Board Member Froomin asked if the inconsistencies would be addressed. Fire Chief Thrasher stated the Fire Chiefs and Police Chiefs held a joint meeting to discuss issues and analysis of call answering and processing times.

Discussion ensued regarding centralized location options within our jurisdiction for all administrative staff, OES, Prevention, Training, storage, and maintenance needs. Board Member Froomin stated that the Department’s needs can be expressed with the cities for potential shared locations.

Board Chair Mates asked if a part-time Plan Reviewer would be split with a full-time one. Deputy Chief Marhsall stated hiring part-time now was based on specific structure needs in the cities. Fire Chief Thrasher noted that this division is based on generated revenue and will consider hiring full-time next year if funding is available.

Board Member Froomin asked about the Department’s specific plan for succession planning. Deputy Chief Marshall stated there are several ways which included continuing education process through all

levels of the organization, making sure we remain a destination fire department, the Explorer and Cadet programs, as well as Mission College prevention internship, which all help motivate current employees and attract new employees. Fire Chief Thrasher noted we are a task book driven organization and offer acting opportunities to help with succession. Interest and outcome in our promotional assessment centers indicate we are on the right path.

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 Rules of Conduct for Public Participation.

Legal Counsel Schwarz provided a brief presentation of the staff report for approval. In an effort to allow members of the public, SMC Fire Staff, and the Fire Board to participate in public meetings in a safe, orderly, and productive manner, SMC Fire has prepared Rules of Conduct for public meetings for Board consideration.

Regarding the Rules of Conduct list, Board Chair Mates requested if language could be added to item number one requiring questions remain on topic specific to agenda items. Legal Counsel Schwarz can rephrase it for reasons related to the department jurisdiction. The goal is to allow the public to speak but if it's outside the scope, it can be redirected. Board Chair Mates asked if it could attach the Rules of Conduct to the agenda for January's meeting. Board Member Froomin recommended that the language added to item number one specify conduct when it's time for public comment versus public comment on an agenda item. Board Member Newsom agreed with the list of accommodation to be in place.

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 Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 6.2 Adopt a resolution to re-fund the Fire Marshal position.

Fire Chief Thrasher provided a brief presentation of the staff report for approval.

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 Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

7. OLD BUSINESS

Item 7.1 Second introduction 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.

Fire Chief Thrasher provided a brief presentation of the staff report for approval. He noted this will go into effect on January 1, 2024.

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.

Item 7.2 Adopt a resolution approving the revised salary schedules to reflect the hourly, monthly, and annual ranges for merit and per diem classifications within the San Mateo Consolidated Fire Department.

Fire Chief Thrasher provided a brief presentation of the staff report for approval.

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 Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

8. REPORTS AND ANNOUNCEMENTS

Board Member Newsom asked if the Department is prepared for flooding this winter season. Fire Chief Thrasher stated we are ready as a rescue component and will mitigate any issues. Board Member Froomin asked if any lessons were learned or if any equipment needed to change based on last year. Fire Chief Thrasher said we had a couple out of the ordinary incidents, but it didn't require any change in equipment or training. Board Chair Mates stated the cities are also trying to make improvements where they can.

Board Member Newsom asked who was responsible for our social media updates and stated our Facebook presence is not updated often. Deputy Chief Marshall responded, stating we have a social media committee, and the group is in the process of updating our current policy regarding posting. He said Instagram is our main component at this time, but we will continue to look into other media sites. Board Chair Mates commented they will help increase awareness of our site of choice. Board Member Froomin commented that it's more about providing information as opposed to engaging in a conversation online. Deputy Chief Marshall shared that we target visual platforms such as Instagram and TikTok which are useful for education and training topics.

Board Chair Mates requested an informational agenda Consent item on social media updates in January.

The Board approved of the proposed dates of January 24, April 10, July 17, and October 9 for the four Regular 2024 Fire Board Meetings.

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

- Emergency operations planning and flood preparations with the San Mateo Public Works Department.
- Foster City tabletop exercise recommended by Grand Jury coming soon.
- Wildland inspections are almost complete for year.
- Mandated inspection program almost complete for apartments and are on track to be 100% compliant. School inspections have been completed with emergency evacuation drills being addressed.
- Today's Ordinance approved new lock boxes and enforcement is effective in January. Education and instructions will begin now.

Deputy Fire Chief Turturici provided a PowerPoint presentation highlighting the Operational Division activities.

- On the topic of water rescues, Board Member Froomin asked if there are any grant opportunities or if the Coast Guard helps. Battalion Chief Blackman, who runs the water program, responded UASI grants have helped with training equipment for various programs. Board Member Froomin asked if the levee project issues have been resolved. Deputy Chief Marhsall stated it is

acceptable at this time.

- Board Member Froomin commented Firefighter Ramsey Memorial service was well-put together and very well done.
- Board Member Newsom asked about a recent hazmat call on highway 92 and finding the person responsible. Chief Turturici responded, stating that the County Environmental Health makes the decision. Deputy Chief Marhsall added that we get involved if it's a criminal act.

Fire Chief Thrasher provided a brief update:

- Wildland fires are averaging low this year probably due to hurricanes. We still have two resources deployed to fires in Northern California.
- Significant events shared:
 - 8/4/24 Disaster Preparedness Day
 - 8/10/24 Battalion Chief Assessment
 - 8/29/24 Annual Executive Command Staff Retreat
 - 9/10/24 Public Safety Memorial held at Cañada College this year.
 - 9/11/24 Annual Memorial at Fire Station 21; thank you to Captain Lutticken.
 - 9/23/24 CERT Skills Day at Fire Station 28; thank you to Emergency Services Specialist Firpo.
 - 9/26/24 Badge Pinning; thank you to Board Member Froomin providing the Oath.
 - 9/27/24 Foster City Civic Academy; thank you to Emergency Services Specialist Firpo.
 - 9/28, 9/29, 9/30/24 Listos Class; thank you to Emergency Services Manager Jim Yoke & Emergency Services Specialist Firpo helping to grow this Spanish-speaking program.
 - 10/4/24 San Mateo City Servies Academy at Fire Station 23; thank you to Emergency Services Specialist Firpo.
 - 10/7/24 Open House event at Fire Station 28; just under 1,000 attendees; thank you to Emergency Services Specialist Firpo.
 - 9/17/24 Girls Fire Camp at CSM; 32 participants of high school age.
- Special recognition to the Board for their first year of service.

On the topic of the Civic Academies, Board Member Froomin recommended that we build one curriculum for the two Cities. Chief Thrasher agreed and discussion has begun to make them align.

Board Member Newsom welcomed new Chief Administrative Officer Alex Khojikian to his first Board meeting.

9. ADJOURNMENT

The Board meeting was adjourned in Memory of Firefighter Mike Ramsey at 5:36 p.m.