



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, January 24, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:04pm by Board Chair Mates

1.1. Call to Order & Determination of a Quorum

1.2. Pledge of Allegiance

1.3. Election of Chair and Co-Chair

Board Members selected Julia Mates as Chair and Rob Newsom as Vice Chair.

1.4. Roll Call

Board Members Present: Mates Froomin

Teleconferenced Board Member: Newsom

Board Members Absent: None

2. AGENDA CHANGES

None

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 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.

5. NEW BUSINESS

Item 5.1 Adopt a resolution approving the Annual Fire Inspection Compliance Report from the Fire Chief and approve publishing the report as part of the 2023 Department Annual Report on the Department's website.

Fire Chief provided an overview of the staff report.

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 5.2 Receive the Annual Financial Report for the year ended June 30, 2023.

Treasurer Karen Huang provided a PowerPoint presentation of the staff report.

Board Member Newsom asked about excess funding in the Prevention fund. Chief Thrasher stated the

funds contribute toward a Fire Marshal, equipment replacement costs, and a reserve fund balance.

Board Member Froomin stated that on page 32 of the report, economic factors are mentioned for Belmont and San Mateo, but not Foster City. He requested similar data for all three agencies be covered in the report. Legal Counsel Ross stated a non-substantive change can be made. Chief Administrator Officer Khojikian stated Foster City will be mentioned in the report.

Board Member Newsom asked about staggering Fire Truck replacements. Chief Thrasher stated that the consolidation generated a stagger in apparatus replacement that was not ideal. Over time we will use what flexibility we can to get to an appropriate stagger.

Board Chair Mates asked about what the fund balance and what the increased contributions would look like. Treasurer Huang stated the increase would be something each city's budget could comfortably accommodate to build the department's reserves.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Chair Mates 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 5.3 Adopt a resolution to defund the Central Services Worker full-time position, abolish the currently unfunded Fleet and Facilities Technician full-time position, and create and fund a Fleet Mechanic I/II full-time position, classification, and salary range.

Fire Chief provided an overview of the staff report.

Board Member Newsom asked if we experience supply chain concerns for parts. Chief Thrasher stated it's still an impact, but our Fleet & Facilities Manager diligently orders in advance to prepare for department needs. Furthermore, a mechanic will assist with federally mandated preventative maintenance to decrease our downtime. Board Member Froomin addressed his concerns with municipal shops and asked if we will be able to minimize services needed in Sacramento. Chief Thrasher stated roughly 50% of the repairs in Sacramento will be reduced which will allow control of in-house repairs and decrease transport time. Board Member Froomin requested we collect 2 to 3 years of data demonstrating savings once the mechanic starts.

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 5.4 Adopt a resolution to approve the purchase of one (1) fleet maintenance vehicle and associated tools and equipment, not to exceed \$350,000 and appropriate \$350,000 of unrestricted fund balance from the Vehicle and Equipment Replacement Fund to the fiscal year 2023-24 operating budget.

Fire Chief provided an overview of the staff report.

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.

6. REPORTS AND ANNOUNCEMENTS

Fire Chief Thrasher provided an organizational update:

- Thank you to Treasurer Huang for her and her staff for handling all our finances.
- Welcome new Fire Marshal Carisa Workman anticipating to start late February.
- Thank you to Prevention, Operations, and Administration staff for another successful year on completion of MRIP's.
- 2023 highlights include:
 - Hired 13 new full-time employees.
 - At our highest level we had 31 employees on probation.
 - Total of 7,388 fire inspections completed.
 - Total of 15,641 incidents resulting in 19,719 responses. These are the highest numbers we've seen and an 8.5% and 11.5% increase respectively above our 5-year average.
 - Average response time for those calls was 5:06 minutes which is in line with our 5-year average of 5:06.
 - Total of 10,916 deployment hours as compared to our 5-year average of 13,802 hours.
- The Annual Report will be published which will include these stats and much more available soon.

7. CLOSED SESSION

The Fire Board adjourned to Closed Session at 5:13 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 6:45 p.m.