



## Agenda

**San Mateo Consolidated Fire Department  
Board of Directors  
Regular Meeting  
Wednesday, April 10, 2024 – 4:00 P.M.**

Consistent with Government Code Section 54953, this meeting will be conducted both in person and also via Zoom Teleconferencing to promote public participation at public meetings while maintaining compliance with local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. Department officials and members of the public are invited to attend and give public comment either in person or via teleconference. Comments may also be submitted prior to the meeting by email to: [nmorales@smcfire.org](mailto:nmorales@smcfire.org)

### **To Attend in-person**

Foster City EOC, 1040 East Hillsdale Blvd., Foster City, CA 94404

### **To Observe and Participate via Video Teleconference**

Register in advance for this Zoom webinar:

[https://us06web.zoom.us/webinar/register/WN\\_5vFjrBHZQgm0sIJXkEorrA](https://us06web.zoom.us/webinar/register/WN_5vFjrBHZQgm0sIJXkEorrA)

#### **1. OPENING**

- 1.1 Call to Order & Determination of a Quorum
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

#### **2. AGENDA CHANGES**

*The Chair/Board Member may change the order of the Agenda or request discussion of a Consent Item. A member of the public may request discussion of a Consent Item by emailing the Board Clerk Nicole Morales at [nmorales@smcfire.org](mailto:nmorales@smcfire.org) prior to Public Comment.*

#### **3. PUBLIC COMMENT**

Public Comment is limited to 15 minutes, with a maximum of three (3) minutes per speaker. If you wish to address the hearing body, please notify the Department as soon as practical by emailing the Board Clerk of the Fire Board at [nmorales@smcfire.org](mailto:nmorales@smcfire.org). If you are addressing the Board of Directors on a non-agenda item, the Board of Directors may, but is not required to, briefly respond to statements made or questions posed as allowed by the Brown Act (GC 54954.2). The Board of Directors may refer items to staff for attention, or have a matter placed on a future Board of Directors Meeting, for more comprehensive action or report.

#### **4. PRESENTATIONS**

- 4.1 Recognition of the California Fire Prevention Officers Association's Charles H. Gray Memorial Service Award Recipient Deputy Fire Chief Marshall
- 4.2 Social Media Update by Deputy Fire Chief Marshall

#### **5. CONSENT**

- [5.1](#) Approval of Fire Board Meeting Minutes from January 24, 2024.
- [5.2](#) Report from Closed Session of January 24, 2024.
- [5.3](#) Adopt a resolution approving the revised salary schedules to reflect the hourly, monthly, and annual ranges for per diem classifications within the San Mateo Consolidated Fire Department.

5.4 Adopt a resolution authorizing a change order in the amount of \$26,000 for a total contract amount not-to-exceed \$125,000 with Amazon for station supplies, fleet and facility tools, parts, replacement laptops, and administrative office purchases.

## 6. NEW BUSINESS

6.1 Receive the fiscal year 2023-24 Budget Update & Fiscal Year 2024-26 Business Plan.

## 7. REPORTS AND ANNOUNCEMENTS

7.1 Board Members and Department Management Staff will have an opportunity to make announcements.

7.2 Fire Chief update (*verbal only*)

## 8. CLOSED SESSION

8.1 Conference with Fire Board regarding Annual Performance Review Process for Executive Group Employees pursuant to Government Code Section 54953

**Agency Designated Representative(s):** Alex Khojikian, Chief Administrative Officer

**Employee Organization(s):** Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Employees

8.2 Conference with Legal Counsel: Anticipated Litigation – Authorized pursuant to Government Code Section 54956.9(d)(2)

One (1) Matter

8.3 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9

**Name of Case:** Jerry Neves

**Agency Designated Representative(s):** Jennifer Crims, Senior Human Resource Analyst, William D. Ross, Attorney, and Mark R. Peterson, Attorney

8.4 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6

**Agency Designated Representative(s):** IEDA, and Alex Khojikian, Chief Administrative Officer

**Employee Organization(s):** American Federation of State, County, and Municipal Employees (AFSCME) - Management and General employees

## 9. RETURN FROM CLOSED SESSION

9.1 The report out from Closed Session will be made at the next Board meeting.

## 10. ADJOURNMENT

I, Nicole Morales, Board Clerk of the San Mateo Consolidated Fire Department, hereby declare that the foregoing Agenda was posted in compliance with the Brown Act prior to the meeting date.

*In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Fire Board Clerk at (650) 522-7900 no less than 72 hours prior to the meeting. Notification in advance of the meeting will enable the Fire Department to make reasonable arrangements to ensure accessibility to this meeting.*

*Copies of documents distributed at the meeting are available in alternative formats upon request. Any writing or documents provided to a majority of the Board regarding any item on this Agenda will be made available for public inspection at the Department Fire Administration Office located at 1040 E. Hillsdale Blvd., Foster City, CA 94404, during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/meeting-dates-agendas-minutes/>*



**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.

William D. Ross  
David P. Schwarz  
Kypros G. Hostetter  
Christina M. Bellardo

Law Offices of  
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File No: 19/55

January 25, 2024

**VIA E-MAIL**

The Honorable Julia Mates, Chair  
and Members of the Fire Board  
San Mateo Consolidated Fire Department  
330 West 20<sup>th</sup> Avenue  
San Mateo, California 94403

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire  
Department Virtual Regular Board Meeting of January 24, 2024

Dear Chair Mates and Board Members:

This communication sets forth reportable action of the Board of Directors (“Board”) of the San Mateo Consolidated Fire Department (“Department”), consistent with the provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 *et seq.*) resulting from the Department’s Closed Session of the January 24, 2024 Virtual Regular Board Meeting, consistent with Government Code Section 54957.1

The Board Chair called the Meeting to order at 4:00 p.m. and after completing the Open Session Agenda, adjourned the Open Session at 5:13 p.m. and convened in Closed Session at 5:16 p.m.

There were four matters agendized for Department Closed Session consideration:

- 7.1 Conference with Fire Board regarding Annual Performance Review Process for Executive Group Employees pursuant to Government Code Section 54953  
**Agency Designated Representative(s):** Alex Khojikian, Chief Administrative Officer  
**Employee Organization(s):** Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Employees
- 7.2 Conference with Legal Counsel regarding Existing Litigation, Workers’ Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9  
**Name of Cases:** Andrew Martinez  
**Agency Designated Representative(s):** Jennifer Crims, Senior Human Resource

Analyst, William D. Ross, Attorney & Mark R. Peterson, Attorney

- 7.3 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9

**Name of Case:** Brad Olson

**Agency Designated Representative(s):** Jennifer Crims, Senior Human Resource Analyst, William D. Ross, Attorney, and Mark R. Peterson, Attorney

- 7.4 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6

**Agency Designated Representative(s):** IEDA, and Alex Khojikian, Chief Administrative Officer

**Employee Organization(s):** American Federation of State, County, and Municipal Employees (AFSCME) - Management and General employees

With respect to Department Closed Session Agenda Item No. 7.1., although direction was given to the Department Chief Administrative Officer, there was no reportable action under the provisions Government Code Section 54953.

With respect to Department Closed Session Agenda Item No. 7.2., although direction was given to Special Counsel, Mark R. Peterson, Esq. there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Department Closed Session Agenda Item No. 7.3., although direction was given to Special Counsel, Mark R. Peterson, Esq. there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Department Closed Session Agenda Item No. 7.4., although direction was given to the Department representative Alex Khojikian, Chief Administrative Officer, there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54957.6.

The Closed Session concluded at 6:45 p.m., where it was indicated that a written report upon return consistent with Government Code Section 54957.1, would be prepared.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

The Honorable Julia Mates, Chair  
and Members of the Fire Board  
San Mateo Consolidated Fire Department  
January 25, 2024  
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If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross  
Department Counsel

WDR:jf

cc: Kent Thrasher, Fire Chief  
Alex Khojikian, Department Chief Executive Officer  
Nicole Morales, Business Manager  
Matt Turturici, Deputy Chief





# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Kent Thrasher, Fire Chief

**Meeting Date:** April 10, 2024

**Subject:** Revised Salary Schedule

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## **RECOMMENDATION**

Adopt a resolution approving the revised salary schedules to reflect the hourly ranges for per diem classifications within the San Mateo Consolidated Fire Department.

## **BACKGROUND**

On April 12 and June 27, 2023, the San Mateo Consolidated Fire Department (SMC Fire) Board of Directors approved revised Compensation and Benefit Plans and employee resolutions that included salary increases. These increases are automatically applied to the corresponding per diem classifications. The salary for the per diem Student Intern classification (which does not have a corresponding merit classification) had not been adjusted since formation of the Department in 2019. After consideration of the 2024 minimum wage increase and a salary survey, the Fire Chief approved an increase to the Student Intern salary range on January 17, 2024. The Student Intern salary range changed from \$16.78 - \$20.01 to \$20.01 - 24.31.

Title 2 of the California Code of Regulations (CCR) Section 570.5, requires the Fire Board to adopt a full salary schedule as a standalone document detailing the rates of pay for each department classification, and to maintain this salary schedule as a publicly available document for at least five years. The California Public Employees' Retirement System (CalPERS) uses this salary schedule to determine the "compensation earnable" when calculating the monthly pension an individual will receive when they retire. "Compensation earnable" is defined by the Public Employees Retirement Law (PERL) Government Code Sections 20636 and 20636.1 as pay rates and special compensation as defined in the statutes.

The per diem salary schedule (Attachment B) reflects salary changes previously approved by the Board of Directors via resolution, plus the change to the Student Intern range. Salary schedules are available to the public on the Department's website.

## **FISCAL IMPACT**

The adopted FY 2023-24 budget assumed these changes.

## **ATTACHMENTS**

- A. Resolution
- B. Revised Per Diem Salary Schedule – Effective 1/21/24

**RESOLUTION NO. RES-2024-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO  
CONSOLIDATED FIRE DEPARTMENT APPROVING A REVISED SALARY  
SCHEDULE TO REFLECT THE HOURLY RANGES FOR PER DIEM  
CLASSIFICATIONS**

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WHEREAS, on April 12 and June 27, 2023, the San Mateo Consolidated Fire Department (SMC Fire) Board of Directors approved revised Compensation and Benefit Plans and employee resolutions that included salary increases; and,

WHEREAS, the salary for the per diem Student Intern classification (which does not have a corresponding merit classification) had not been adjusted since formation of the Department in 2019; and,

WHEREAS, after consideration of the 2024 minimum wage increase and a salary survey, the Fire Chief approved an increase to the Student Intern salary range on January 17, 2024; and,

WHEREAS, Title 2 of the California Code of Regulations (CCR), Section 570.5, requires the Fire Board to adopt a full salary schedule as a standalone document detailing the rates of pay for each department classification, and to maintain this salary schedule as a publicly available document for at least five years; and,

WHEREAS, revisions to the salary schedules made on April 12 and June 27, 2023 are attached to reflect the hourly annual ranges and conform to CalPERS reporting requirements.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Approve the revised salary schedules, attached hereto and incorporated herein, to reflect the hourly ranges for per diem classifications within San Mateo Consolidated Fire Department.

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PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 10<sup>th</sup> day of April, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



**San Mateo Consolidated Fire Department**    Effective Date: 01/21/2024 \*  
**Per Diem Salary Schedule**

JOB CODE	TITLE	STEPS	HOURLY
9504	ADMINISTRATIVE ASSIST PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9500	ADMINISTRATIVE TECHNICIAN PDM	STEP 1	40.52
		STEP 2	42.31
		STEP 3	44.24
		STEP 4	46.26
		STEP 5	48.31
9604	CENTRAL SERVICES WORKER PDM	STEP 1	23.38
		STEP 2	24.44
		STEP 3	25.53
		STEP 4	26.68
9316	DEPUTY FIRE MARSHAL PDM	STEP 1	71.45
		STEP 2	74.60
		STEP 3	78.05
		STEP 4	81.56
		STEP 5	85.19
9505	EMERGENCY SERVICES SPEC PDM	STEP 1	33.49
		STEP 2	35.00
		STEP 3	36.56
		STEP 4	38.20
		STEP 5	39.94
9963	FIRE BATTALION CHIEF 40 PDM	STEP 1	92.87
		STEP 2	97.45
		STEP 3	102.26
		STEP 4	107.30
		STEP 5	112.61
9962	FIRE CHIEF SPECIALIST PDM	STEP 1	101.74
		STEP 2	106.83
		STEP 3	112.17



**San Mateo Consolidated Fire Department  
Per Diem Salary Schedule**

Effective Date: 01/21/2024 \*

JOB CODE	TITLE	STEPS	HOURLY
9317	FIRE PREVENTION INSP I PDM	STEP 1	56.47
		STEP 2	59.00
		STEP 3	61.70
		STEP 4	64.47
		STEP 5	67.37
9202	MGMT ANALYST I PDM	STEP 1	43.87
		STEP 2	45.86
		STEP 3	47.89
		STEP 4	50.06
		STEP 5	52.28
9222	MGMT ANALYST II PDM	STEP 1	48.16
		STEP 2	50.36
		STEP 3	52.60
		STEP 4	54.96
		STEP 5	57.42
9511	OFFICE ASSISTANT I PDM	STEP 1	25.42
		STEP 2	26.55
		STEP 3	27.73
		STEP 4	28.98
		STEP 5	30.28
9513	OFFICE ASSISTANT II PDM	STEP 1	30.65
		STEP 2	32.19
		STEP 3	33.80
		STEP 4	35.48
		STEP 5	37.26
9269	PROJECT MANAGER I PDM	STEP 1	49.03
		STEP 2	51.22
		STEP 3	53.54
		STEP 4	55.93
		STEP 5	58.46
9267	PROJECT MANAGER II PDM	STEP 1	54.13
		STEP 2	56.53
		STEP 3	59.08
		STEP 4	61.76
		STEP 5	64.52

\* Market Increase for Student Intern position



**San Mateo Consolidated Fire Department**  
**Per Diem Salary Schedule**

Effective Date: 01/21/2024 \*

JOB CODE	TITLE	STEPS	HOURLY
9268	PROJECT MANAGER SR PDM	STEP 1	59.55
		STEP 2	62.19
		STEP 3	65.01
		STEP 4	67.93
		STEP 5	70.98
9911	STUDENT INTERN PDM	STEP 1	20.00
		STEP 2	21.00
		STEP 3	22.05
		STEP 4	23.15
		STEP 5	24.31
9230	SYSTEMS NETWORK MANAGER PDM	STEP 1	69.43
		STEP 2	72.57
		STEP 3	75.86
		STEP 4	79.27
		STEP 5	82.80

\* Market Increase for Student Intern position



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Kent Thrasher, Fire Chief

**Meeting Date:** April 10, 2024

**Subject:** Amazon Purchase Order – Change Order No. 2

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## **RECOMMENDATION**

Adopt a resolution authorizing a change order in the amount of \$26,000 for a total contract amount not-to-exceed \$125,000 for Amazon for station supplies, fleet and facility tools, parts, replacement laptops, and administrative office purchases.

## **BACKGROUND**

The San Mateo Consolidated Fire Department's Purchasing Procedures require Board approval for purchases exceeding \$100,000. Staff has been monitoring expenditures associated with Amazon, and based on what was expended, staff anticipates an additional \$26,000 in costs for a total amount not-to-exceed \$125,000 in purchases for the remainder of fiscal year 2023-24.

## **ANALYSIS**

Amazon is one of our suppliers for station supplies, fleet and facility tools, parts, replacement laptops, administrative office supplies, and more. Purchasing through Amazon offers great savings and quick delivery. Due to upcoming laptop replacements and mechanic truck build-up, our current purchase order is approaching the not-to-exceed amount and an increase to the limit is required. Approving this change order will bring the total not-to-exceed limit to \$125,000.

## **FISCAL IMPACT**

The adopted 2023-24 budget includes appropriations for the various purchases; thus, no additional budget appropriations are required.

## **ATTACHMENTS**

- A. Resolution
- B. Draft Change Order No. 2

**RESOLUTION NO. RES-2024-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$26,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$125,000 FOR AMAZON FOR STATION SUPPLIES, FLEET & FACILITY TOOLS, PARTS, REPLACEMENT LAPTOPS, AND ADMINISTRATIVE OFFICE PURCHASES**

WHEREAS, the SMC Fire Board of Directors approved the Department's Purchasing Procedure, which requires Board approval for purchases exceeding \$100,000; and,

WHEREAS, staff has been monitoring expenditures associated with Amazon, and based on what was expended; and,

WHEREAS, based on year-to-date expenditures, staff anticipated exceeding \$100,000 in costs for the remaining fiscal year; and,

WHEREAS, to date, a blanket purchase order was processed in the amount of \$99,000; and,

WHEREAS, staff anticipates expending an additional \$26,000 for purchases with Amazon for the remaining of the fiscal year.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a change order in the amount of \$26,000 for a total contract amount not-to-exceed \$125,000 for Amazon for station supplies, fleet and facility tools, parts, replacement laptops, and administrative office purchases.

\*\*\*

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 10<sup>th</sup> day of April, 2024, by the following vote:



AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



San Mateo Consolidated Fire Department

PROJECT

P.O. SCON-0000311

SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Contract Change Order No. 2

Distribution:
Purchasing Division,
Department File,
Contractor.

To: Amazon
PO Box 81207
Seattle, WA 98108-1207

Date: 04/10/2024
You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.

Description of work to be done, estimate of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price, and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

DESCRIPTION OF WORK

San Mateo Consolidated Fire Department's FY 2023/2024 station supplies, fleet and facility tools, parts, and administrative misc. purchases from Amazon.

The blanket purchase order was originally set up with a limit of \$74,000.00. Change Order No. 1 increased the limit by \$25,000.00 to cover expenses until April's Board meeting. Increasing the limit by \$26,000.00 will cover all expenditures for the remainder of the fiscal year.

Total cost of change not to exceed

STATEMENT OF ACCOUNT

Original Contract Price . . . . . \$74,000.00
Previous Change Orders . . . . . \$25,000.00
Total to Date . . . . . \$99,000.00
This Change Order . . . . . \$26,000.00
Revised Contract Price . . . . . \$125,000.00
Approved

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore for the prices shown above.

By reason of this proposed change \_\_\_ days extension of time will be allowed.

Accepted, Date \_\_\_\_\_
Contractor

By \_\_\_\_\_

Title \_\_\_\_\_

By SMC FIRE BOARD \_\_\_\_\_

Signature \_\_\_\_\_

Department: San Mateo Consolidated Fire Department



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Kent Thrasher, Fire Chief

**Meeting Date:** April 10, 2024

**Subject:** FY 2023-24 Budget Update & Fiscal Year 2024-26 Business Plan

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## **RECOMMENDATION**

Receive fiscal year 2023-24 budget update, adopt a resolution approving a supplemental budget appropriation of \$1.88 from the General Fund unassigned fund balance and increase the General Fund revenue budget by \$1.43 million for mutual aid reimbursement revenues, and provide feedback on the proposed fiscal year 2024-26 business plan.

## **BACKGROUND & ANALYSIS**

### **General Fund**

Based on January 2024 year-to-date results, total revenues in the General Fund are expected to end fiscal year (FY) 2023-24 at \$48.7million, while total expenditures are projected to be \$48.9 million, which would result in a \$0.2 million drawdown of the General Fund balance. The General Fund is expected to close the current fiscal year with an ending fund balance of approximately \$0.4 million. The projected favorable variance in revenues of \$1.7 million is largely due to mutual aid deployment reimbursements. Total expenditures are projected to be over budget by \$1.8 million, largely due to the cost of overtime, which was mostly incurred to meet minimum staffing requirements and respond to mutual aid requests.

The proposed 2024-25 budget for the General Fund estimates \$48.9 million in expenditures and \$49.1 million in revenues. Member agency contributions are split 60%/20%/20% between the cities of San Mateo, Belmont and Foster City. The 2024-25-member agency contributions are projected to be \$28,747,664 for the City of San Mateo, and \$9,582,555 each for the cities of Belmont and Foster City, which is a 4.5% increase compared to the current fiscal year. The primary factors that contribute to the increased operating costs are discussed below:

### *Employee Compensation*

Salaries, wages, and benefits represents over 87% of the total General Fund proposed 2024-25 budget, which is consistent with SMC Fire's operations provision of services to the member agencies' communities. Employee compensation is projected to increase by \$2.1 million, or 5.1% over the adopted 2023-24 budget, accounting for negotiated salary increases as well as increases in healthcare costs as projected in SMC Fire's actuarial valuation for other postemployment benefits (OPEB).

### *Capital Outlay*

SMC Fire's practice is to charge its operating funds (the General Fund and the Fire Protection and Life Safety Fund) a replacement charge throughout the useful life of its vehicles and equipment. Replacement charges for 2024-25 are remaining flat compared to the current fiscal year.

### **Fire Protection and Life Safety Fund**

Based on year-to-date results through January 2024, total revenues are expected to end FY 2023-24 at \$2.7 million, while total expenditures are projected to be \$2.7 million which would result in a fund balance of \$1.0 million.

For the FY 2024-25, total resources (projected revenues) are projected to be \$3.4 million and total requirements are projected to be \$3.6 million. This will result in a decrease in fund balance of \$0.2 million from \$0.9 million to \$0.7 million. This is largely due to an allocation of Finance and HR service costs to this fund. This is a new allocation and will be done on an ongoing basis to capture the costs of services provided specifically for the Fire Protection and Life Safety Fund.

### **FISCAL IMPACT**

If the FY 2023-24 year-end estimates come to fruition, the General Fund would end the year with \$48.7 million in total revenues and \$48.9 million in total expenditures, resulting in a decrease of \$0.2 million in fund balance from \$0.6 million to \$0.4 million. The proposed 2024-25 budget projects \$49.1 million in total revenues and \$48.9 million in total expenditures.

The Fire Protection and Life Safety Fund is projected to end FY 2023-24 with \$2.7 million in total revenues and \$2.7 million in total expenditures, which would result in a fund balance of \$1.0 million. The proposed 2024-25 budget estimates \$3.4 million in total revenues and \$3.6 million in expenditures.

Adopt a resolution approving a supplemental budget appropriation of \$1.88 million from the General Fund unassigned fund balance and increase the General Fund revenue budget by \$1.43 million for mutual aid reimbursement revenues.

### **ATTACHMENTS**

A. Proposed Resolution

**RESOLUTION NO. RES-2024-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION OF \$1.88 MILLION FROM THE GENERAL FUND UNASSIGNED FUND BALANCE, AND INCREASE THE GENERAL FUND REVENUE BUDGET BY \$1.43 MILLION FOR MUTUAL AID REIMBURSEMENT REVENUE**

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WHEREAS, the Board of Directors received an update on the budget performance for the General Fund. Based on January 2024 year-to-date results, expenditures are projected to end the fiscal year at \$48.9 million, which would exceed budgeted appropriations by \$1.88 million, largely due to the costs incurred to meet minimum staffing requirement and respond to mutual aid requests; and,

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a supplemental budget appropriation of \$1.88 million from the General Fund unassigned fund balance.
2. Authorize a supplement budget appropriation to increase the General Fund revenue by \$1.43 million to reflect the mutual aid reimbursement revenue.

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PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 10<sup>th</sup> day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel