



Agenda

**San Mateo Consolidated Fire Department
Board of Directors
Regular Meeting
Wednesday, May 22, 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

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_aahlbcbnQ-ejGls75rnEA

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 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. 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 Peninsula Council of Lions Clubs Award for Outstanding Public Service Recipient Fire Inspector Jenn Mecham

5. CONSENT

- [5.1](#) Approval of Fire Board Meeting Minutes from April 10, 2024.
- [5.2](#) Report from Closed Session of April 10, 2024.
- [5.3](#) Adopt a resolution authorizing a change order in the amount of \$75,000 for a total contract amount not-to-exceed \$475,000 with L.N. Curtis for the purchase of fire suppression equipment, safety gear, and supplies for the remainder of Fiscal Year 2023-24.

6. NEW BUSINESS

6.1 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 Legal Counsel: Anticipated Litigation – Authorized pursuant to Government Code Section 54956.9(d)(2)
One (1) Matter

8.2 Conference with Fire Board regarding Deputy Fire Chief Salaries for Executive Group Employees pursuant to Government Code Section 54953
Agency Designated Representative(s): Kent Thrasher, Fire Chief
Employee Organization(s): Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Employees

8.3 Conference with Fire Board regarding Annual Fire Chief 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

8.4 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, April 10, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:09 pm by Board Chair Mates

1.1. Call to Order & Determination of a Quorum

1.2. Pledge of Allegiance

1.3. Roll Call

Board Members Present: Mates, Newsom, Froomin

Board Members Absent: None

2. AGENDA CHANGES

None

3. PUBLIC COMMENT

None

4. PRESENTATION

Item 4.1 Recognition of the California Fire Prevention Officers Association's Charles H. Gray Memorial Service Award Recipient Deputy Fire Chief Marshall

Fire Chief Thrasher recognized Deputy Fire Chief Marshall who received the Charles H. Gray Memorial Fund Service Award during the California Fire Prevention Officers Association annual conference, in Santa Barbara.

Item 4.2 Social Media Update by Deputy Fire Chief Marshall

Deputy Fire Chief Marshall provided a PowerPoint presentation related to the department's social media committee. Key points included:

- 131,263 new accounts in the last year, 2,477 new accounts in the last month (35% not current followers), and 74 new followers in the last 90 days.
- Internally we've created SharePoint for members to upload information which allows us to use in other items.
- 2024 goals include creating a QR code for photo submissions, a "do's/don'ts documents" that ensures professionalism, a flow chart of dissemination, and a "professional level" recruitment video.

Board Chair Mates stated that board members and council members can help uplift and share a consistent message to their own communities.

5. 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.

6. NEW BUSINESS

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

Senior Management Analyst Karley Toffey provided a PowerPoint presentation on the 2023-24 budget and the fiscal year 2024-26 business plan. Key points included:

- General Fund reserves should be at least 3% of operating expenditures and based on projections, we should be there around fiscal year 2029.
- Fire Protection & Life Safety Fund should be at least 25% of operating expenditures and based on projections, we should reach over 50% of that by fiscal year 2029.

Board Member Froomin asked clarifying questions pertaining to the higher percentage of reserves for the smaller fund of Fire Prevention. Fire Chief Thrasher stated the Fire Protection & Life Safety Fund is an enterprise fund which the member agencies do not contribute to. Additionally, the fee structure is constantly monitored and will be revised in July for potential increases in January.

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. REPORTS AND ANNOUNCEMENTS

Board Member Froomin expressed appreciation to the crews, management, and Emergency Services Manager Yoke for their help and assistance in addressing a significant waterline break in Foster City.

Fire Chief Thrasher provided a brief organizational update:

- Top 5 firefighter candidates going through backgrounds for a fall academy
- 2023 Annual Report printed copies shared with Board Members.
 - Some highlights shared included the call volume, and completion 100% of inspections
- Life Saving Ceremony to take place on April 18, 2024

8. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:41 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 6:36 p.m.

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

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William D. Ross
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Palo Alto, California 94306
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Los Angeles Office:

11420 Santa Monica Blvd
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Los Angeles, CA 90025

File No: 19/55

April 15, 2024

VIA E-MAIL

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

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire
Department Virtual Regular Board Meeting of April 10, 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 April 10, 2024 Virtual Regular Board Meeting, consistent with Government Code Section 54957.1

The Board Chair called the Meeting to order at 4:09 p.m. and after completing the Open Session Agenda, adjourned the Open Session convening in Closed Session at 4:41 p.m.

There were four matters agendized for Department Closed Session consideration:

- 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, Willian 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

With respect to Department Closed Session Agenda Item No. 8.1., there was reportable action in the form of establishing a review form to be used with respect to the position of Chief, subject to further modification by the Executive Officer and Department Counsel. Except as indicated, there was no other reportable action under the provisions Government Code Section 54953 and 54957.

With respect to Department Closed Session Agenda Item No. 8.2., there was reportable action in the form of Board direction (3-0) to work with CalPERS representatives to confirm previously authorized compensation for Chief Thrasher in the form of Hazmat, Managerial and Administrative pay, and to return to the Board for ratification of the past authorized compensation in those areas for both current and prospective use. Except as indicated, there was no further reportable action under the common law attorney-client privilege or that authorized by Government Code Section 54956.9(d)(2).

With respect to Department Closed Session Agenda Item No. 8.3., there was reportable action in the form of Board direction (3-0) to Special Counsel, Mark R. Peterson, to seek a Compromise and Release with respect to the remaining issues of the Administrative Worker's Compensation claim of Jerry Neves, and to Department General Counsel to achieve reimbursement from the City of San Mateo based on the agreed upon proportionate associated with cumulative injuries between the Department and City of San Mateo of 10% for the City of San Mateo and 90% with respect to the Department. Except as indicated, there was no other reportable action under the attorney-client privilege or that provided by Government Code Section 54956.9.

With respect to Department Closed Session Agenda Item No. 8.4., although direction was

The Honorable Julia Mates, Chair
and Members of the Fire Board
San Mateo Consolidated Fire Department
April 15, 2024
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given, there was no reportable action under the provisions of Government Code Section 54957.6.

The Closed Session concluded at 6:36 p.m., with Department General Counsel indicating 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.

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: May 22, 2024

Subject: L.N. Curtis Purchase Order – Change Order No. 1

RECOMMENDATION

Adopt a resolution authorizing a change order in the amount of \$75,000 for a total contract amount not-to-exceed \$475,000 for L.N. Curtis & Sons for the purchase of fire suppression equipment, safety gear, and supplies for the remainder of fiscal year 2023-24.

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 L.N. Curtis, and based on what was expended, staff anticipates an additional \$75,000 in costs for a total amount not-to-exceed \$475,000 in purchases for the remainder of fiscal year 2023-24.

ANALYSIS

L.N. Curtis & Sons is an exclusive provider of firefighter gear and fire safety equipment in Northern California, and they are the only vendor on the west coast that meets the Department's specifications for certain fire equipment. Purchases are made throughout the year as required to meet staffing needs and include items such as personal protective equipment (PPE) including turnouts, wildland gear, goggles, gloves and helmets; small tools and equipment; and other fire-related supplies.

A large portion of the purchase order was used for a Fotokite Drone through Hazmat funds and Hurst Cutter Tools through Equipment Replacement funds. 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 \$475,000.

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. 1

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 \$75,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$475,000 FOR L.N. CURTIS & SONS FOR THE PURCHASE OF FIRE SUPPRESSION EQUIPMENT, SAFETY GEAR, AND SUPPLIES

WHEREAS, the SMC Fire Board of Directors approved the Department's Purchasing Procedure, which requires Board approval for purchases exceeding \$100,000; 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 \$400,000; and,

WHEREAS, staff has been monitoring expenditures associated with L.N. Curtis, and based on what was expended; and,

WHEREAS staff anticipates an additional \$75,000 in costs for a total amount not-to-exceed \$475,000 in purchases for the remainder of fiscal year 2023-24; and,

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 \$75,000 for a total contract amount not-to-exceed \$475,000 for L.N. Curtis & Sons for the purchase of fire suppression equipment, safety gear, and supplies.

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 22nd day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



San Mateo Consolidated Fire Department

PROJECT

P.O. SCON-0000360

SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Contract Change Order No. 1

Distribution:
Purchasing Division,
Department File,
Contractor.

To: L N Curtis & Sons
PO BOX 884921
Los Angeles, CA 90088

Date: 5/22/2024
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 Firefighter Gear & Fire Safety
Equipment purchases from L N Curtis

The blanket purchase order was originally set up with a limit of \$400,000. Increasing the limit
by \$75,000 will cover all expenditures for the remainder of the fiscal year.

Total cost of change not to exceed

STATEMENT OF ACCOUNT

Original Contract Price \$400,000
Previous Change Orders \$0.00
Total to Date \$400,000

This Change Order \$75,000

Revised Contract Price \$475,000
Approved

By SMC Fire Board

Signature

Department: San Mateo Consolidated Fire Department

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 _____



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: May 22, 2024

Subject: Fiscal Year 2024-26 Business Plan

RECOMMENDATION

Adopt a resolution approving the proposed fiscal year 2024-25 budget.

BACKGROUND

At the April 10, 2024 Fire Board meeting, staff provided a presentation to the Fire Board and solicited public comment on the Fire Chief's proposed 2024-26 business plan. The proposed business plan was delivered electronically to the Fire Board on May 20, 2024 and was posted to the San Mateo Consolidated Fire Department's website on May 20, 2024. An additional public hearing will take place to receive any further public comment prior to the Board's approval of the 2024-25 budget.

ANALYSIS

The 2024-26 business plan continues to provide funding for core services at levels consistent with what the three member agencies relied on when each agency had its own fire department.

Overall, the total proposed budget is \$52.6 million, which primarily includes the General Fund at \$48.9 million. The remaining \$3.7 million is for the Fire Prevention and Life Safety Fund, which is a cost recovery program that generates revenues through service fees to pay for its program costs.

General Fund

Funding for SMC Fire comes from contributions by its member agencies, as prescribed in the Joint Powers Authority (JPA) governing SMC Fire: 20% Belmont, 20% Foster City, and 60% San Mateo. As described earlier, because program costs in the Fire Protection and Life Safety Fund are recovered through service fees, contributions from member agencies are not required for this fund's activities. Further, there are revenues generated in the General Fund from charges for services such as CPR, first aid, and other public educational classes, intergovernmental partnerships for services that SMC Fire provides, and interest earnings from the fund balance. As such, member agencies contributions are not required for these revenue-generating services. The table below shows the contributions proposed for each member agency in SMC Fire for fiscal year 2024-25.

Total General Fund Operations 2024-25	\$48,942,747
Recovered Costs:	

Charges for Services, Intergovernmental Partnerships, Interest Earnings	\$(1,201,145)
Total Member Agencies Contributions	\$47,912,774
<i>Belmont (20%)</i>	<i>\$9,582,555</i>
<i>Foster City (20%)</i>	<i>\$9,582,555</i>
<i>San Mateo (60%)</i>	<i>\$28,747,664</i>

Following Board approval of the proposed 2024-25 budget, each of the member agencies will seek approval from their respective City Councils on the budget, including their respective contributions. Once approved, SMC Fire’s 2024-25 budget becomes final and adopted. The second year of the business plan (fiscal year 2025-26) is provided for information purposes. The requested action to appropriate funds and adopt the budget is only for the first year of the business plan (fiscal year 2024-25).

FISCAL IMPACT

Adoption of the accompanying resolution will appropriate \$48,942,747 of General Fund resources, and \$3,655,381 of Fire Protection and Life Safety Fund resources.

ATTACHMENTS

- A. Proposed Resolution: Fiscal Year 2024-25 Operating Budget

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING THE 2024-25 BUDGET**

WHEREAS, the San Mateo Consolidated Fire Department (SMC Fire) Board of Directors held a public hearing on the fiscal year 2024-25 budget; and,

WHEREAS, the budget required to operate and support SMC Fire is \$52,598,128 for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and,

WHEREAS, unrecoverable costs in the approved budget are allocated between the member agencies as prescribed in section 14.2 of the Joint Powers Authority (JPA) governing SMC Fire: sixty percent (60%) to City of San Mateo, or \$28,747,664, and twenty percent (20%) each to Foster City and Belmont, or \$9,582,555 each.

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

1. Approve SMC Fire's budget, which provides for \$48,942,747 in General Fund appropriations and \$3,655,381 in Fire Protection and Life Safety Fund appropriations for the fiscal year beginning July 1, 2024 and ending June 30, 2025, as set forth in the accompanying Staff Report.
2. Recommend approval of the budget to the governing bodies of the member agencies.
3. Authorize the Fire Chief, upon approval of the budget by the governing boards of the member agencies, to effectuate SMC Fire's budget as adopted.

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 22nd day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel