



Meeting Minutes

San Mateo Consolidated Fire Department Board of Directors Regular Meeting Wednesday, December 9th, 2020 – 4:00 P.M. Zoom Video Teleconference

1. OPENING

The meeting was called to order at 4:00 pm by Board Chair Goethals.

1.3. Fire Board Member Herb Perez Recognition

1.4. Swearing in new Fire Board Member Jon Froomin

1.5. Roll Call

Board Members Present: Goethals, Lieberman & Froomin

Board Members Absent: None

2. AGENDA CHANGES

Board Chair Goethals requested to move 1.4 “Swearing in new Fire Board Member Jon Froomin” to the beginning of the meeting. Board Member Lieberman approved.

3. PUBLIC COMMENT

None

4. CONSENT

Board Chair Goethals made a motion to approve the Consent calendar, which was seconded by Board Member Lieberman. The Acting Board Secretary took a roll call vote and the Consent calendar items were approved 3-0.

5. NEW BUSINESS

Item 5.1 - Accept report on Fund 37 Cost Recovery Plan.

During the October Fire Board meeting, Treasurer Rich Lee delivered a Comprehensive Annual Financial Report (CAFR) that daylighted concerns for Prevention’s Fund 37. Chief Iverson stated we’ve enacted a correction plan that will be delivered and presented by Fire Marshal Marshall (attached).

Fund 37 is based on cost recovery for the bureau of fire protection. In 2019, it was identified that fees were too low, by about 30%, but reserves were high. A conscious decision was made to reduce the reserves. With the COVID-19 pandemic, the decline was faster than originally anticipated and prior the pandemic, it was identified a fee study was needed which we will move forward with. Marshal Marshall shared a history of Fund 37 from 2016 to 2020 and fee increase scenarios ranging from no increase, 10%, 15%, and 30% increases. Knowing the fees were low by about 30%, a list of solutions for consideration were shared.

- Board Member Lieberman requested clarification regarding the distribution of the fees. Marshall stated the fees can be broken down in three categories. First is new construction, which tend to be significantly higher. These fees pay for inspector’s time on a project. The second is the

operational permit fees, which are lower. The third is “other/miscellaneous” type fees which are minimal cost. Board Member Lieberman asked if there are significant risk if reserves are drained too low. Treasurer Lee shared that the goal is to reach 25% and we’ll continue to monitor the trends and will act accordingly. CAO Corbett shared that with a fund that should be self-sustaining, keeping a quarter in reserve is a prudent policy for economic cycles, so we are running a risk by not keeping the fund at a 25% reserve, but in balance of where we are now, we are requesting a 15% recommendation as it allows us to step into an increase. If we got into a situation where the reserve becomes depleted, the department’s general fund could assist with Fund 37. The recommendation being made strikes the best balance at this time.

Board Member Froomin requested clarification regarding residential fees and what is the actual change of 15% versus 30% and what happens most often on a residential level. Marshal Marshall shared that the sprinkler fees would have the most impact but does not occur often. He also detailed various scenarios of increases on residential and commercial fees.

Report on Fund 37 Cost Recovery Plan was accepted by the Fire Board.

Item 5.2 - Adopt a resolution approving revision to the San Mateo Consolidated Fire Department’s Master Fee Schedule.

In addition to the report of Fund 37 Cost Recovery Plan, Fire Marshal Marshall provided an overview on the revisions to the Master Fee Schedule. Recommended updates include an increase of 15% for all non-development fees effective immediately as well as an increase of 15% for all development fees effective within 60 days.

Board Member Lieberman asked that a report be made once we are at \$300,000 in reserves. Marshal Marshall shared that we are monitoring the fund on a week-by-week basis which includes monthly meetings with Finance. Board Member Lieberman stated he approves of the 15% increase given that we are still in the midst of a pandemic and we understand there are financial issues but will be kept informed. Motion made by Board Member Lieberman to accept the 15% increase, which was seconded by Board Member Froomin with concern that we will continue to reduce the reserves. Board Chair Goethals stated we will monitor closely and will adjust again if needed. The Board Secretary took a roll call vote and the resolution was approved 3-0.

Item 5.3 - Adopt a resolution recognizing the American Federation of State, County and Municipal Employees (AFSCME) as the exclusive employee bargaining agent for employee classifications in the Department’s General and Management groups

A petition for recognition for general and management units came from AFSCME requesting to be recognized with labor representation. The Chief stated the resolution attached required direction for a vote for approval. Board Chair Goethals had no questions. Board Member Lieberman had no questions Motion made by Board Member Froomin to adopt the resolution of the board of directors to recognize the American Federation of State, County and Municipal Employees local 829 as the exclusive collective bargaining unit for select job classifications, which was seconded by Board Member Lieberman. The Board Secretary took a roll call vote and the resolution was approved 3-0.

Item 5.4 - Adopt a resolution authorizing a Gilead Grant application.

Chief Iverson provided an overview of the application for grant funds from the Gilead Corporate Giving Program in the amount of \$178,709. This grant application will be used to fund our training facility at the Foster City training site. This is something we’re continuing to work on with the City of Foster City to make this a regional opportunity for training facility for the Department, our allied agencies, and cities as well as the City of Foster City, College of San Mateo and the four agencies that make up our essential training consortium. This recommendation is to allow us to apply for this grant and if the board approves recommendation, we will be coming back to the board in January for approval to accept the

funds with budget appropriation. Board Member Froomin asked if this facility would become permanent as a regional facility or if it will go someplace else. The Chief stated that is correct, we were looking for a stopgap 2-5-year plan to have this location utilized for a training facility. We aspire to look for a different location that's a much larger footprint to allow for a regional facility for San Mateo County which is also working in parallel with this plan. This is a catalyst plan to jumpstart that regional training concept and give us something to be able to operate in while we work on that long-term vision and long-term plan. Board Member Lieberman expressed his gratitude and thanked staff for applying for such grants. Motion by Board Member Liberman, which was seconded by Board Member Froomin. The Board Secretary took a roll call vote and the resolution was approved 3-0.

Item 5.5 - Adopt a resolution authorizing the Fire Chief to approve all purchase orders associated with the Assistance to Firefighters PPE Grant.

Chief Iverson provided an overview regarding the successful AFG grant award. As we started to expend the funds, it was identified we needed the board to authorize the Fire Chief to approve all purchase orders, including individual purchases exceeding \$100,000 associated with this grant for personal protective equipment (PPE). This grant is for all 12 fire agencies within the County, and SMC Fire is the administrator of the grant and is facilitating all purchases for the grant. This recommendation will allow us to spend the money and purchase the PPE which will help us combat the COVID-19 pandemic. Motion by Board Member Liberman, which was seconded by Board Member Froomin. The Board Secretary took a roll call vote and the resolution was approved 3-0.

6. REPORTS & ANNOUNCEMENTS

Board Member Lieberman and Board Chair Goethals welcomed Council Member Froomin.

Fire Chief Update

Chief Iverson provided an updated on the department:

- The County's transition to purple status and high rate of infection has affected our personnel. We've had five members test positive for COVID-19 and through contract tracing we've tested 25 additional members. We are working with that tracing and making sure that this is under control and does not continue to spread. Our members are recovering and there have not been any significant impacts to our operations as far as being able to deploy resources.
- We are looking forward to taking delivery two Type-6 fire engines from OES which will be here any day.
- Deputy Fire Chief Mike Towns retiring effective December 30th. Chief Towns has been with the Foster City fire Department and San Mateo Consolidated a combined total of over 30 years. Chief Towns will be missed in his retirement and we want to acknowledge his service dedication and commitment to the organization. We will officially recognize him at our next board meeting in January.
- OES Manager Jenelle Masterson will be relocating out of state later this month. This is a bittersweet ending for us as she has been a well valued member of organization over the last 5-plus years. Other staff are being trained up to help with this transition. We wish her well on her future endeavors. All Board members thanked her for her service. Jenelle expressed her gratitude and stated the team will do an excellent job of carrying forward the mission and will continue to keep the community resilient. Board Chair Goethals shared that Jenelle provided a training in San Mateo for how to deal with the crisis early on this year, and that we would have had a hard time without that training, so we appreciate it very much.
- Lastly, Chief Iverson recognized and welcomed new Board Member Jon Froomin to SMC Fire.

7. ADJOURNMENT

The Board Secretary reminded the participants that next meeting is scheduled for January 13th at 4:00pm and the meeting was adjourned at 4:53pm.