



Meeting Minutes

**San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, January 10, 2018 – 5:00 P.M.
330 West 20th Avenue, Conference Room C
San Mateo**

OPENING

The meeting was called to order at: 5:10pm

Fire Board Meeting Minutes Approval

Director Goethals requested approval of meeting minutes from 11/29/17. Director Brontisky made a motion to approve, Director Lieberman seconded, and the Board approved the minutes as written.

PUBLIC COMMENT

Director Goethals reviewed the Public Comment process and there were no requests for public comment.

OLD BUSINESS

Work Plan Update

Chief Healy provided the following update:

- Working with City of San Mateo on contracting for Human Resources and Finance Services. Additionally, have started discussions on a Project Manager for IT Services.
- Met recently with Finance Directors and continuing to work on the transfer of assets.
- Reaffirmed to the Board that initial direction is that on day one of JPA operations all fire assets blended in and not “pre-valuing” them and from July 1st forward replacement would be based on the 60/20/20 allocation.
- JPA Specialist Brian Kelly clarified the following:
 - Equipment includes apparatus, vehicles, self-contained breathing apparatus (SCBA), hoses, ladders and defibrillators.
 - Each city has a funding method to set aside money for replacing these assets based on their useful life.
 - The recommendation in the financial plan was to move those funds into the JPA as well. The only caveat with this was to determine length of time for this to occur.
 - Would need to agree on how much each city would have to transfer as well as determine a length of time for the transfer of funds to occur.
- Board Member Bronitsky asked and staff clarified that not all cities utilize the same reserve methodology and suggested 2-3 years is enough time for funds to be transferred to the JPA.

- Board Member Goethals asked, and staff clarified that in speaking with the Finance Directors and City Managers, they felt that 2-3 years was enough time.
- Board Member Lieberman requested clarification from staff that in addition to future replacement funding at 60/20/20 allocation there would be funds allocated for the “depreciation” of vehicles based on their age as of July 1, and that with this approach the JPA could have a surplus of funds if the useful life of the apparatus is extended. Staff clarified that they want to make sure equipment replacement gets funded properly so that they’re not coming back to the board requesting additional funding. If account ends up overfunded, staff would reduce the cost to the cities for vehicle replacement and that there may need to be a cap set for these funds.
- Board Member Lieberman recommended a cost/cash contribution analysis to address future equipment replacement purchases in which there are cost increases with what was projected. He also asked, and staff clarified that when it’s time to replace equipment, the approval will go through the Fire Board, and a suggestion was made that any decisions like this include a third-party representative, on staff, to ensure the replacement of said equipment is a good decision.
- Staff is continuing to work on the development of lease agreements with facilities in all three cities.

Director Goethals made a motion, Director Bronitsky seconded and the Board approved to proceed with Chief Healy’s recommendations moving forward. Lastly, appropriate filings of the JPA with the California Secretary of State’s Office, CalPERS and LAFCO have all been completed.

NEW BUSINESS

San Mateo Consolidated Fire Department Request for Qualifications for Legal Services

JPA Specialist Brian Kelly updated the Board that a Request for Qualification (RFQ) has been developed through our Legal Consultant and the RFQ will be going out to five law firms. He requested that the Board approve the Draft RFQ for distribution and to designate a Board Member to participate in interviews so that a recommendation can be brought back to the Board at the next scheduled meeting. Director Goethals nominated Board Member Lieberman, which was seconded by Board Member Bronitsky. Director Goethals made a motion, Board Member Bronitsky seconded and the Board approved the RFQ as written. The interviews with candidates are scheduled for Monday, February 26, 2018 at Belmont City Hall, One Twin Pines Lane, Suite 360 from 8am-12pm.

ANNOUNCEMENTS

Staff proposed to the Board the scheduling of a Special Board Meeting, the purpose of which would be to take action on the results of the Legal RFQ interviews. The date of March 14th, 2018 was agreed upon and Director Goethals requested that both the Special Meeting and Regular meeting scheduled for April 11th start at 5:15pm.

Director Goethals congratulated Deputy Chief Iverson following his recent promotion to Deputy Fire Chief.

Director Goethals adjourned at 5:35pm