



Meeting Minutes

San Mateo Consolidated Fire Department Board of Directors Special Meeting Wednesday, April 1st, 2020 – 5:00 P.M. Zoom Video Teleconference

1. OPENING

The meeting was called to order at 5:03pm by Board Chair Goethals.

Swearing in of Fire Board Member Catherine Mahanpour

Fire Board Secretary swore in Catherine Mahanpour as the Foster City representative to the Fire Board.

Roll Call

Board Members Present: Goethals, Lieberman, Mahanpour

Board Members Absent: None

2. AGENDA CHANGES

There were no changes to the agenda.

3. PUBLIC COMMENT

4. NEW BUSINESS

4.1 Emergency Proclamations Ratification

Bill Ross, SMC Fire's legal counsel make recommendation for this action which the Fire Chief concurred with and he explained that the method of reimbursement that occurs for the action taken by the categorically exempt employees and the JPA itself is yet to be determined, because our organization is a JPA and not a political subdivision of the state or a municipal corporation, therefore the concept of the resolution would be to ratify and confirm, as suggested, so that it can be flexible enough to address any means of reimbursement that may come in effect, in addition to the traditional sources of reimbursement through the Office of Emergency Services (OES) or the Master Mutual Aid Agreement MMAA. Board Chair Goethals asked if there were any amendments that needed to be made since the time it was published, which there was not and he entertained a motion on the action, which was moved by Board Member Lieberman, seconded by Board Member Mahanpour and the Board Secretary made a roll call vote, which was approved 3-0.

4.2 Report from Fire Chief on Department's response and impacts of COVID-19.

Chief Iverson provided an overview of the Department's response and impacts of COVID-19 as outlined in his written update previously provided to the Board, which included the following:

- Currently all stations fully staffed and operational.
- Working with our work force to work from home including administrative personnel who are working remotely and evaluating use of staff and providing information on the CARES Act and Families First Act,
- Working with allied agencies and partners in the county developing contingency plans to address any changes to our deployment strategy.

- Currently at an alert level of “Yellow” and maintaining our current service delivery model however we anticipate that events may change and go to a “Red” alert level which would modify our response model.
- Personnel- had one-member test positive for COVID-19 who is recuperating at home, and which impacted 15 other members of the department who were in close contact with him while at work. All have been tested and we’ve received some results, which came back negative and are awaiting the remaining test results.

Follow-up Questions from Board Members

Board Member Lieberman asked for clarification on the transition from “yellow” to “red” alert. Chief Iverson clarified that the transition would involve the triaging calls for service based on the system impacts this event is having and the availability of system resources.

Board Member Mahanpour ask about disinfecting and cleaning fire stations. Chief Iverson advised that yes, department just did deep cleaning of FS 23 and staff is doing daily cleaning at all stations and we are monitoring our staff daily through temperature checks and any signs/symptoms they may be exhibiting.

Board Member Goethals asked how the department is doing with supplies & personal protective equipment (PPE). Chief Iverson shared that we have adequate supplies as well as a supply chain for ordering items, which is being monitored by our Emergency Medical Services (EMS) Battalion Chief. We also have our own stockpile of supplies and receive re-supply by American Medical Response (AMR), the contracted 911 ambulance provider, and have the ability to make purchases through our joint emergency operations center (EOC) with City of San Mateo as well as the County’s EOC.

Board Member Goethals also asked if the 16 employees previously mentioned as being tested are the only employees who have received a test to date. Chief Iverson advised that is correct, and we are working on alternative testing methods to be more proactive on providing testing to our folks including two laboratories that have reached out to us to provide such services within our county. We currently have the San Mateo Event Center, Hayward Fire Department and Stanford that can provide testing of our personnel.

Board Chair Goethals asked for Chief Iverson’s thoughts on what our contingency plan is should we have a majority of our first responders test positive for COVID-19. Chief Iverson shared that we have plan in place the alert levels (green-yellow-red-black), and we may implement modified services such as a smaller two-person response unit for emergency as well as sending the first available unit.

Board Chair Goethals shared that at some point in the near future, we’re going to have to discuss the associated financial crisis this is going to result in with the three cities. Board Member Lieberman also shared that we may need to have special meetings to the extent things change and asked Chief Iverson to continue to involve the Fire Board.

The Fire Board members agreed that our regularly scheduled meeting next will start at 4pm.

Lastly, Board Chair Lieberman welcomed Board Member Mahanpour and acknowledged Foster City Council Member Perez for all his work and contributions to the Fire Board and thanked the SMC Fire staff including Chief Iverson and the firefighters for their continued work.

5. ADJOURNMENT

The meeting was adjourned at 5:33pm