



Meeting Minutes

**San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, September 11th, 2019 – 9:00 A.M.
Fire Station 21, 120 S. Ellsworth Ave., San Mateo**

1. OPENING

The meeting was called to order at 9:12am by Board Chair Goethals.

Roll Call

Board Members Present: Goethals, Lieberman, Perez

Board Members Absent: None

2. AGENDA CHANGES

Item 9.1 was eliminated from the agenda and not heard. The order of the Agenda was modified so that the Board will move directly to Closed Session to consider Item 9.2 following the Special Presentation, Agenda Item 3.

3. SPECIAL PRESENTATIONS

Board Chair Goethals made presentation on Proclamation recognizing September 2019 as National Preparedness Month.

9. CLOSED SESSION

The Fire Board went into Closed Session at 9:16am.

10. RETURN FROM CLOSED SESSION

The Fire Board returned from Closed Session at 9:29am. Fire Board Attorney William Ross shared that there was reportable action with respect to Item 9.2, specifically unanimous direction by the Board in anticipation of a vacancy in the Fire Chief position to allow staff to proceed with a search for that position within the next 45 days with subsequent review by the Board at the next meeting and there would be no further reportable action under the provision of Government Code Section 54957(b).

4. PUBLIC COMMENT

Board Chair Goethals opened the meeting to public comment, which there was none.

5. CONSENT

There were no items removed from the consent calendar, Board Member Lieberman made a motion to approve, which was seconded by Board Member Perez and the consent calendar was approved 3-0.

6. OLD BUSINESS

There were no items under Old Business.

7. NEW BUSINESS

7.1 Adoption of the 2019 California Fire Code with Local Amendments

Legal Counsel provided an overview that this is a public hearing on adoption of the fire code with accommodations made for all three jurisdictions and the ordinance contents have been properly described and posted and there has been discussion with Belmont's City Attorney to indicate there will be some clerical revisions forthcoming and provided at the next meeting (second reading) which will address his concerns. There's been considerable effort by staff in communicating with all three agencies building officials to ensure there's no conflicts. Board Chair Goethals clarified that we're just here for the initial reading which will have a second reading with some anticipated clerical amendments forthcoming. Seeing no questions from the Board Goethals asked for any public comment, which there was none. Perez moved and seconded by Lieberman motion Introducing Ordinance 2019-002 by title only Establishing the San Mateo Consolidated Fire Department Fire Code by Adopting the 2018 International Fire Code with the 2019 California Fire Code Amendments and local findings and modifications.

7.2 Fire Prevention Uncollectible Accounts Receivables

Richard Lee, the Finance Director with the City of San Mateo Finance Department provided an overview on the issue. Board member Lieberman asked for clarification as to whether this has any impact on the proportions that each of the agencies contributed to SMC Fire. San Mateo City Manager Drew Corbett clarified that was under the Fire Prevention Bureau which is self-sustaining (revenues cover their expenditure) and the other two agencies do not contribute to this fund in any way. There was no public comment related to this items, Board Member Lieberman made motion, which was seconded by Board Member Perez and the motion passed 3-0.

7.3 Fire Chief Salary Increase

Chief Healy reported there was an oversight at the last Fire Board meeting regarding his salary increase. Board Member Perez made motion, which was seconded by Board member Lieberman and the motion passed 3-0.

Following the Hazmat Team update under Reports and Announcements, Fire Board Attorney William Ross requested that the following be deemed part of the board motion, specifically the following statement in association with the resolution:

“As required by California Government Code Section 54953 (c) (3), the following is a summary of the recommended final action on changes to the salary, salary schedule, and fringe benefit compensation for the Department's Fire Chief effective July 14, 2019.

The salary range for the Fire Chief classification shall be increased by 2%”.

Board Member Perez approved amended motion, which was moved without objection by Board Chair Goethals and seconded by Board Member Lieberman and the motion passed 3-0.

8. REPORTS AND ANNOUNCEMENT

Fire Chief Update- Chief Healy read his letter of resignation to the Board and each Board Member thanked Chief Healy for his service, including the implementation of the new department.

Community Risk Reduction (CRR) Division Update- Deputy Fire Chief Iverson updated the Fire Board on several initiatives that the Division is working on. Updates included the Centralized Emergency Vehicle Pre-emption (CEVP), the purchase of two new Toyota Hybrid SUV's due to recently hired prevention personnel and the development of a response to the recently released San Mateo County Grand Jury report, which includes a policy addressing our fire inspection program.

Hazmat Team Update- Deputy Fire Chief Thrasher updated the Fire Board on the following:

- Providing a four-week Hazmat Class in October, the result of which will increase our team by 50%.
- Attended the After-Action Review of the July 1st Hazmat Incident that occurred at Facebook, which included multiple agencies, including the National Guard and FBI who commended our team for all their work. Board Chair Goethals asked whether the costs to the contributing agencies, including the county are going to increase. DFC Thrasher clarified that we recently renewed a three-year contract which went into effect July 1st and included a slight increase. Through the budgeting process we have been able to take on this additional burden of incentives, and Board Member Goethals re-iterated that for future contracts that we make sure to forward on those additional costs to the participating agencies. DFC Thrasher also clarified that the larger pieces of equipment such as vehicles and certain equipment is purchased through the County of San Mateo.

11. ADJOURNMENT

Fire Board member Lieberman brought forth that the next Fire Board Meeting, scheduled for Wednesday, October 9th at 5:30pm, is Yom Kippur holiday and recommended we reschedule to another date. The Fire Board and staff agreed to re-schedule the next regular meeting to Tuesday, October 8th at 9:00am.

The meeting was adjourned at 9:56am.