



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.