



Agenda

San Mateo Consolidated Fire Department Board of Directors Regular Meeting Monday, June 17, 2024 – 3:00 P.M.

Consistent with Government Code Section 54953, this meeting will be conducted both in person and also via Zoom Teleconferencing to promote public participation at public meetings while maintaining compliance with local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. Department officials and members of the public are invited to attend and give public comment either in person or via teleconference. Comments may also be submitted prior to the meeting by email to: nmorales@smcfire.org

To Attend in-person

Foster City EOC, 1040 East Hillsdale Blvd., Foster City, CA 94404

To Observe and Participate via Video Teleconference

Register in advance for this Zoom webinar:

https://us06web.zoom.us/webinar/register/WN_994KMWeaTJCnH_FYZHPa9w

1. OPENING

- 1.1 Call to Order & Determination of a Quorum
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. AGENDA CHANGES

The Chair/Board Member may change the order of the Agenda or request discussion of a Consent Item. A member of the public may request discussion of a Consent Item by emailing the Board Clerk Nicole Morales at nmorales@smcfire.org prior to Public Comment.

3. PUBLIC COMMENT

Public Comment is limited to 15 minutes, with a maximum of three (3) minutes per speaker. If you wish to address the hearing body, please notify the Department as soon as practical by emailing the Board Clerk of the Fire Board at nmorales@smcfire.org. If you are addressing the Board of Directors on a non-agenda item, the Board of Directors may, but is not required to, briefly respond to statements made or questions posed as allowed by the Brown Act (GC 54954.2). The Board of Directors may refer items to staff for attention, or have a matter placed on a future Board of Directors Meeting, for more comprehensive action or report.

4. CONSENT

- [4.1](#) Approval of Fire Board Meeting Minutes from May 22, 2024.
- [4.2](#) Report from Closed Session of May 22, 2024.

5. NEW BUSINESS

- [5.1](#) Adopt a resolution approving a \$7,600 compaction adjustment and a 3% cost of living increase for the Deputy Fire Chief positions effective July 7, 2024.
- [5.2](#) Adopt a resolution approving a 3% cost of living increase for the Fire Chief position effective July 7, 2024.

6. REPORTS AND ANNOUNCEMENTS

- 6.1 Board Members and Department Management Staff will have an opportunity to make announcements.
- 6.2 Fire Chief update (*verbal only*)

7. CLOSED SESSION

- 7.1 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6
Agency Designated Representative(s): IEDA, and Alex Khojikian, Chief Administrative Officer
Employee Organization(s): American Federation of State, County, and Municipal Employees (AFSCME) - Management and General employees
- 7.2 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of Case: Steve Whitmarsh
Agency Designated Representative(s): Jennifer Crims, Senior Human Resource Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney
- 7.3 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of Case: Glen Cherry
Agency Designated Representative(s): Jennifer Crims, Senior Human Resource Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney
- 7.4 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of Case: David Eitel
Agency Designated Representative(s): Jennifer Crims, Senior Human Resource Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney
- 7.5 Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of Case: Victoria Varvel
Agency Designated Representative(s): Jennifer Crims, Senior Human Resource Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney

8. RETURN FROM CLOSED SESSION

- 8.1 The report out from Closed Session will be made at the next Board meeting.

9. ADJOURNMENT

I, Nicole Morales, Board Clerk of the San Mateo Consolidated Fire Department, hereby declare that the foregoing Agenda was posted in compliance with the Brown Act prior to the meeting date.

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Fire Board Clerk at (650) 522-7900 no less than 72 hours prior to the meeting. Notification in advance of the meeting will enable the Fire Department to make reasonable arrangements to ensure accessibility to this meeting.

Copies of documents distributed at the meeting are available in alternative formats upon request. Any writing or documents provided to a majority of the Board regarding any item on this Agenda will be made available for public inspection at the Department Fire Administration Office located at 1040 E. Hillsdale Blvd., Foster City, CA 94404, during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/meeting-dates-agendas-minutes/>



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, May 22, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:01 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: Newsom, Froomin, McCune

Board Members Absent: Mates

2. AGENDA CHANGES

Legal Counsel Ross assisted with swearing-in of Alternate Board Member McCune

3. PUBLIC COMMENT

None

4. PRESENTATION

Item 4.1 Recognition of Peninsula Council of Lions Clubs Award for Outstanding Public Service Recipient Fire Inspector Jenn Mecham

Deputy Fire Chief Marshall recognized Fire Inspector Jenn Mecham for her recent award for outstanding public service thanks to her role as a youth fire setting intervention specialist.

5. CONSENT

Board Member Newsom 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 McCune seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

6. NEW BUSINESS

Item 6.1 Fiscal Year 2024-26 Business Plan.

Treasurer Karen Huang provided a PowerPoint presentation on the 2023-24 budget and the fiscal year 2024-26 business plan. Key points included:

- Members annual contributions increased by 4.5%.
- Aiming to bring the general fund balance to \$1.5 at the end of the five-year forecast.
- Will continue monitoring the Fire Protection & Life Safety Fund to reach 25% of its operating expenditures in fund balance.

Board Chair Newsom asked if there was any public comment on this item, which there were none.

Board Member Froomin moved to adopt the resolution; Board Member McCune seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

7. REPORTS AND ANNOUNCEMENTS

Fire Chief Thrasher provided a brief organizational update:

- On May 23, San Mateo will be hosting a Ribbon Cutting Ceremony for the Fallen Heroes Memorial at Central Park.
- On May 24, we will host our annual remembrance ceremony in honor of Captain Julius “Jay” Meghinasso at Station 24. This marks the 70th anniversary of Captain Meghinasso's line of duty death.

8. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:25 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 5:44 p.m.

William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Bellardo

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
lawross.com

Los Angeles Office:
11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 19/55

May 23, 2024

VIA E-MAIL

The Honorable Rob Newsom Jr., Vice Chair
and Members of the Fire Board
San Mateo Consolidated Fire Department
330 West 20th Avenue
San Mateo, California 94403

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire
Department Virtual Regular Board Meeting of May 22, 2024

Dear Vice Chair Newsom Jr. and Board Members:

This communication sets forth reportable action of the Board of Directors (“Board”) of the San Mateo Consolidated Fire Department (“Department”), consistent with the provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 *et seq.*) resulting from the Department’s Closed Session of the May 22, 2024 Virtual Regular Board Meeting, consistent with Government Code Section 54957.1

Board Vice Chair Newsom Jr. called the Meeting to order at 4:01 p.m. and after completing the Open Session Agenda with a quorum present (Tom McCune present as the Belmont Alternate after being sworn in), adjourned the Open Session and convened in Closed Session at 4:25 p.m. after ascertaining there were no public comments on matters agendized for Closed Session consideration.

There were four matters agendized for Department Closed Session consideration:

- 8.1 Conference with Legal Counsel: Anticipated Litigation – Authorized pursuant to Government Code Section 54956.9(d)(2)
One (1) Matter
- 8.2 Conference with Fire Board regarding Deputy Fire Chief Salaries for Executive Group Employees pursuant to Government Code Section 54953
Agency Designated Representative(s): Kent Thrasher, Fire Chief
Employee Organization(s): Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Employees

- 8.3 Conference with Fire Board regarding Annual Fire Chief Performance Process for Executive Group Employees pursuant to Government Code Section 54953
Agency Designated Representative(s): Alex Khojikian, Chief Administrative Officer
Employee Organization(s): Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Employees

- 8.4 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6
Agency Designated Representative(s): IEDA, and Alex Khojikian, Chief Administrative Officer
Employee Organization(s): American Federation of State, County, and Municipal Employees (AFSCME) - Management and General employees

With respect to Department Closed Session Agenda Item No. 8.1., there was reportable action in the form of Board direction (2-1) confirming a proposed draft Department Resolution revising the Compensation and Benefits Plan of the Fire Chief, Deputy Chief and Business Manager to address concerns of CalPERS with respect to Hazmat, Managerial and Administrative Pay, and to direct General Counsel and Department Staff to meet with CalPERS to achieve resolution on those areas for present and future pensionable compensation. The Board vote (2-1) resulted from Alternate Director Tom McCune choosing not to participate because of not being present at the last Board Meeting. Except as indicated, there was no other reportable action under the provisions of Government Code Sections 54953 and 54957.

With respect to Department Closed Session Agenda Item No. 8.2., although direction was given to the Department designated representative, there was no reportable action consistent with the provisions of Government Code Sections 54953 and 54957.

With respect to Department Closed Session Agenda Item No. 8.3., there was no reportable action under the provisions of Government Code Section 54953 and 54957.

With respect to Department Closed Session Agenda Item No. 8.4., although direction was given to the Department representatives, that direction is not reportable under the provisions of Government Code Section 54957.6.

The Closed Session concluded at 5:44 p.m., with the Department General Counsel indicating that a written report upon return consistent with Government Code Section 54957.1, would be prepared.

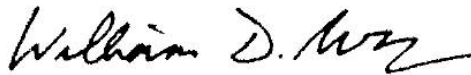
This communication should be added to the Agenda for review under the Consent Calendar

The Honorable Rob Newsom Jr., Vice Chair
and Members of the Fire Board
San Mateo Consolidated Fire Department
May 23, 2024
Page 3

of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross
Department Counsel

WDR:jf

cc: Kent Thrasher, Fire Chief
Alex Khojikian, Department Chief Executive Officer
Nicole Morales, Business Manager
Matt Turturici, Deputy Chief
Jennifer Crims, Senior Human Resources Analyst



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Kent Thrasher, Fire Chief

Meeting Date: June 17, 2024

Subject: Deputy Fire Chief Salary Increase

RECOMMENDATION

Adopt a resolution approving a \$7,600 compaction adjustment and a 3% cost of living increase for the Deputy Fire Chief positions effective July 7, 2024.

BACKGROUND

In an effort to correct on-going compaction issues between the Administrative Battalion Chief and Deputy Chief ranks, the Fire Board approved an increase for the Deputy Chief classification that provided 10.7% compaction between the ranks. Based on a salary survey of comparable departments, the increase placed the Deputy Chiefs classification near median. Additionally, the Fire Board recommended considering increases for the Deputy Fire Chiefs in July 2024 when contractually, the Battalion Chiefs will receive an increase of 5% and an equity adjustment of \$2,500.

ANALYSIS

An appropriate level of compaction is needed to encourage interest in promoting into higher positions, and to minimize the need to bring those newly promoted into a rank at a step higher than step one. The recommended range of compaction is between 10 and 15 percent. A \$7,600 compaction adjustment in addition to a 3% increase would provide for compaction between the ranks of 10.35%. Effective July 7, 2024, the \$7,600 compaction adjustment will be processed and the 3% cost of living increase will then be applied to the new salary range.

FISCAL IMPACT

The Fiscal Year 2024-25 operating budget has included cost of living adjustment for the Deputy Chief positions. If approved, the total budget impact for Fiscal Year 2024-25 for the increases effective July 7, 2024, is \$19,300 for the General Fund and \$6,300 for the Fire Protection & Life Safety Fund.

ATTACHMENTS

A. Resolution

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING A \$7,600 COMPACTION
ADJUSTMENT AND A 3% COST OF LIVING INCREASE FOR THE DEPUTY FIRE
CHIEF POSITIONS EFFECTIVE JULY 7, 2024**

WHEREAS, in an effort to correct on going compaction issues between the Administrative Battalion Chief and Deputy Chief ranks, the Fire Board approved an increase for the Deputy Chief classification; and,

WHEREAS, the increase provided 10.7% compaction between the ranks placing the Deputy Fire Chiefs near median; and,

WHEREAS, the Fire Board recommended considering increases for the Deputy Fire Chiefs in July 2024 when contractually, the Battalion Chiefs will receive an increase of 5% and an equity adjustment of \$2,500; and,

WHEREAS, an appropriate level of compaction is needed to encourage interest in promoting into higher positions, and to minimize the need to bring those newly promoted into a rank at a step higher than step one; and,

WHEREAS, the recommended range of compaction is between 10 and 15 percent; and,

WHEREAS, a \$7,600 compaction adjustment in addition to a 3% increase would provide for compaction between the ranks of 10.35%.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a \$7,600 compaction adjustment and a 3% cost of living increase for the Deputy Fire Chief positions effective July 7, 2024.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 17th day of June, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Alex Khojikian, Chief Administrative Officer

Meeting Date: June 17, 2024

Subject: Fire Chief Salary Increase

RECOMMENDATION

Adopt a resolution approving a 3% cost of living increase for the Fire Chief position effective July 7, 2024.

BACKGROUND

In an effort to correct on-going compaction issues between the Administrative Battalion Chief and Deputy Chief ranks, at the December 4, 2023 meeting, the Fire Board approved an increase for the Fire Chief classification that provided 9.7% compaction between the ranks. Based on a salary survey of comparable departments, the increase placed the Fire Chief classification near median. Additionally, the Fire Board recommended considering increases for the Fire Chief in July 2024 when contractually, the Battalion Chiefs will receive an increase of 5% and an equity adjustment of \$2,500.

ANALYSIS

An appropriate level of compaction is needed to encourage interest in promoting into higher positions, and to minimize the need to bring those newly promoted into a rank at a step higher than step one. The recommended range of compaction is between 10 and 15 percent. A 3% increase will provide for a total compensation compaction between the ranks of 7.1% and a base pay (= salary + management incentive) compaction of 9.2% between the ranks.

FISCAL IMPACT

The Fiscal Year 2024-25 operating budget has included cost of living adjustment for the Fire Chief position.

ATTACHMENTS

A. Resolution

RESOLUTION NO. RES-2024-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT APPROVING A 3% COST OF LIVING
INCREASE FOR THE FIRE CHIEF POSITION EFFECTIVE JULY 7, 2024**

WHEREAS, in an effort to correct on going compaction issues between the Administrative Battalion Chief and Deputy Chief ranks, at the December 4, 2023 meeting, the Fire Board approved an increase for the Fire Chief classification; and,

WHEREAS, the increase provided 9.7% compaction between the ranks placing the Fire Chief classification near median; and,

WHEREAS, the Fire Board recommended considering increases for the Fire Chiefs in July 2024 when contractually, the Battalion Chiefs will receive an increase of 5% and an equity adjustment of \$2,500; and,

WHEREAS, an appropriate level of compaction is needed to encourage interest in promoting into higher positions, and to minimize the need to bring those newly promoted into a rank at a step higher than step one; and,

WHEREAS, the recommended range of compaction is between 10 and 15 percent; and,

WHEREAS, a 3% increase would provide for total compensation compaction between the ranks of 7.1% and a base pay (= salary + management incentive) compaction of 9.2% between the ranks.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Authorize a 3% cost of living increase and for the Fire Chief position effective July 7, 2024.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 17th day of June, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel