



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Monday, September 23, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:04 p.m. 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. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

3. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:10 p.m.

4. RETURN FROM CLOSED SESSION

The Board returned from Closed Session at 4:33 p.m. General Counsel Schwarz 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.

5. AGENDA CHANGES

None

6. PUBLIC COMMENT

Board Member Froomin wanted to take this time to apologize to staff for comments he made at the last meeting regarding the contract for Finance and HR services, stating that he truly appreciates the relationships that make SMC Fire a success and would not do anything to harm that.

7. 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.

8. NEW BUSINESS

Item 8.1 Adopt a resolution approving a hiring plan for selection of a new Fire Chief and directing Legal Counsel to prepare materials for future Board consideration that would authorize the Chief

to work as Interim Chief if recruitment efforts for a new Fire Chief is still ongoing.

Chief Administrative Officer Khojikian provided an overview of the staff report.

Board Members discussed the pros and cons of the hiring options consisting of an internal-only recruitment, an open recruitment, and appointing a Chief without a recruitment process. All Board Members agreed to an internal-only recruitment process for the position of Fire Chief understanding that the Board has the ability to initiate an open recruitment at anytime. The Board also approved the ability to use the current Fire Chief as a retired annuitant should it be necessary.

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 Chair Mates seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 8.2 Adopt a resolution authorizing the Fire Chief to amend the current Finance/Human Resource contract and allocate funding to support the reclassification of San Mateo's Senior Human Resources Analyst position to Human Resources Manager.

Fire Chief Thrasher provided an overview of the staff report.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Newsom moved to adopt the resolution; Board Member Froomin seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

9. REPORTS AND ANNOUNCEMENTS

Board Chair Mates asked about the time and schedule of Board meetings and if they could be modified. Chief Thrasher stated Wednesday's at 4pm have historically worked but we can discuss this topic further to be finalized at our October meeting.

Fire Chief Thrasher provided a brief organizational update:

- We've responded to over 16,000 calls this year and continue to average under 5 minutes and 30 seconds in response time.
- Department has deployed to an estimated 18,000 hours assisting with wildfires.
- 10/5/24 Open House event in Foster City Station 28.
- Badge Pinning ceremony to take place on 9/24/24.

10. ADJOURNMENT

The Board meeting was adjourned at 4:59 p.m.