



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Tuesday, November 19, 2024 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:00 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 4:01 p.m.

4. RETURN FROM CLOSED SESSION

The Board returned from Closed Session at 4:26 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.

5. AGENDA CHANGES

None

6. PUBLIC COMMENT

None

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 cost of living increases and compaction adjustment for the Business Manager position effective November 24, 2024, and increases for July 6, 2025.

Board Chair Mates summarized the agendized action of a proposed pay increase for Business Manager position, effective November 24, 2024, with increases for July 6, 2025 as specified in the Staff Report.

Fire Chief Thrasher provided an overview of the Staff Report and the specific provisions of the proposed

compensation increase.

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.

9. OLD BUSINESS

Item 9.1 Adopt a resolution amending the Executive Group of Fire Chief, Deputy Fire Chief, and Business Manager Compensation and Benefits Plan to align with CalPERS requirements.

General Counsel Ross supplemented the Staff Report by indicating that the requested actions set forth in the proposed Resolution and revisions to the Compensation and Benefits Plan for Fire Chief, Deputy Fire Chiefs and Business Manager (“Compensation Plan”) address issues advanced by CalPERS in February of 2024. CalPERS Staff has stated that, if the proposed changes were adopted, then the issues identified by CalPERS in February 2024 would be resolved.

Those actions include:

1. Encapsulating the relevant rates, conditions, and eligibility of incentive pay, uniform allowance, and other benefits and special compensation within a single document, instead of referencing separate materials;
2. Recategorizing the Haz-Mat Pay provided to the Chief Haz-Mat Officer as Educational Incentive Pay, without changing the existing rate of pay;
3. Establishing the same Management Incentive Pay rate for the Fire Chief and Deputy Chiefs; and
4. Providing a description of the existing review procedure for Human Resources Staff to evaluate and confirm the validity and appropriateness of the certifications, training, and/or educational courses that form the basis for educational incentive pay.

An additional revision to the Compensation Plan involved clarifying Page 7 by adding the following paragraph:

Hazardous Materials Chief Officer Educational Incentive Pay: Effective January 13, 2019 (the date the Department began operations) qualifying employees were compensated for education, training and expertise in preventing, and responding to and overseeing emergencies involving hazardous materials, which the Department previously referred to as Haz-Mat pay. The training and expertise for those duties is classified under educational incentive pay.

General Counsel Ross stated that the requested revisions to the Compensation Plan deal with reclassifying compensation already paid by the Department to achieve the intent of Board when it adopted the Compensation Plan in April 2023, and again when the Board made compensation adjustments in December 2023. The reclassification of that compensation, as described in the Staff Report, does not increase the net amount of compensation received by the affected employees.

In July 2023, the Department began discussing the issue of “salary compaction,” between various Department leadership positions, which if unaddressed could disincentivize employees or candidates to seek promotion and take on additional responsibilities. In October 2023, Department staff completed a compensation salary survey comparing twelve (12) similar Bay Area fire agencies.

General Counsel Ross referenced the December 4, 2023 Board Meeting, in which the Board approved compensation adjustments to address the “compaction” issue between Department Deputy Chiefs and the Fire Chief. In addition to the salary survey performed by Staff, an extensive PowerPoint presentation was included in the public meeting materials supporting the need for the action. For succession planning and to encourage promotion, the Department determined that compaction for the positions of the Fire Chief and Deputy Chiefs should be in the 10 to 15% range. Accordingly, at the December 2023 meeting, the Board approved increasing the Fire Chief’s management incentive pay from 6% to 10%, and establishing a 6% Management Incentive rate for Deputy Chiefs.

General Counsel Ross noted that, as stated in the Resolution and Staff Report, because the restated Compensation Plan modifies the Management Incentive Pay provided to the Fire Chief, those modifications will be correspondingly offset by equivalent adjustments to the Fire Chief’s base pay, so that the amount of aggregate compensation provided for that position is not altered.

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.

10. REPORTS AND ANNOUNCEMENTS

The Board approved the proposed dates for 2025 Fire Board Regular meetings: January 15, March 19, May 21, July 16, September 17, and November 19.

Deputy Fire Chief Turturici provided a PowerPoint presentation for the Operational Division update. Some highlights include:

- Projecting to end 2024 at an estimated 16,500 incidents.
- Currently have 3 firefighters attending paramedic school.
- 19 Mutual Aid Deployments totaling 22,029 personnel hours.

Deputy Fire Chief Marshall provided a Community Risk Reduction Division update:

- Estimated 1,500 attendees at the Open House event at Station 28.
- OES and Prevention staff participated in the City of Belmont “Trunk or Treat” event with an estimated 1,000 children in attendance.
- Meeting with three cities in case the EOC should be opened for the upcoming storms.
 - If you see standing water, do not drive through it. Floods could be deeper than anticipated.
- Fire in San Mateo yesterday behind Ana’s Furniture on El Camino. Potential cause could be from a lithium battery.

11. ADJOURNMENT

The Board meeting was adjourned at 5:26 p.m.