



**Meeting Minutes**  
**San Mateo Consolidated Fire Department**  
**Board of Directors Regular Meeting**  
**Wednesday, May 21, 2025 – 5:30 P.M.**  
**Hybrid Remote Teleconference Meeting**  
**2121 S. El Camino Real, Building D, San Mateo**

**1. OPENING**

The meeting was called to order at 5:35 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:** Newsom, Jimenez, Mates

**Board Members Absent:** None

**2. AGENDA CHANGES**

None

**3. PUBLIC COMMENT**

None

**4. PRESENTATIONS**

**Item 4.1 Proclamation honoring Deputy Fire Chief Robert Marshall**

The Board honored Deputy Fire Chief Robert Marshall with a formal proclamation and resolution of appreciation in recognition of his retirement after more than 35 years of distinguished service in public safety. Highlights of his accomplished career were shared, including leadership roles across multiple fire departments, academic and professional achievements, and his service as President of the California Fire Prevention Institute. Board members and staff offered personal reflections and well wishes, while Chief Marshall expressed gratitude and shared memories about his time in the community. As part of department tradition, a commemorative plaque handcrafted by Firefighter Boyle was presented in his honor.

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

**5. CONSENT**

Board Chair Mates asked if there was any public comment on this item, which there was not. Board Member Jimenez moved to approve the Consent calendar; Vice Chair 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 Adopt a resolution approving a supplemental budget appropriation to Fiscal Year 2024-25 General Fund operating budget and approve the Fiscal Year 2025-26 Operating Budget.**

Budget Manager Halcon presented a financial update for the current fiscal year 2024-25 and the proposed operating budget for fiscal year 2025-26. The General Fund for FY 2024-25 is expected to close with \$52.9 million in both revenues and expenditures. The slight overage in revenues is primarily due to mutual aid reimbursements, which also help offset higher personnel costs related to overtime, increased workers' compensation claims, and mutual aid deployments.

For FY 2025-26, projected revenues are \$52.8 million, with expenditures at \$52.3 million, resulting in a projected surplus of approximately \$500,000 and an anticipated ending fund balance of \$1.8 million. Personnel costs in the proposed budget are lower than the year-end estimates because mutual aid-related expenses are not included in baseline personnel projections and are addressed through supplemental appropriations. The proposed member agency contributions reflect a year-over-year increase of 8%. It was noted the intention is to keep future annual increases in the 3–5% range.

The Fire Protection and Life Safety Fund is projected to close FY 2024-25 on budget at \$3.4 million in both revenue and expenditures, about \$300,000 under budget. The FY 2025-26 proposed budget is balanced at \$3.6 million, with one vacant Fire Inspector position defunded to maintain fiscal balance.

The Vehicle and Equipment Replacement Fund is being steadily built up through flat contributions from the operating funds. Planned spending over the next few years is designed to ensure sufficient fund balance for future fire apparatus purchases.

Staff also presented information on the Workers' Compensation Fund, which, although currently healthy with a \$1.7 million fund balance, is projected to face sustainability challenges. Workers' comp insurance premiums have increased significantly over the past two years and are expected to continue rising, potentially reaching \$5.5 million annually within five years. Staff will develop alternative funding or structural models for the Board's consideration within the next year.

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

### **Item 6.2 Adopt a resolution approving a 3% salary increase for the positions of the Fire Chief and Deputy Fire Chief effective July 6, 2025.**

Chief Administrative Office Khojikian provided a brief overview of the staff report for approval. This adjustment aligns with the department's practice of maintaining at least a 10% pay differential between command staff members, including Battalion Chiefs, Deputy Chiefs, and the Fire Chief. The proposed increase, which functions as a cost-of-living adjustment, is already accounted for in the upcoming fiscal year's budget.

As required by California Government Code section 54953(c)(3), General Counsel Ross read a formal summary of the action, outlining the compensation structure, benefit plans, and opportunities for step increases based on experience and performance.

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

**Item 6.3 Adopt a resolution approving a new agreement with the City of San Mateo for Finance and Human Resources services for a five-year term ending on June 30, 2030.**

Fire Chief Turturici provided an overview of the staff report. Since the formation of the San Mateo Consolidated Fire Department, the City of San Mateo has provided these services, and a consultant was hired in 2024 to evaluate the existing model and explore alternatives.

After analyzing several service delivery options, including in-house staffing, a hybrid model, and maintaining the current structure, the recommendation was to continue with the current model, supplemented by two full-time employees (FTEs) dedicated specifically to fire department operations. These FTEs will be allocated from the City's Finance and HR Departments. The revised agreement outlines a cost of approximately \$1.14 million for fiscal year 2025-26, reflecting an increase of about \$266,000 over the previous contract. This increase is distributed among the three member agencies and is already reflected in the proposed budget. The agreement also includes a 4% annual increase for subsequent years.

The model was determined to be the most cost-effective and efficient solution, offering operational continuity, familiarity with existing systems (such as Workday), and the benefit of resource backup and coverage during staff shortages. It also ensures on-site HR presence and clearly defined points of contact, enhancing support for department staff.

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

**Item 6.4 Adopt a Resolution to amend the Memorandum of Understanding with the San Mateo County Firefighters, Local 2400 International Association of Firefighters (IAFF 2400), for a term through June 30, 2028.**

Fire Chief Turturici provided an overview of the staff report. The amendment followed a third-party compensation study which revealed firefighters and captains were earning 9% below market median. Negotiations began in February 2025 and concluded efficiently by early May. The agreement includes a phased salary increase: a 3% COLA and 5% equity adjustment in July 2025, followed by a 3% increase and 1% equity in July 2026, and another 3% COLA in July 2027. Additional compensation includes differentials for certified water rescue personnel.

Other changes include flexible benefit plan adjustments, ensuring medical cost increases in years two and three remain within budgeted caps. Non-monetary provisions covered improved staffing policies, a reduced probationary period for lateral hires (from 18 to 12 months), updates to the catastrophic leave donation policy, paramedic training protocols, flexible separation pay options, and Union reimbursement procedures. A new system will track Union time for reimbursement rather than using a time bank. Minor adjustments were also made for internal station/vacation

bidding and mandatory strike team assignments during peak seasons. The estimated cost impact is \$2.52 million over the contract term, plus \$32,000 annually for water rescue differentials.

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

## 7. OLD BUSINESS

### **Item 7.1 Introduce Ordinance No. 2025-01, updating the San Mateo Consolidated Fire Department Fire Code – 2nd Public Hearing**

Fire Marshal Workman provided a brief overview of the staff report for approval. This ordinance updates the San Mateo Consolidated Fire Department fire code. It incorporates updated Local Responsibility Area (LRA) maps issued by the State, reclassifying some zones in Belmont and San Mateo from “high” or “very high” to “moderate.” This change enables the department to continue enforcing defensible space requirements and enhanced building standards in those areas. No public comment was received, and the ordinance was adopted unanimously.

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

### **Items 7.2 Introduce Ordinance No. 2025-02, adopting the Local Responsibility Area (LRA) fire hazard severity zone map as recommended by the California State Fire Marshal – 2nd Public Hearing**

Fire Marshal Workman provided a brief overview of the staff report for approval. The second item formally adopts the updated LRA Fire Hazard Severity Zone map as recommended by the California State Fire Marshal.

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

## 8. REPORTS AND ANNOUNCEMENTS

The Board was reminded of the upcoming Chili Cook-off, scheduled for September 6.

Board Member Jimenez shared that Foster City will not be hosting fireworks this year. Deputy Chief Agresti explained that fire engines typically patrol during the evening of the 4th of July, but they do not have direct enforcement authority. Coordination with law enforcement and public outreach efforts will be key. Chief Turturici stated the department will work with inspectors and local police to manage risks, and a social media campaign is being considered to educate the public.

Deputy Fire Chief Agresti began the Operational Division update by distributing the 2024 Annual Report, recognizing staff for producing a high-quality document. Some highlights from his PowerPoint presentation include:

#### Regional Drill Participation

- Hazmat 14 took part in a multi-day regional drill with state and federal agencies

- Training locations included a decommissioned movie theater, the USS Hornet, and Great America

#### Response Times and Incident Recap

- Average response time: 5 minutes and 25 seconds (well below 6:59 benchmark)
- Highlight: Fire involving connex boxes on Old County Road required metal cutting and coordination with Belmont Public Works, who brought in a backhoe to reduce manpower needs
- Call volume tracking similar to last year, with expected increase in summer

#### Fleet and Facilities

- New fleet and facilities shop on Karen Road now operational
- Hired full-time mechanic and acquired mobile service truck, reducing vehicle repair downtime
- New fire engine in service at Station 14; new ladder truck being prepared to replace Truck 23

#### Training and Recruitment

- Three staff nearing completion of paramedic school; internships starting soon
- Three more employees beginning paramedic training in September
- Hazmat training course underway; wildland refresher training in progress at Sugarloaf Open Space
- Collaboration with San Mateo PD on drone use in search and rescue/wildfire efforts
- Successful test of drone delivering life jacket in the bay

#### Promotions and Staffing

- Leadership promotions made to fill recent vacancies
- Opportunities created for others to move into new roles
- Three probationary firefighters nearing end of 18-month period, soon to be fully deployable

Deputy Fire Chief Mackintosh provided a PowerPoint presentation for the Community Risk Reduction Division update. Some highlights include:

- Discussed the danger of a viral TikTok challenge involving kids inserting metal into laptop charging ports to produce sparks and smoke. Fire Inspector Mecham, in coordination with the Safe School Coalition and local schools, is proactively educating students and parents about serious hazards, including recent injuries.
- Presentation included a year-long study on structure fires from 2024 aimed at reducing risk to firefighters and the community while improving training and emergency response. The study focused on fires extinguished by department personnel or by systems mandated by the fire department, such as extinguishers, sprinklers, and construction types. It excluded incidents like vegetation, vehicles, cooking, and outside fires, as well as medical and special operations calls.
  - The study did not account for land value, revenue losses, irreplaceable contents, environmental impacts, or prevented injuries and lives saved, making the results highly conservative. Data was gathered and improved over time through the department's NFIRS reporting system.
  - Replacement structure values were based on ICC national averages and doubled to better reflect local Bay Area costs. Content value was conservatively estimated between \$15–\$35 per square foot depending on the property type.
  - Specific case examples followed, including:

- An arson fire at a Smart & Final store extinguished by an employee using a fire extinguisher, saving the building and limiting losses to food damage.
- A dryer fire in a mid-rise residential complex extinguished by fire personnel using a water extinguisher, despite initial setup for a full fire attack.
- Another fire in a Belmont residential mid-rise where fire crews used standpipe operations to contain a fire to two bathrooms and a laundry room, displacing some residents.
- The presentation emphasized the impact of fire department policies and fire prevention systems in minimizing loss and protecting property, lives, and community safety.

## **9. ADJOURNMENT**

The Board meeting was adjourned at 7:05 p.m.