



Agenda

San Mateo Consolidated Fire Department Board of Directors Regular Meeting Wednesday, September 16, 2026 – 5:30 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. 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

2121 S. El Camino Real, Building D (Conference Room 116/117), San Mateo

To Observe and Participate via Video Teleconference

Register in advance for this Zoom webinar:

https://us06web.zoom.us/webinar/register/WN_wwsMVZLEQja-dVbNAgsewQ

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. PUBLIC COMMUNICATIONS

5. CONSENT

- [5.1](#) Approval of Fire Board Meeting Minutes from July 15, 2026.
- [5.2](#) Report from Closed Session of July 15, 2026.
- [5.3](#) Adopt a resolution to amend the Local 2400 IAFF Memorandum of Understanding (MOU) Article 22, Section 22.1 to allow all eligible members of the union to apply for the Education Incentive Pay.
- [5.4](#) Adopt a resolution to amend the Local 2400 International Association of Firefighters Battalion Chiefs (BC) Memorandum of Understanding (MOU) Article 27, Sections 27.2-27.4 to better reflect the current staffing practices.

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. PUBLIC COMMENT ON CLOSED SESSION ITEMS

8. CLOSED SESSION

- 8.1 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: Sean Sims
Agency Designated Representative(s): Jocelyn Quock, Human Resources Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney

9. RETURN FROM CLOSED SESSION

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

10. 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 2121 S. El Camino Real, Suite B100, San Mateo during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/board-meetings>

Item 4. PUBLIC COMMUNICATIONS

From: [James Regan](#)
To: [Nicole Morales](#)
Subject: Written Public Comment and Request for Board Review of \$882 Residential Inspection Fee
Date: Monday, August 31, 2026 7:57:58 PM

Nicole,

Please provide the following as written public comment to the San Mateo Consolidated Fire Department Board of Directors for its next regular meeting.

I own and live in a three-unit residential property in Belmont. SMC Fire charged me \$882 for the 2026 annual state-mandated fire inspection of the property. The fee for the same 3–4 unit category was \$305 in 2025, an increase of approximately 189% in one year. I have paid the invoice to avoid penalties, but I am challenging whether the amount is reasonably supported by the cost of providing the inspection.

The Department's own NBS fee study shows that the \$882 fee was calculated using an estimated **2.25 labor hours at \$392 per hour**. The same study states that SMC Fire does **not systematically track service time for all individual fee-level services** and instead relied in part on staff interviews and questionnaires to develop labor-time estimates.

The amount also stands out in SMC Fire's own comparative analysis. The five agencies selected by SMC Fire and NBS included fees of \$321 for 3–4 units in Milpitas, \$507.21 annually for 4–50 units in Palo Alto, \$227 for multifamily properties up to 20 units in Redwood City, \$28 per unit in Santa Clara, and \$115 plus \$14 per unit above three in South San Francisco. SMC Fire's \$882 fee is substantially higher than every comparable amount identified in its own study.

I was home during the inspection and personally observed it. The on-site inspection was brief. The resulting report found no violations and does not document the duration of the inspection or the staff time associated with it. Despite my asking SMC Fire to explain what work actually comprises the 2.25-hour assumption used to set this fee, I have not received an answer.

My concern is straightforward: SMC Fire has nearly tripled this fee based on an estimated labor assumption that it has not substantiated when directly asked, and the resulting charge is substantially higher than the comparable fees identified in its own study.

I am asking the Board to:

1. Direct staff to provide the factual basis for the 2.25-hour labor assumption for 3–4 unit properties, including what work and personnel are included in that estimate.
2. Place the 3–4 unit residential inspection fee on a future Board agenda for public review.
3. Review whether the \$882 fee is reasonably supported by the cost of providing this inspection service.
4. Review my 2026 charge and refund any portion that cannot be supported by the reasonable cost of the service provided.

I am not challenging the requirement for annual fire inspections or the need to fund fire prevention. I am challenging whether this particular fee is adequately supported.

Please confirm that this comment will be distributed to the Board and advise whether it will be included or referenced in the official meeting record.

Thank you,
James Regan

Item 4. PUBLIC COMMUNICATIONS

August 25, 2026

Hon. Rob Newsome, Jr., Chair

Hon. Julia Mates

Hon. Stacy Jimenez

San Mateo Consolidated Fire Department
2121 S. El Camino Real, Building B, Suite 100
San Mateo, CA 94403

Re: Annual Inspection Fees Charged to Harbortown

Dear Directors,

I am a member of the Finance Committee for Harbortown, a 312-unit multi-residential community located at the northwest corner of Mariner's Island Boulevard and Fashion Island Boulevard in San Mateo. Harbortown consists of townhomes and three-building clusters constructed more than forty years ago. Each unit has its own exterior entrance; there are no shared interior corridors.

Upon review of our records, the Finance Committee determined that the San Mateo Consolidated Fire Department ("Department") has invoiced Harbortown **\$144,195** for annual inspections over the past five years. Based on the Department's current fee schedule, the projected charge for 2026 is **\$32,318**. At the Department's fully burdened hourly rate of **\$392**, this equates to **over 81 hours of staff time**, approximately **two full work weeks** for a single inspector.

These figures are not reconcilable with the scope of inspections actually performed at Harbortown. As reflected in the Department's own inspection report (Exhibit 1), inspectors do **not** enter individual units. The inspection is limited to visual confirmation of exterior fire extinguishers, fire lane curb paint, and possibly trash/recycling enclosures. Given the repetitive layout of the property, the entire inspection can reasonably be completed within **one day**, including travel and report preparation. Comparable jurisdictions charge fees consistent with that reality; a summary of those rates is attached as Exhibit 2. The Department's charges are many **multiples higher** than even the most expensive comparable municipality.

To understand the basis for these fees, we submitted repeated Public Records Act requests seeking timecards or other documentation showing the actual hours spent on Harbortown's inspections. The Department has not produced **a single responsive record**. Instead, it has offered a small refund and credit—neither of which addresses the underlying issue: **the fees being charged bear no reasonable relationship to the services provided**.

Under **Proposition 26**, municipal fees must be fair, reasonable, and bear a reasonable relationship to the service rendered. While a flat rate may be established through a rate study, it must still maintain a rational connection to the actual work performed at a specific site. In

Harbortown's case, the flat rate applied appears to be **many multiples** of the actual time required, and the Department has been unable or unwilling to justify the discrepancy. This raises serious concerns regarding compliance with Proposition 26.

Before seeking further adjustment, we request a meeting with the Board to discuss the Department's fee structure, the absence of supporting documentation, and the adjustments necessary to bring Harbortown's inspection charges into compliance with applicable law. Please let us know what would work for you.

Sincerely,

Leslie A. Smith
Harbortown Finance Committee



SAN MATEO CONSOLIDATED FIRE DEPARTMENT MULTI-RESIDENTIAL INSPECTION PROGRAM

Bureau of Fire Protection and Life Safety
2121 S. El Camino Real
San Mateo CA 94403
(650) 522-7940 Fax (650) 522-7941

Inspection Date: 4-24-25

11000 SHORELINE DR

Units: 4

☒ First Inspection

☐ Second Inspection

☐ Third (+) Inspection

CHECK THIS BOX IF THE LABEL INFO ABOVE HAS CHANGED ☐

Owner Name _____ Telephone _____

Mailing Address _____ ZIP _____

Property Manager Name JOE BENSON Telephone _____

Mailing Address 1800 GATEWAY DR #100 SAN MATEO ZIP 94404

BENSON@MANORINC.COM

V= VIOLATION C= CORRECTED

V	C		Code
		1. EXTINGUISHERS	
		One Class 2-A rated fire extinguisher shall be provided for each 3,000 square feet of light hazard fuel load or one Class 2-A extinguisher for each 1,500 square feet of ordinary hazard fuel load. Travel distance shall not exceed 75 feet	T19 567
		Extinguishers shall be subjected to maintenance annually as described in Title 19 CCR. With exceptions, this type of service does not require internal examination of the extinguisher	T19 567
		Fire extinguishers shall not be obstructed or obscured from view.	T19 567
		Portable extinguishers shall be securely mounted on brackets or placed in cabinets	T19 567
		2. Fire Protection Systems	
		Fire sprinkler systems shall be maintained (☐ 5-year ☐ Annual)	CFC 901.6
		Standpipe systems shall be maintained (☐ 5-year ☐ Annual)	
		Fire hydrants shall be maintained (☐ 5-year ☐ Annual)	
		Fire Alarm systems shall be maintained (Annual)	
		3. EXITING	
		Egress doors shall be readily openable from the inside without the use of key or special knowledge	CFC 1010.2
		Required exit access, exits and exit discharges shall be continuously maintained and free from obstructions	CFC 1032.3
		In the event of power supply failure, an emergency electrical system shall automatically illuminate the means of egress in areas that require two or more exits	CFC 1008.3
		Exit signs shall be internally or externally illuminated at all times; signs shall be connected to an emergency power system that provides illumination for not less than 90 minutes in case of primary power loss	CFC 1013
		4. HOUSEKEEPING	
		Storage of combustible materials in buildings shall be orderly, with storage separated from heating devices by distance or shielding so that ignition cannot occur	CFC 315.3
		Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment room	CFC 315.3.3
		Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches below sprinkler deflectors in sprinklered areas of buildings	CFC 315.3.1
		5. ELECTRICAL	
		Extension cords and flexible cords shall not be used as a substitute for permanent wiring	CFC 603.6
		Extension cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact	CFC 603.6
		Appliance cords and extension cords shall be maintained in good condition without splices, deterioration, or damage	CFC 603.6
		Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes	CFC 603.6.3
		6. HAZARDOUS MATERIALS	
		Storage in excess of 10 gallons of flammable and combustible liquid used for maintenance and operation shall be in a flammable liquid cabinet	CFC 5704.3.4.4

	7. MISCELLANEOUS	
	Fire lanes shall not be obstructed in any manner, including the parking of vehicles. Traffic calming devices shall be prohibited unless approved by the Fire Code Official	CFC 503
	Fire lanes shall be marked with approved signs or markings that state NO PARKING - FIRE LANE. Marking shall be maintained in clean, legible condition and repaired when necessary	CFC 503
	Unobstructed access to fire hydrants shall be maintained at all times	CFC 507
	New and existing buildings shall have approved address numbers placed in a position to be plainly legible from the street or road fronting the property. Number shall not be spelled out. Each character shall not be less than 4 Inches high with a minimum stroke of 1/2 inch.	CFC 505
	Where access to or within a structure or an area is restricted because of secured openings or gates, or where access is necessary for lifesaving or fire fighting purposes, a key box (Knox box) shall be installed in an approved location. An approved Knox padlock or Knox Switch shall be installed on gates or similar barriers where required. Keys and locks shall be maintained at all times	CFC 506

Additional comments and/or corrections:

No violations noted at the time of inspection

Inspected By: Israel Hernandez Telephone 650-522- 7940

Owner/Rep: (Print name): _____ Email: _____

Owner/Rep signature (Only if present): _____ Date: _____

Estimated Re-inspection date: _____ Time: _____

Estimated Re-inspection date: _____ Time: _____

☐ REFERRED TO PREVENTION: Date: _____ By: _____

Reason: ☐ Knox box Only ☐ Extinguishers/5 year only ☐ 3rd reinspection necessary

Inspection charges include an initial inspection and the 1st re-inspection.
All violations must be resolved by the 1st re-inspection date listed above.
Failure to have all violations completed may result in additional re-inspections
And/or fines billed to you at \$295 per hour.

Exhibit 2

Fee Comparison- NBS Study vs Actual 2026

Milpitas ->\$2293

Palo Alto->\$2930

RWC -> \$4994

Santa Clara-> \$660 or \$930

So. San Fran->\$423



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, July 15, 2026 – 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 5:31 p.m. by Board Chair Newsom

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. CONSENT

During discussion, Board Chair Newsom raised the question of whether the Board should establish a formal process to periodically evaluate legal counsel's performance, similar to annual evaluations conducted for city attorneys and city managers within member agencies.

Legal Counsel David Schwarz explained that the Department's legal services are provided through a professional services contract and emphasized that counsel serves at the pleasure of the Board. He stated that his firm welcomes feedback and would be receptive to any evaluation or review process the Board wishes to establish.

Chief Administrative Officer Alex Khojikian suggested the Board could incorporate an annual closed session check-in with legal counsel as part of its regular governance practices. Board members expressed support for the concept and agreed that an annual closed session discussion would provide an appropriate opportunity to review legal services.

It was noted that this direction could be reflected in the minutes without requiring a formal amendment and that the Board retains the authority to revisit the process at any time.

Chair Newsom asked if there was any public comment on this item, which there was not. Vice Chair Jimenez moved to approve the resolution; Board Member Mates seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

5. REPORTS AND ANNOUNCEMENTS

Item 5.1 Board Members and Department Management Staff

None

Item 5.2 Community Risk Reduction Update

Deputy Chief Eric Mackintosh provided an update on Administration, the Office of Emergency Services, and Fire Prevention. Some highlights included:

Administration

- Staff are evaluating vendors for an AI-powered customer service platform integrating the Department's website, phone, email, chat, and text systems.
- The platform would provide 24/7 service in more than 200 languages.
- Proposed features include inspection scheduling, responses to common public inquiries, and real-time information during major emergencies.
- The system is intended to improve public access and reduce repetitive administrative workload.

Office of Emergency Services

- City staff completed training in the five Emergency Operations Center sections: Management, Operations, Planning, Finance, and Logistics.
- Personal Preparedness Day was scheduled for August 8 and would provide Spanish-language instruction in CPR, bleeding control, fire safety, and emergency preparedness.
- The next CERT Academy was scheduled to begin September 1 and was fully enrolled.
- Belmont, Foster City, and San Mateo were scheduled to participate in a joint Great ShakeOut functional exercise on October 15.
- Incident Response Guides for extreme heat, floods, and earthquakes were nearing completion.
- The County's Local Hazard Mitigation Plan was submitted to Cal OES for review on July 14.
- OES personnel responded to every structure fire during the reporting period, assisting displaced residents and coordinating resources through the American Red Cross.
- OES also supported extended incidents by coordinating meals and remaining with affected residents so emergency crews could return to service.

Fire Prevention

- A conditional offer was extended to a per diem Fire Inspector to fill a full-time vacancy.
- Two employees were hired to fill longstanding Prevention office vacancies.
- The Division continued identifying efficiencies, prioritizing essential services, balancing its budget, and rebuilding reserves.
- Deputy Chief Mackintosh recognized Fire Prevention personnel for their work and sacrifices in restoring the Division's financial stability.

Board members expressed appreciation for the update and discussed the anticipated customer service and workload benefits of the AI initiative. Board Member Mates also suggested including presentation materials with future agenda packets to improve public access to the information.

Item 5.3 Operations Update

Deputy Chief Anthony Agresti provided an operational update covering emergency response activity, staffing, special operations, grants, communications, and upcoming events. Some highlights included:

Calls for Service

- Responded to approximately 9,100 calls for service year-to-date.
- Maintained an average response time of 5 minutes and 38 seconds from dispatch to arrival.

Special Operations

- Responded to 27 hazardous materials incidents and 35 water rescue incidents.
- Reported an increase in hazardous materials responses involving lithium-ion batteries from electric vehicles, e-bikes, scooters, and other battery-powered devices, which require specialized response due to fire behavior and toxic gas hazards.
- Continued providing technical hazardous materials support throughout San Mateo County in addition to routine emergency response.

Staffing

- Welcomed eight new firefighters in June 2026, consisting of academy graduates and lateral hires.
- The entry-level firefighter recruitment attracted 612 applicants, reflecting continued interest in the profession.
- Reported the Department currently has five firefighter vacancies and anticipates hiring another academy in January 2027.
- Recognized the continued service of the SMCFD Honor Guard.

Mutual Aid

- One firefighter was deployed to Colorado through the regional mutual aid system to support wildfire communications operations.
- Noted that SMCFD continues to support neighboring jurisdictions and out-of-state incidents through California's mutual aid system.

Equipment and Resources

- Received a grant-funded Utility Terrain Vehicle (UTV) scheduled for delivery in November 2026 to enhance off-road medical and wildland response capabilities.
- Acquired four dedicated radio channels exclusively for SMCFD to improve communications reliability during major incidents and countywide emergencies.
- Reported that two replacement rescue jet skis are currently in production to strengthen the Department's water rescue capabilities.
- Highlighted additional grant-funded equipment acquisitions, including specialized hazardous materials response equipment.

Deputy Chief Agresti concluded by announcing several upcoming public events, including:

- Disaster Preparedness Day on August 1.
- National Night Out on August 4.
- Chili Cook-Off on September 12.

Board members discussed the Department's acquisition of four dedicated radio channels and the importance of maintaining reliable communications during major emergencies and large-scale incidents. Deputy Chief Agresti explained that the dedicated channels will enhance operational coordination and ensure communication capabilities remain available during high-demand events. The Board also expressed appreciation for the Department's continued investment in specialized equipment, participation in regional mutual aid, and ongoing community outreach and preparedness efforts.

Item 6.4 Fire Chief Update

Fire Chief Turturici reported that he had no additional updates.

6. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

7. CLOSED SESSION

8. RETURN FROM CLOSED SESSION

Written report of any reportable action will be prepared and included in the agenda packet for the next Board meeting.

9. ADJOURNMENT

The Board meeting was adjourned at 6:00 p.m.

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



Northern California:
400 Lambert Ave.
Palo Alto, CA 94306
(650) 843-8080
www.lawross.com

Southern California:
300 E. Hillcrest Blvd
#1162
Inglewood, CA 90308

August 13, 2026

VIA E-MAIL

Members of the Fire Board
San Mateo Consolidated Fire Department
2121 S. El Camino Real, Building D
San Mateo, California 94403

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire
Department Regular Board Meeting of July 15, 2026

Dear Board Members:

This communication sets forth any 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 July 15, 2026, Regular Board Meeting, consistent with Government Code Section 54957.1.

The meeting was called to order at 5:31 p.m. Having convened the Meeting in Open Session and receiving no public comments on Closed Session matters, the Board adjourned the Open Session and convened in Closed Session.

There was one item agendized for Closed Session consideration:

7.1 Workers' Compensation Insurance Options

With respect to Item 7.1, there was no reportable action consistent with Government Code Section 54956.9(d)(1), Section 54957.6(b)(1), and the attorney-client privilege.

The Closed Session concluded at 6:00p.m. Upon returning to Open Session, Department Legal Counsel stated that a written Closed Session Report would be prepared consistent with Government Code Section 54957.1.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.



August 13, 2026

Page 2

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,

David Schwarz
Deputy General Counsel

cc: Matt Turturici, Deputy Chief
Alex Khojikian, Department Chief Administrative Officer
Nicole Morales, Business Manager



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Yumi Maeda, Sr. HR Analyst

Meeting Date: September 16, 2026

Subject: Side Letter Regarding Education Incentive Pay (IAFF) - Approval

RECOMMENDATION

Adopt a resolution to amend the Local 2400 IAFF (International Association of Firefighters) Memorandum of Understanding (MOU) Article 22, Section 22.1 to allow all members of the union to be eligible for the Education Incentive Pay.

BACKGROUND

On July 8, 2026, the California Public Employees Retirement System (CalPERS) conducted an informal compliance review of the Education Incentive Pay and determined that it was not pensionable compensation because not all employees were eligible for this incentive. Specifically, probationary employees were not eligible for the Education Incentive Pay.

The Education Incentive Pay was always intended to be pensionable. Therefore, SMC Fire met and conferred with IAFF and agreed to amend the MOU to enable probationary employees to be eligible for the Education Incentive Pay (Attachment A).

FISCAL IMPACT

The recommended change for the Local 2400 IAFF Memorandum of Understanding (MOU) does not have a quantifiable fiscal impact.

ATTACHMENTS

- A. Resolution
- B. Side Letter

RESOLUTION NO. RES-2026-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED (SMC) FIRE DEPARTMENT APPROVING THE SIDE LETTER OF TO AMEND THE LOCAL 2400 IAFF MEMORANDUM OF UNDERSTANDING (MOU)

WHEREAS, since SMC Fire began operations in January 2019, members of the Local 2400 IAFF MOU (Union) have been provided an Education Incentive Pay as intended by the SMC Fire Board of Directors.

WHEREAS, in July 2026, the California Public Employees Retirement System (CalPERS) conducted a compliance review of the Education Incentive Pay (Article 22, Section 22.1) and determined it was not pensionable compensation.

WHEREAS, CalPERS indicated that the Education Incentive Pay, as currently written, was not pensionable compensation because it “was not available to all members of a group or class”.

WHEREAS, the San Mateo Consolidated Fire Department (Department) and the Union met and conferred and agreed to amend the MOU.

WHEREAS, the Board of Directors intends to amend the IAFF MOU to maintain the intention of the Education Incentive Pay to be pensionable compensation for all members.

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

1. Approve the Side Letter amending the Local 2400 IAFF MOU to allow all members of the Union to be eligible for the Education Incentive Pay. The side letter is attached and incorporated herein by reference.

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 16th day of September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

Exhibit B

Side Letter of Agreement

Between the
San Mateo Consolidated Fire Department
And
San Mateo County Firefighters, Local 2400, International Association of Firefighters

Article 22 Educational Incentive Pay

22.1 Eligibility

The educational incentive program is open to all employees in the Fire Unit ~~that are not on probationary status~~. The maximum amount of educational incentive payment to be provided shall be two hundred dollars (\$200) per month, paid biweekly.

22.2 Qualifications

Minimum qualifications for the one hundred fifty dollars (\$150) per month rate shall be any of the following:

- Associate Degree
- or**
- Officer Certification.
- or**
- Sixty college level units

Minimum qualifications for the two hundred dollars (\$200) per month rate shall be any of the following:

- Bachelor's Degree
- or**
- One hundred twenty (120) college level units

22.3 General Provisions

- a. Upon qualification an employee shall be entitled to educational incentive pay from the first full pay period of the month following the date of submittal and acceptance. Educational incentive pay will be paid on a biweekly basis.
- b. Evidence of satisfactory completion of qualifications for any step incentive as outlined in this section, shall be submitted to the Human Resources Department and must consist of a grade "C" or better (if taken for a letter grade), or a "pass" (if taken for pass/fail).

Date: _____

For the IAFF:

For the SMC Fire:



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Yumi Maeda, Sr. HR Analyst

Meeting Date: September 16, 2026

Subject: Side Letter Regarding Overtime Staffing (IAFF BC) - Approval

RECOMMENDATION

Adopt a resolution to amend the Local 2400 International Association of Firefighters Battalion Chiefs (BC) Memorandum of Understanding (MOU) Article 27, Sections 27.2-27.4 to better reflect the current staffing practices.

BACKGROUND

On June 24, 2026, the BC MOU (effective July 1, 2026 through June 30, 2029) was adopted by the Fire Board. As part of that adoption, a side letter of agreement was approved that allowed the BC bargaining unit and the Department to meet and confer over mandatory and voluntary overtime staffing procedures.

Therefore, SMC Fire met and conferred with the BC bargaining unit and agreed to amend the MOU to align staffing processes and procedures to reflect current and best practices (Attachment A).

FISCAL IMPACT

The recommended change for the Local 2400 IAFF Memorandum of Understanding (MOU) does not have a quantifiable fiscal impact.

ATTACHMENTS

- A. Resolution
- B. Side Letter

RESOLUTION NO. RES-2026-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED (SMC) FIRE DEPARTMENT APPROVING THE SIDE LETTER OF
TO AMEND THE LOCAL 2400 IAFF, BATTALION CHIEFS, DISTRICT 13
MEMORANDUM OF UNDERSTANDING (MOU)**

WHEREAS, on June 24 2026, the Board of Directors adopted the Battalion Chief MOU effective July 1, 2026 through June 30, 2029.

WHEREAS, as part of said adoption, a side letter of agreement was approved that allowed the labor union and the San Mateo Consolidated Fire Department (Department) to meet and confer over mandatory and voluntary overtime staffing.

WHEREAS, the Department and the labor union met and conferred and agreed to amend the MOU.

WHEREAS, the Board of Directors intends to amend the Battalion Chief MOU to better reflect the current overtime staffing practices.

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

1. Approve the Side Letter amending the BC MOU to better reflect the current staffing practices. The Side Letter is attached and incorporated herein by reference.

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 16th day of September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

Exhibit B

Side Letter of Agreement

Between the

San Mateo Consolidated Fire Department

And

San Mateo County Firefighters, Local 2400, International Association of Firefighters,
Battalion Chiefs, District 13

Article 27 Special Command Pay

27.2 Voluntary Overtime Staffing Procedure

- a. There shall be one voluntary overtime picklist for both Shift Battalion Chiefs and 40-hour Battalion Chiefs.
- b. The voluntary overtime picklist shall be arranged according to seniority in classification and last opportunity worked. On January 1st of each year the picklist will reset and be arranged according to seniority in classification. The individual with the most seniority will be at the top of the list and receive the first opportunity to accept an overtime assignment. The individual with the least seniority will be at the bottom of the list and receive the last opportunity.
- c. The 40-hour Battalion Chief shall receive a reduced opportunity on the voluntary overtime picklist to offset the inequity created by their limited ability to participate in mandatory overtime. This will be accomplished by populating the voluntary overtime list so that each Shift Battalion Chief's name appears three (3) times for every one (1) time a 40-hour Battalion chief's name appears.
- d. The picklist will rotate by last opportunity worked (minimum of 12 hours). Opportunity worked shall include instances when a 40-hour Battalion Chief works as a Shift Battalion Chief on their regularly scheduled workday, even though a portion of the day is compensated at regular pay.
- e. Employees who are hired first for less than 24 hours of voluntary overtime on a given day shall have first right to any additional continuous hours resulting from schedule changes, up to the end of that shift.

- f. Employees may reject a voluntary overtime staffing offer without penalty.
 - g. Newly promoted Battalion Chiefs will be placed at the bottom of the respective overtime picklist at the time of their promotion.
 - h. Shift employees requesting leave on Thanksgiving, Christmas Eve, and Christmas Day will only be granted leave if staffing allows for their vacancy to be filled by voluntary overtime.
-
- ~~a. The Department shall utilize the designated computer program (currently Telestaff). Employees may access the program via computer in the fire stations, or from home via the internet from their personal computers. It is the responsibility of the employees who wish to be available for overtime to make sure the computer program has properly recorded their availability on all or part of the specific date. Employees may access the computer program at any time to make modifications to their availability or contact information. The back-up for the computer program will be a telephone call to the Deputy Chief. Training will be provided for all employees on the computer program's operations prior to implementing any new features of the program.~~
 - ~~b. Staffing will be performed through use of the computer program. It will contact identified voluntary employees by their listed phone number. Employees who receive an automated contact will follow the procedures for accepting or rejecting overtime.~~
 - ~~c. If an employee accepts a voluntary overtime assignment, the number of voluntary overtime hours worked will be added to the total hours the employee has worked that year. Employees may only reject a voluntary overtime assignment when another employee is signed up and willing to cover the vacancy. Voluntary overtime assignments may not be rejected when the rejection would cause a mandatory overtime assignment to another employee. If an employee rejects any voluntary overtime assignment within rank of over four hours that is within the time window the employee had declared themselves available, the computer program will add 24 hours to the total number of hours the employee has worked that year. Failure of an employee to accept or~~

~~acknowledge voluntary overtime in Telestaff or by direct contact with the duty BC shall result in the employee having 24 hours added to the total hours the employee has worked that year. Overtime notifications not received due to technical difficulties with the department staffing software or hardware will be grounds for waiving of the 24 hour penalty. Personal technological issues are not reason for wavier of the 24 hour penalty.~~

- ~~d. The voluntary overtime list will be according to total hours and seniority. January 1st of each year the total number of hours worked will be reset to zero and the computer program will arrange the list according to seniority by job classification. Hours worked, or the refusal penalty, will be added to the overtime account of each employee throughout the year. Employees with the least number of hours worked will get the first opportunity to accept an overtime assignment. If two employees have the same number of hours worked, the senior employee will have the first opportunity to accept an overtime assignment.~~
- ~~e. Overtime worked by holding over for less than for (4) hours, or approved special projects, OES or FEMA assignment will not be calculated to the total overtime worked for purpose of determining placement on the voluntary overtime list.~~
- ~~f. Personnel changing platoons or job classifications shall be placed on the overtime list based on their total hours overtime worked that year.~~
- ~~g. No trades are allowed while working overtime.~~
- ~~h. Personnel hired first for less than 24 hours for voluntary overtime on a given day shall have first right to receive additional continuous hours due to schedule changes, up to the end of that shift.~~
- ~~i. Every effort will be made to staff between the window of 1700 and 2000.~~

27.3 Mandatory Overtime Staffing Procedure

- ~~a. When the voluntary system (outlined above) fails to provide enough volunteers, the Staffing Officer shall implement the following mandatory overtime staffing procedure.~~

- b. The Shift Battalion Chiefs shall be the first group to be mandated to work, and their order of hire is outlined below in section e.
- c. A mandatory picklist shall be maintained for the 40-hour Battalion Chief group. 40-hour Battalion Chiefs who work four or more hours of mandatory overtime shall have their name moved to the bottom of the mandatory overtime picklist.
- d. Newly promoted 40-hour Battalion Chiefs will be added to the mandatory picklist in reverse seniority of job classification.
- e. **Mandatory Hiring Order.**
The order of priority for mandatory overtime for the first day of a two-day tour is:
 - 1. The Shift Battalion Chief who is scheduled to get off duty.
 - 2. The Remaining Shift Battalion Chief.
 - 3. The 40-hour Mandatory Battalion Chief Picklist.
The order of priority for mandatory overtime for the second day of a two-day tour is:
 - 1. The Shift Battalion Chief who is scheduled to report to duty the following day.
 - 2. The Remaining Shift Battalion Chief.
 - 3. The 40-hour Mandatory Battalion Chief Picklist.
- f. Employees mandated to work overtime are responsible for working the assigned shift unless they can find another qualified employee of any rank to work in their place.
- g. Every attempt shall be made to avoid mandating an employee who has an approved vacation/leave of twelve (12) hours or greater that includes their regular duty day prior to, or immediately following, the mandated shift. Employees exercising the vacation exemption from mandatory overtime must utilize the leave.
- h. Every attempt shall be made to avoid mandating an employee to work beyond ninety-six (96) hours without a break of twenty-four (24) consecutive hours except on a voluntary basis.
- i. Every attempt shall be made to avoid mandating an employee to work shifts that begin on either Christmas Eve or Christmas Day. However, they may be mandated to work one of those shifts in its entirety, provided that they are not

mandated to work more than four (4) hours on the other shift.

- a. ~~When the voluntary system (outlined above) fails to provide enough volunteers, the Staffing Officer shall implement the following mandatory staffing procedure.~~
- b. ~~Every attempt shall be made to avoid mandating **ANYONE** to work within the requirements of the staffing rules.~~
- c. ~~When the Staffing Officer or designee has completed the attempt to contact any available volunteer, the mandatory overtime mode is initiated. If the shift being filled for is a designated holiday identified in the Holiday Mandatory Overtime Staffing Procedure Section 30.2.4 a. of this procedure, the holiday mandatory overtime system shall be followed. No employee can be ordered to work mandatory overtime out of their job classification. The principle of rank for rank will be used when mandating overtime. This provision does not apply to employees assigned on an interim basis as Acting Battalion Chief. The Staffing Officer or their designee will follow the staffing rules for mandatory overtime.~~
- d. ~~Employees mandated to work overtime are responsible to work the assigned shift unless they are able to find another qualified employee, of any rank, to work in their place. The replacement employee shall have the hours worked added to their total overtime hours in the computer program. Mandated employees who find their own replacement shall be exempt from any additional occurring mandatory overtime for that date. Mandated employees who actually work four or more hours of mandatory overtime shall have their name moved to the bottom of the mandatory overtime list.~~
- e. ~~A mandatory overtime list shall be maintained in the computer program, that determines the order in which the employees will be mandated (by reverse seniority and most recent hours) to work overtime. The mandatory list is located in the computer staffing program (Telestaff) for use when mandatory overtime is required.~~
- f. ~~No employee will be mandated to work overtime if they are on an approved vacation of 12 hours or greater prior to, or their next regular duty day following the mandated shift. No employee can be mandated to work overtime, or their regular duty shift, if the order would require that employee to work~~

~~more than 96 hours without a 24 consecutive hour break. Employees exercising the vacation exemption from mandatory overtime must utilize the leave.~~

- ~~g. No employee shall be mandated to work beyond ninety-six (96) hours without a break of twenty-four (24) consecutive hours except on a voluntary basis to avoid mandatory overtime hiring or under emergency conditions declared by the Fire Chief or designee. Employees volunteering to work beyond ninety-six (96) hours will be responsible to work their regular scheduled shifts and shall not be allowed to work beyond a maximum three hundred thirty six (36) hours without a minimum break of twenty four (24) consecutive hours. Due regard shall be given to employee safety and mental health.~~

~~27.4 Holiday Mandatory Overtime Staffing Procedure~~

- ~~a. This procedure shall be used to hire mandatory overtime for Thanksgiving, Christmas Eve, and Christmas Day. Notification of those being mandated for overtime will be as far in advance as possible. For these holidays, notification of those being ordered to work mandatory overtime shall be done 96 hours in advance. The number of people notified will be determined by the actual number of vacancies on those holidays for which it is anticipated that overtime will be needed to fill, plus two in each job classification, including paramedics if not included in the other classifications. Any employee notified twice in the same calendar year for mandatory overtime on a holiday, but not used for either day, will have the second date assigned as a date worked and move to the bottom of the mandatory overtime list. If personnel needed exceeds the number of personnel notified, the Battalion Chief shall invoke the Emergency Overtime procedure utilizing the mandatory overtime list as the first means of staffing. Should the mandatory overtime list be exhausted, vacancies shall be filled by the first person contacted.~~
- ~~b. All employees who are not on vacation the last 12 hours of their normal duty day prior to the mandated holiday or the first 12 hours of their next normal duty day after the holiday (referred to as "bracketed days"), will be considered available for holiday mandatory overtime. All employees not on vacation, sick leave, workers compensation, or other recognized leave, will be available to be mandated to work~~

~~overtime on the three holidays listed in 30.2.4a. Employees exercising the vacation exemption from holiday mandatory overtime must utilize the leave. Bracketed days cannot be traded. Employees denied vacation leave for Thanksgiving, Christmas Eve, or Christmas Day due to a lack of overtime volunteers will have their names placed at the bottom of the mandatory overtime list.~~

- ~~c. When one platoon is responsible for both holidays, i.e., Christmas Eve and Christmas Day the following will take place:~~

~~For example, employees will be notified according to the existing procedure. Once employees are notified, the person at the bottom of the list of employees notified will have first choice picking either Christmas Eve or Christmas Day. The next person from the bottom of the list will have the next choice for either Christmas Eve or Christmas Day. This procedure will take place until all slots are filled for both days. (Group the needs of those notified for both days together on one list, then have the personnel choose.)~~

~~An example of the above procedure is as follows:~~

1	Last Choice
2	Eleventh Choice
3	Tenth Choice
4	Ninth Choice
5	Eighth Choice
6	Seventh Choice
7	Sixth Choice For Either Day
8	Fifth Choice For Either Day
9	Fourth Choice For Either Day
10	Third Choice For Either Day
11	Second Choice For Either Day
12	First Choice For Either Day

- ~~d. No employee shall be mandated to work overtime, except emergency overtime, if it requires them to work a minimum of four (4) hours on each shift of Christmas Eve and Christmas Day. No employee will be mandated to work to replace another who is working out of rank for a short term Temporary Upgrade (acting) assignment.~~
- ~~e. Mandated employees who find their own replacement shall be exempt from any additional occurring overtime for that date.~~

Date: _____

For the IAFF:

For the SMC Fire:

Item 6.2 - Fire Chief Update - Presentation by Battalion Chief Brian Banks



SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Grant Program Overview

Applications, Awards & Pending Funding Since Mid-2025

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Grants & Funding Development

1

Grant Activity at a Glance

SMC Fire has been highly active in grant pursuit since mid-2025



31

Grants Applied For

Since mid-2025



\$11.56M

Total Requested

\$11,563,453.40 in total applications



2

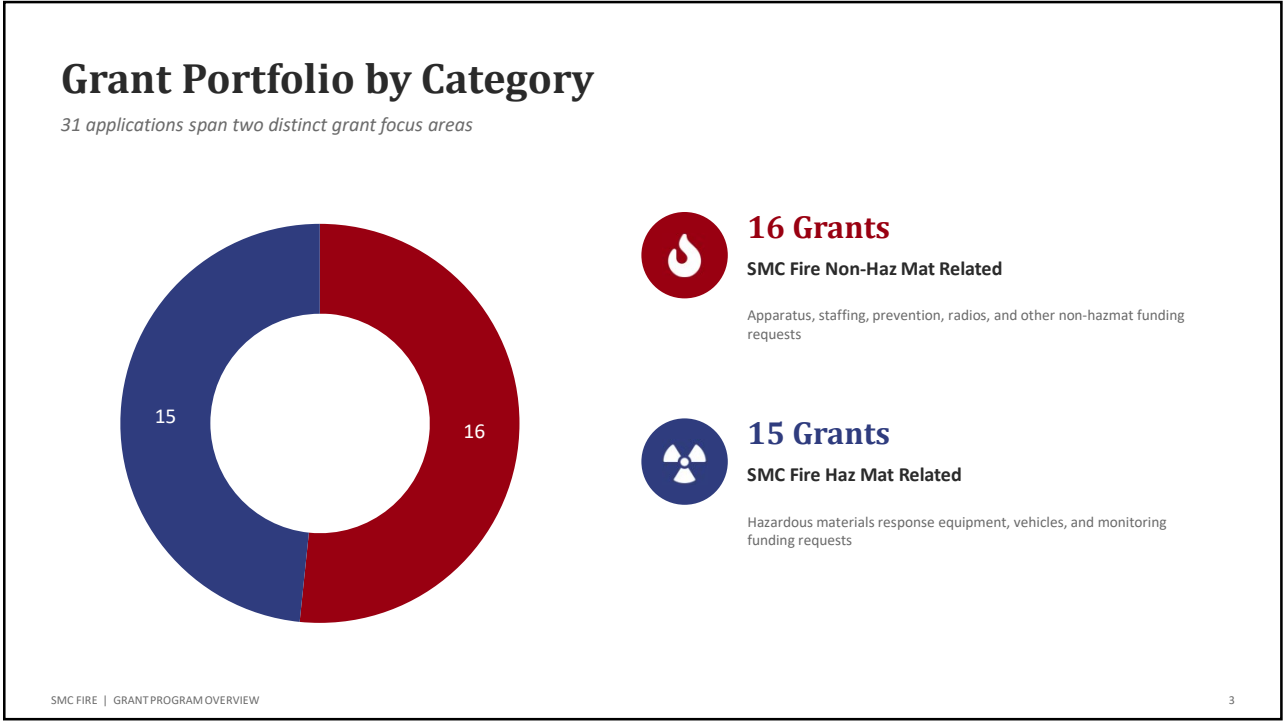
Grant Focus Areas

Non-Haz Mat & Haz Mat related

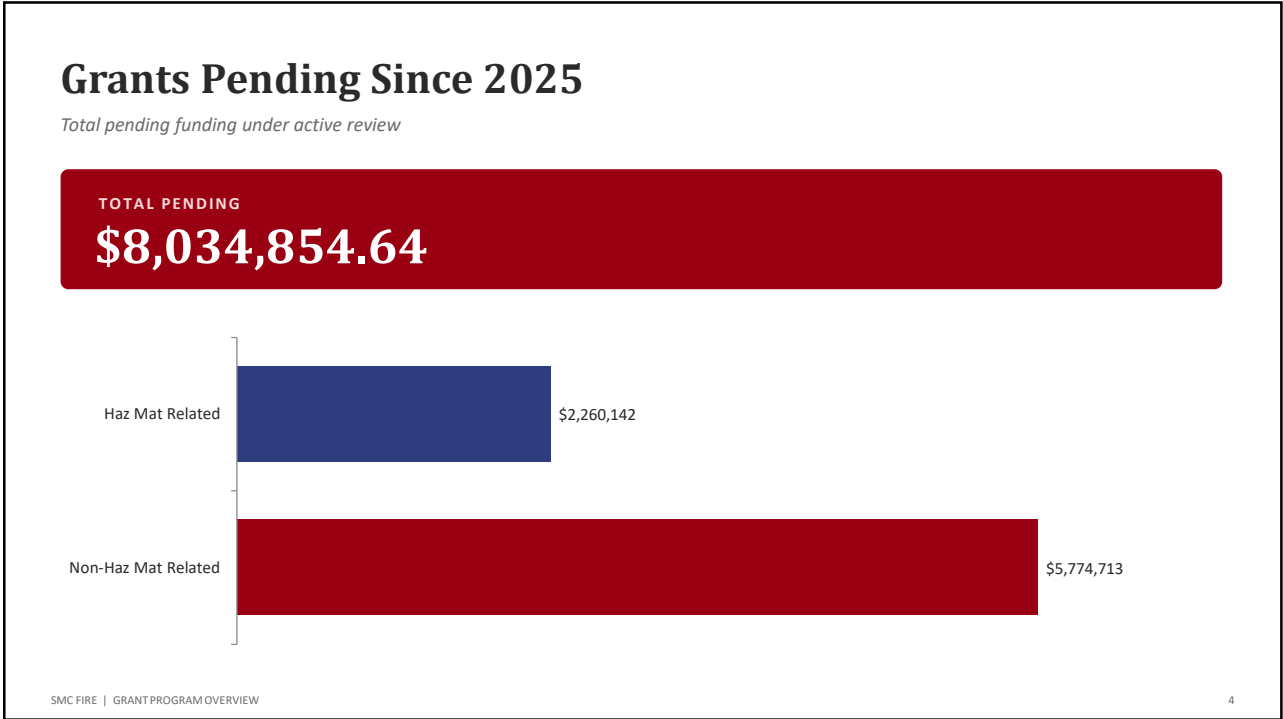
SMC FIRE | GRANT PROGRAM OVERVIEW

2

2



3



4

Pending Grant Highlights

Notable applications currently under review



FEMA AFG
Type VI Wildland Apparatus



FEMA AFG
Live Fire Prop



FEMA AFG
Type 6 Regional Haz Mat Multi-Mission Vehicle (Woodside Fire & Menlo Park Fire)



FEMA SAFER
6 FTE Firefighter Positions



FEMA FP&S
1 FTE Fire Inspector



UASI
Portable Radios



UASI
SCBA Masks and Regulators

5

Grants Received Since 2025

Total awarded funding secured to date



6

Received Grant Highlights

Awards that have already strengthened SMC Fire capabilities



Measure K Community Grant

3 New exclusive radio channels for SMC Fire use



CalWater Firefighter Grant

3 Water tanks and pumps



CFF Grant

Handheld SpCO monitors



CFF Grant

StormStick decon system



UASI

UTV (Utility Task Vehicle)



UASI

Multiple Haz Mat monitors

7

SMC Fire Grant Wishlist

Priority needs identified for future grant pursuit



Knox Key Update

Modernization of department Knox Box key access systems



Operations Radios

Additional operations radios to support field communications

8

A Growing Grant Program

Since mid-2025, SMC Fire has pursued significant outside funding to strengthen equipment, staffing, and hazardous materials response across Belmont, Foster City, and San Mateo.

31	\$11.56M	\$8.03M	\$694.7K
Grants Applied	Total Requested	Currently Pending	Already Received

Thank You

Questions on any application, award, or the wishlist can be directed to the SMC Fire grants team.

