



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

1. OPENING

The meeting was called to order at 4:03 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. AGENDA CHANGES

Legal Counsel requested to add 10.2 to Closed Session “Conference with Legal Counsel regarding Anticipated Litigation pursuant to Government Code Section 54956.9(a)(2).” Board Member Newsom made a motion to add 10.2 to the agenda by General Counsel. Board Member Froomin seconded the motion. The Board Secretary took a roll call vote, and the agenda change was approved 3-0.

3. PUBLIC COMMENT

Local 2400 Union Representative Firefighter Tony Panacci thanked Board Member Froomin for his years of service on the Fire Board. Firefighter Panacci also thanked Human Resources Manager Jennifer Crims for her assistance, reliability, professionalism, and unwavering support since the beginning of SMC Fire. He wished her the very best in her future endeavors.

4. PRESENTATIONS

Item 4.1 Recognition of Fire Board Member Jon Froomin’s service

Fire Chief Thrasher expressed his gratitude and appreciation to Board Member Froomin for his years of service. Board Member Froomin thanked the department for the opportunity to participate and shared his appreciation for a well-run and respectable organization.

Item 4.2 Recognition of Human Resources Manager Jennifer Crims’s service

Fire Chief Thrasher expressed his gratitude for HR Manager Crims support and unrelenting guidance that has played a key part in the department’s success. HR Manager Crims stated it has been rewarding to work with everyone and appreciates the opportunities created here.

5. 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.

6. NEW BUSINESS

Item 6.1 Adopt a resolution authorizing the Fire Chief to approve a lease agreement with El Camino Real Acquisition Co., LLC for a term of 66-months for office space at 2121 El Camino Real, Suite B100, San Mateo.

Fire Chief Thrasher provided an overview of the staff report.

Board Member Newsom asked if the OES Division would move to the new location and Chief Thrasher stated yes. Board Member Froomin asked about the operational cost cap and Chief Thrasher stated it was agreed to cap at 5%. Board Member Froomin asked if we are moving our cubicle and furniture, and Chief Thrasher stated we are considering available furniture from the office building. Board Chair Mates asked about the term of 5 years and what that would mean. Chief Thrasher stated we would begin rent negotiations early as well as looking into ownership options. Board Chair Mates requested to flag this topic soon so we can avoid overspending. CAO Khojikian stated should have these conversations 18-24 months in advance for the Department's future. Board Member Froomin stated it would be worthwhile to think earlier to set aside savings and keep all options open. CAO Khojikian stated that in the next two years we should ask for Fire Board authority to bring on a broker to begin looking. Board Chair Mates requested we place this on the agenda at some point for further discussion. Board Member Newsom asked if there was an out clause. Chief Thrasher stated it would be challenging but there is termination language.

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.

Item 6.2 Adopt a resolution authorizing the Fire Chief to approve a lease agreement with Finney Properties for a term of 84-months for office space at 35 Karen in Belmont

Fire Chief Thrasher provided an overview of the staff report.

Chief Thrasher stated the utilities were originally estimated higher in the staff report, but it was confirmed it should be lower.

Board Member Froomin stated that this would cost money at first, but through inhouse maintenance we will begin saving money. Board Member Newsom stated that within the first year, we should build up our maintenance team for service to other agencies. Chief Thrasher stated these conversations are already happening.

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.

7. OLD BUSINESS

Item 7.1 Adopt a resolution approving a revised salary schedule to reflect a 4% increase to the base salary of the Fire Chief that accounts for a corresponding 4% reduction in incentive pay, resulting in no net change in total compensation.

General Counsel Ross provided an overview of the staff report.

Board Froomin asked if this is the final step. Counsel Schwarz stated CalPERS has indicated the compensation plan was approved and the only remaining items is the updated salary reporting.

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.

Item 7.2 Adopt a resolution to appoint Chief Thrasher to serve as Interim Fire Chief as a retired annuitant until the end of January 2025.

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

Board Chair Mates asked if the having the interim period through January allowed for enough time. CAO Khojikian stated the recruitment application period would only be open for one week, and the two groups of panelists from all three agencies are aware.

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.

8. REPORTS AND ANNOUNCEMENTS

Fire Chief Thrasher provided a brief organizational update:

- Holiday events include:
 - 12/12/24 “Santa at the Firehouse/Toy Drive” at Fire Station 14 in Belmont.
 - 12/14/24 “Pancake Breakfast with Santa” at Fire Station 21 in San Mateo.
 - 12/5-12/23/24 Hillsdale Mall Toy Booth staffed by SMC Fire personnel.
- Introduced new City of San Mateo HR Director Aracelia Esparza.

9. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

10. CLOSED SESSION

The Fire Board adjourned to Closed Session at 4:58 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.

11. ADJOURNMENT

The Board meeting was adjourned at 5:14 p.m.