



## Agenda

**San Mateo Consolidated Fire Department  
Board of Directors  
Regular Meeting  
Wednesday, May 20, 2026 – 5:00 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](mailto:nmorales@smcfire.org)

### **To Attend in-person**

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

### **To Observe and Participate via Video Teleconference**

Register in advance for this Zoom webinar:

[https://us06web.zoom.us/webinar/register/WN\\_ga6jH2DjTtu2KYJSGKNBWA](https://us06web.zoom.us/webinar/register/WN_ga6jH2DjTtu2KYJSGKNBWA)

#### **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](mailto: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](mailto: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. PRESENTATIONS**

- [4.1](#) Assembly Bill 2561 Public Hearing on Vacancies and Recruitment and Retention Efforts by Human Resources Director Aracelia Esparza

#### **5. CONSENT**

- [5.1](#) Approval of Fire Board Meeting Minutes from March 18, 2026.
- [5.2](#) Report from Closed Session of March 18, 2026.
- [5.3](#) Adopt a resolution authorizing a change order in the amount of \$25,000.00 for a total contract amount not-to-exceed \$125,000.00 for Ross & Schwarz, A Professional Corporation, for legal services for the remainder of fiscal year 2025–26.
- [5.4](#) Adopt a resolution to approve the purchase of two Chevrolet Tahoe vehicles through the Sourcewell cooperative purchasing program in an amount not to exceed \$150,000, and establish a contingency reserve of \$250,000 for necessary build-out and associated equipment.

5.5 Adopt a resolution authorizing the Fire Chief to execute a two-year amendment to the agreement with the County of San Mateo for Hazardous Materials Emergency Response Services.

## 6. NEW BUSINESS

6.1 Adopt a resolution to approve a supplemental appropriation for the Fiscal Year 2025-26 General Fund Operating Budget and approve the Fiscal Year 2026-27 Operating Budget.

6.2 Adopt a resolution to approve the job specification and salary range for the new Fire Inspector Trainee classification.

## 7. REPORTS AND ANNOUNCEMENTS

7.1 Board Members and Department Management Staff will have an opportunity to make announcements.

## 8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

## 9. CLOSED SESSION

9.1 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6

**Agency Designated Representative(s):** Yumi Maeda, Senior Human Resource Analyst, Abby Veerer, Treasurer, Aracelia Esparza, Human Resources Director, and Jeff Bailey, IEDA Consultant

**Employee Organization(s):** International Association of Firefighters, Local 2400 (IAFF Local 2400), Battalion Chiefs

9.2 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:** Dan Gambelin

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

9.3 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:** Corey Cowger

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

## 10. RETURN FROM CLOSED SESSION

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

## 11. 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>*



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Yumi Maeda, Sr. HR Analyst

**Meeting Date:** May 20, 2026

**Subject** Public Hearing on Vacancies and Recruitment and Retention Efforts (Assembly Bill 2561/Government Code 3502.3) - Public Hearing

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## **RECOMMENDATION**

Conduct a Public Hearing in accordance with Government Code Section 3502.3 (Assembly Bill 2561) to present the status of vacancies, recruitment, and retentions efforts in advance of the adoption of an annual budget.

## **BACKGROUND**

Effective January 1, 2025, Government Code section 3502.3 requires the San Mateo Consolidated Fire Department ("SMC Fire") to present information on the Department's status of vacancies and the recruitment and retention efforts at a public hearing before the Fire Board at least once per fiscal year.

Government Code section 3502.3 also requires SMC Fire to identify during the public hearing any necessary changes to SMC Fire policies, procedures, and recruitment activities that may contribute to obstacles in the hiring process.



At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the Fire Board addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit. All employee organizations were notified of the public hearing. SMC Fire received no responses.

## **FISCAL IMPACT**

There is no budgetary impact associated with this hearing.

## **ATTACHMENTS**

A. PowerPoint Presentation



# Status of Vacancies and Recruitment and Retention Efforts

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Presented by: Yumi Maeda, Sr. Human Resources Analyst

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# Agenda

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- Overview- AB 2561
- Department-Wide Information
  - Workforce Overview
  - Vacancy Information
  - Recruitment Information
  - Hiring Challenges and Suggestions
  - Retention Information
- Bargaining Unit Specific Information*
  - *Vacancy Information*

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## Overview- AB 2561

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### Purpose

- AB 2561 aims to address persistent staffing vacancies in public agencies and introduce greater transparency in public sector staffing by mandating annual disclosures of workforce data.

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## Overview- AB 2561

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Effective **January 1, 2025**, public agencies are required to present information during a public hearing before the governing board on an annual basis prior to the adoption of the final budget, as follows:

1. the status of vacancies;
2. recruitment and retention efforts; and
3. any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

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## Overview- AB 2561

**If the vacancy rate is at least 20% in a bargaining unit, the following will apply:**

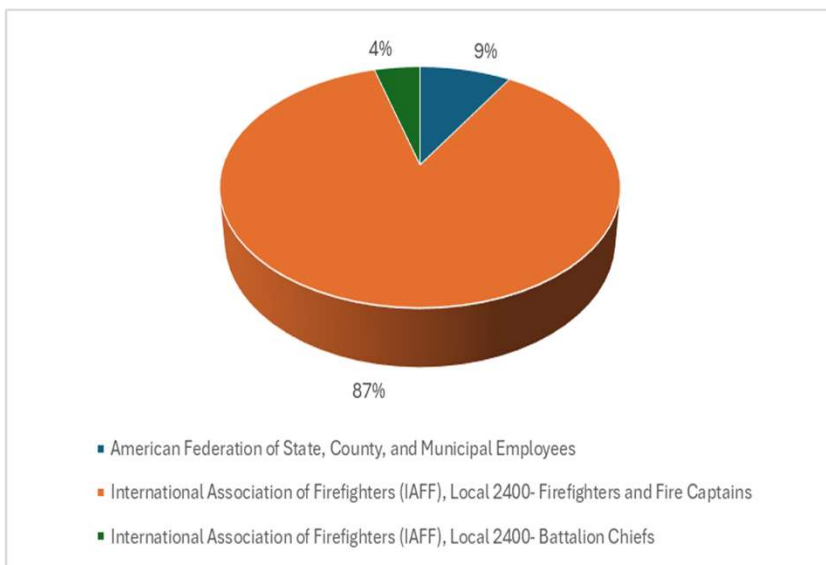
The public agency shall, upon request of the recognized employee organization, include the following information during the public hearing:

- ✓ The total number of job vacancies within the bargaining unit.
- ✓ The total number of applicants for vacant positions within the bargaining unit.
- ✓ The average number of days to complete the hiring process from when a position is posted.
- ✓ Opportunities to improve compensation and other working conditions.

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### Our Workforce

- 163 FTEs Positions
- 19 Classifications
- 98% Represented
- 3 Bargaining Units



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# Our Workforce

County	Number of Employees
Alameda	10
Butte	1
Contra Costa	15
El Dorado	8
Napa	1
Nevada	1
Placer	9
Sacramento	5
San Benito	1
San Francisco	3
San Joaquin	1
San Luis Obispo	1
San Mateo	75
Santa Clara	12
Santa Cruz	15
Solano	1
Sonoma	4
Grand Total	163



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# Vacancy Information- Department-Wide

2024	
# of Vacancies Created (2025)	0
# of Vacancies Filled (2025)	21
# of Vacancies (as of 1/19/26)	10
# of Budgeted FTEs	163
% of Vacancies (as of 1/19/26)	6.13%



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## Department-Wide Vacancies By Division

As of 1/19/26

Vacancy Rate: 6.13%

Division	Number of Vacancies	Total Number of FTEs
Office of Emergency Services	1	3
Training	1	7
Operations	8	138

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## Recruitment Statistics (Department-Wide)

Total Vacancies Filled During 2025: 21

Method of Appointment	# of Vacancies Filled	Average # of Calendar Days to Fill Vacancies
Existing Eligible List /Ongoing Recruitment	8	69.75
External/Internal Recruitment	1	184
Internal Only Recruitment	12	25

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## Recruitment/Hiring Process

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Requisition	Manager submits recruitment requisition to fill vacancy, Department Head, HR, and City Manager approves recruitment requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, recruit external & internal, or recruit internal only
Job Posting	Advertise job opening and recruitment on websites and agency social media
Application Screening	Pass applicants that meet minimum qualifications
Candidate Panel Oral Exam	Candidates that score "highly qualified" and "qualified" on the panel oral exam are placed on the eligible list
Candidate Written/Performance Exam	Pass candidate that score 70% on written/performance exam
Selection Interview	Hiring Manager interviews and selects from the eligibility list
Conditional Job Offer	Conditional job offer is made to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer and completes background check and pre-employment medical
Job Placement	Selected candidate is given an employment start date and official offer letter

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## Hiring Challenges



- Human Resources has initiated a review of policies, procedures, and recruitment activities to identify potential challenges in the hiring process.
- Human Resources has identified the following **challenges**:
  - Length of time it takes to complete background checks is challenging.
  - Enhance our recruitment and outreach plans and activities.

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## Suggestions

Suggestions to address these challenges:

- Review each phase of the recruitment and selection processes to identify challenges and make recommendations to **streamline** the processes
- Identify “hard to recruit” positions, enhance **recruitment plans** and **outreach efforts**, and develop **partnerships** to build pipelines
- Unfortunately, the Department is **unable to address** the Cost of Living.

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## Retention Information – General

**Total Vacancies in 2025: 23**

**% of Vacancies Resulting from:**

- Staffing Growth: 0%
- Internal Opportunities: 56%
- Attrition: 43%
- Turnover: 0%

Reason for Vacancies	Number of Vacancies
Newly Budgeted Positions	0
Internal Promotions	12
Internal Lateral Transfer	0
Retirement	10
Involuntary Separation	1
Turnover- Voluntary Separations	0
<b>Total Vacancies</b>	<b>23</b>

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## Vacancy Information – Bargaining Units

As of January 19, 2026	# of Vacancies	# of Budgeted FTEs	% of Vacancies
American Federation of State, County, and Municipal Employees	1	15	6.67%
International Association of Firefighters (IAFF), Local 2400- Firefighters and Fire Captains	8	138	5.8%
International Association of Firefighters (IAFF), Local 2400- Battalion Chiefs	1	7	14%

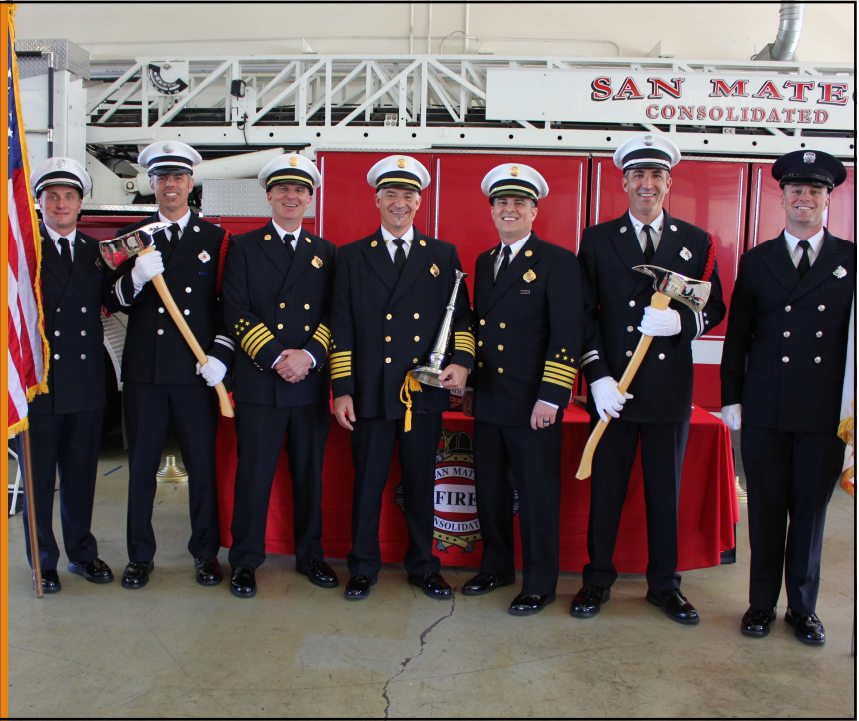
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## Comparison 2024 and 2025

	2024	2025
FTEs	163	163
Total Vacancies	6	10
Vacancy Rate	3.7%	6.13%
Voluntary Separations	6	0

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Questions?





**Meeting Minutes**  
**San Mateo Consolidated Fire Department**  
**Board of Directors Regular Meeting**  
**Wednesday, March 18, 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 5:33 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, Jimenez

**Board Members Absent:** None

**2. AGENDA CHANGES**

None

**3. PUBLIC COMMENT**

None

**4. CONSENT**

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

**5. NEW BUSINESS**

**Item 5.1 Receive fiscal year 2025-26 mid-year budget update, review fiscal year 2026-28 proposed budget and provide feedback on proposed 2026-28 business plan.**

Budget Manager Halcon provided a presentation on the Fiscal Year 2025-26 mid-year budget update and the proposed Fiscal Year 2026-28 budget. It was reported that the General Fund is projected to end Fiscal Year 2025-26 with approximately \$54.3 million in revenues and \$53.8 million in expenditures, resulting in an estimated ending fund balance of approximately \$2.0 million. The proposed budget for Fiscal Years 2026-27 and 2027-28 reflects modest growth in revenues and expenditures, with member agency contributions increasing by approximately 5% for each city. The Fire Protection and Life Safety Fund is projected to require transfers from the General Fund to maintain a balanced position due to expenditures exceeding revenues, while the Equipment Replacement Fund continues to build reserves to support future apparatus purchases, with the fund balance projected to increase to approximately \$6.9 million by Fiscal Year 2027-28. The Workers' Compensation and Liability Fund continues to experience rising costs, with expenditures projected to exceed revenues over the next two fiscal years, resulting in a negative fund balance if no further adjustments are made. The Board discussed contribution levels, fund balance projections, administrative service costs, and efforts to stabilize the

Fire Protection and Life Safety Fund through updated fees and improved billing processes. Budget Manager Halcon advised that the budget will return to the Board in May with updated figures and recommended adjustments prior to adoption.

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

## 6. REPORTS AND ANNOUNCEMENTS

### **Item 6.1 Board Members and Department Management Staff**

None

### **Item 6.2 Community Risk Reduction Update**

Deputy Fire Chief Mackintosh provided a Fire Administration, Office of Emergency Services, CERT, and Fire Prevention update. Some highlights include:

- Fire Administration continues to focus on process improvements and operational efficiencies.
  - Staff are exploring safe and appropriate uses of AI while protecting sensitive data.
  - Position task books are being developed to clarify expectations for promotions and role transitions.
  - Department's Annual Report is being finalized.
- New Emergency Services Manager is strengthening the Office of Emergency Services team.
  - Vacant Emergency Services Analyst position anticipated to be filled in mid-April.
- Foster City has adopted its updated Emergency Operations Plan, while Belmont and San Mateo continue reviewing draft plans.
- The Department and all three cities are collaborating with the County on updates to the Local Hazard Mitigation Plan.
- CERT graduation was held on March 7, 2026, in Belmont.
- Fire Prevention staff continue to adjust operations in response to budget constraints, including shifting some public education duties to OES staff and using operations staff to help fill in inspection coverage gaps.
  - Staffing challenges include a frozen Fire Inspector position and limited staffing levels.
  - Per diem recruitment is underway, with one recent offer extended and additional interviews in progress.
  - A new per diem Fire Inspector Trainee position will be presented to the Board in the near future.
  - The updated fee schedule became effective on February 14, 2026, and is expected to help stabilize the Fire Protection and Life Safety Fund budget in the next fiscal year.

Board Chair Newsom asked about the timeline for Emergency Operations Plan adoption in Belmont and San Mateo and whether further Board support was needed. Deputy Chief Mackintosh indicated the plans are currently with city staff and are expected to move forward soon.

### **Item 6.3 Operations Update**

Deputy Fire Chief Agresti provided an organizational update. Some highlights include:

- Department responded to 17,678 incidents in 2025 with an average response time 5 minutes and 21 seconds.
- Estimated approximately \$190 million in property saved.
- Measure K grant (\$62,302) received for independent radio frequencies and channels to improve operational redundancy in disaster scenarios.

- Cal Water grant (\$27,727) received for portable water tanks to support firefighting operations during water supply disruptions.
- Station replacement planning continues for Stations 15 and 27.
- The new Fire Administrative office has improved operational efficiency.
- The new Fleet Maintenance shop in Belmont is already providing cost savings through reduced labor costs, improved inventory control, reduced downtime, and decreased reliance on outside vendors.

**Item 6.4 Fire Chief Update**

Fire Chief Turturici provided an organizational update. Some highlights include:

- As we continue to pursue multiple grant opportunities, we are monitoring and tracking them on a worksheet.
- Significant hazardous materials grant funding and equipment opportunities have been pursued through the Department's HAZMAT program.
- Recognized Battalion Chief Chris Cilia who recently passed away. He dedicated 27 years to the San Mateo Fire Department. His service and contributions were acknowledged.

**7. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

None

**8. CLOSED SESSION**

**9. RETURN FROM CLOSED SESSION**

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

**10. ADJOURNMENT**

The Board meeting was adjourned at 6:10 p.m.

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



Northern California:  
350 Cambridge Ave. Suite 125  
Palo Alto, CA 94306  
(650) 843-8080  
[www.lawross.com](http://www.lawross.com)

Southern California:  
11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No.19/55

March 30, 2026

**VIA E-MAIL**

The Honorable Rob Newsome, Chair  
and Members of the Fire Board  
San Mateo Consolidated Fire Department  
2121 S. El Camino Real, Building B, Suite 100  
San Mateo, CA 94403

Re: Report Upon Return from Closed Session; San Mateo Consolidated Fire  
Department Regular Board Meeting of March 18, 2026

Dear Chair Newsom and Members of the Board:

This communication sets forth 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 March 18, 2025, Regular Board Meeting, consistent with Government Code Section 54957.1.

Board Chair Newsome called the Meeting to order at 5:33 p.m. and addressed matters agendized for the Open Session. Having received no comments on matters agendized for Closed Session, the Board adjourned the Open Session and convened in Closed Session at 6:10 p.m.

There were three (3) matters agendized for Department Closed Session consideration:

- 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: Stefanie Diashyn  
Agency Designated Representative(s): Yuliya Shukhat, Senior Risk Management Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney



March 30, 2026

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- 8.2 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: Tracy Haena  
Agency Designated Representative(s): Yuliya Shukhat, Senior Risk Management Analyst, Willian D. Ross, Attorney, and Mark R. Peterson, Attorney
- 8.3 Conference with Labor Negotiators regarding Memorandum of Understanding pursuant to Government Code Section 54957.6  
Agency Designated Representative(s): Yumi Maeda, Senior Human Resource Analyst, Abby Veaser, Treasurer, Aracelia Esparza, Human Resources Director, and Jeff Bailey, IEDA Consultant  
Employee Organization(s): International Association of Firefighters, Local 2400 (IAFF Local 2400), Battalion Chiefs

With respect to Closed Session Agenda Item No. 8.1. and 8.2., although direction was given (3-0), that direction with respect to the designated Workers' Compensation matters is presently not reportable under common law provisions associated with settlement and Government Code Section 54956.9(a)(1).

With respect to Closed Session Agenda Item No. 8.3., the Board received status updates from labor negotiators. The Board provided direction to negotiators. Except as stated, there was no reportable action consistent with Government Code Section 54957.9 and the attorney-client privilege.

Your Board returned from Closed Session at 6:37 p.m. indicating that a written report upon return from Closed Session would be prepared consistent with the provisions of 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.

Should you have questions concerning this Report, it may be taken off the Consent calendar when agendized in the future, or our office may be contacted in the interim.

Very truly yours,

Christina M. Bellardo  
District Assistant Counsel



March 30, 2026

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cc: Matt Turtuici, Fire Chief  
Alex Khojikian, Department Chief Administrative Officer  
Nicole Morales, Business Manager  
William D. Ross, District Counsel



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Matt Turturici, Fire Chief

**Meeting Date:** May 20, 2026

**Subject:** Ross & Schwarz, APC Purchase Order – Change Order No. 1

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## **RECOMMENDATION**

Adopt a resolution authorizing a change order in the amount of \$25,000.00 for a total contract amount not-to-exceed \$125,000.00 for Ross & Schwarz, A Professional Corporation, for legal services for the remainder of fiscal year 2025–26.

## **BACKGROUND**

The San Mateo Consolidated Fire Department’s Purchasing Procedures require Board approval for all purchases exceeding \$100,000.00. Staff monitors expenditures by SMC Fire’s vendors, and based on SMC Fire’s legal needs, and what was expended thus far on legal services during the current fiscal year, staff anticipates an additional \$25,000.00 in services is necessary for a total amount not-to-exceed of \$125,000.00 for the remainder of fiscal year 2025-26.

## **ANALYSIS**

Ross & Schwarz provides specialized legal services to support the Department’s operational, administrative, human resources, and governance needs. Based on expenditures to date and anticipated legal support required for the remainder of the fiscal year, staff is requesting an additional \$25,000.00 to ensure continuity of services. This increase will bring the total purchase order amount to \$125,000.00.

This is the first time since the initiation of legal services in 2019 that the Department’s annual expenditures with this vendor will exceed \$100,000, thereby requiring Board approval in accordance with Purchasing Procedures.

## **FISCAL IMPACT**

Sufficient funds are included in the adopted fiscal year 2025–26 budget; therefore, no additional appropriations are required.

## **ATTACHMENTS**

- A. Resolution
- B. Draft Change Order No. 1

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$25,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$125,000 FOR ROSS & SCHWARZ A PROFESSIONAL CORPORATION, FOR LEGAL SERVICES FOR THE REMAINDER OF FISCAL YEAR 2025–26**

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WHEREAS, the Department’s Purchasing Procedure requires approval by the Board of Directors for purchases exceeding \$100,000; and,

WHEREAS, to date, a blanket purchase order was processed in the amount of \$100,000 for legal services; and,

WHEREAS, staff monitors expenditures associated with contractors and vendors, and based on year-to-date expenditures, staff anticipates exceeding \$100,000 in legal services for the remainder of the fiscal year; and,

WHEREAS, the legal services provided support the Department’s operational, administrative, human resources, and governance needs; and,

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

1. Authorize a change order in the amount of \$25,000.00 for a total contract amount not-to-exceed \$125,000.00 for Ross & Schwarz, for legal services for the remainder of fiscal year 2025–26.

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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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



San Mateo Consolidated Fire Department

PROJECT

P.O.

SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Distribution:

SCON-0001005

Contract Change Order No. 1

Purchasing Division,  
Department File,  
Contractor.

To: ROSS & SCHWARZ, A PROFESSIONAL CORPORATION  
350 CAMBRIDGE AVE. SUITE 125  
PALO ALTO, CA 94306

Date: 5/20/26  
You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.

DESCRIPTION OF WORK

San Mateo Consolidated Fire Department's FY 2025/2026 Legal Services from the Law Offices of William D. Ross

The blanket purchase order was originally set up with a limit of \$100,000. Due to the unanticipated need for legal services, increasing the limit by \$25,000 will cover all expenditures for the remainder of the fiscal year.

Total cost of change not to exceed

STATEMENT OF ACCOUNT

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore for the prices shown above.

Original Contract Price . . . . . \$100,000  
Previous Change Orders . . . . . \$0.00  
Total to Date . . . . . \$100,000.00

By reason of this proposed change \_\_\_\_ days extension of time will be allowed.

This Change Order . . . . . \$25,000.00  
Revised Contract Price . . . . . \$125,000.00  
Approved

Accepted, Date \_\_\_\_\_  
Contractor

By \_\_\_\_\_

By \_\_\_\_\_  
Title \_\_\_\_\_

Signature \_\_\_\_\_

Department: San Mateo Consolidated Fire Department



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Matt Turturici, Fire Chief

**Meeting Date:** May 20, 2026

**Subject:** Purchase of Two Chevy Tahoe Vehicles

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## **RECOMMENDATION**

Adopt a resolution authorizing the Fire Chief to approve the purchase of two Chevrolet Tahoe vehicles through the Sourcewell cooperative purchasing program in an amount not to exceed \$150,000, and establish a contingency reserve of \$250,000 for necessary build-out and associated equipment, as final costs will not be known until the formal bid process.

## **BACKGROUND**

The Vehicle and Equipment Replacement Fund accounts for internal collections from SMC Fire operations to fund the replacement of vehicles and equipment. This includes vehicles, computers, radios, and other major equipment. Funds for future replacement are collected while vehicles and equipment are in service so that when it is time for replacement, adequate funds are available.

## **ANALYSIS**

The two vehicles scheduled for replacement are S-1634 Ford Explorer and S-1635 Ford F250 4x4 that have reached the end of their useful life. They will be replaced with 2026 Chevy Tahoe 4-wheel drive commercial vehicles. These utility type vehicles will be assigned to the Emergency Medical Services Manager and Battalion Chief.

The proposed purchase will be made through the Sourcewell cooperative purchasing program under Contract No. 081325-NAF, which satisfies competitive procurement requirements and eliminates the need for a separate bidding process. National Auto Fleet Group, located in Watsonville, is the Department's nearest authorized Sourcewell dealer.

The base cost for the two vehicles is \$133,176.70. This amount reflects the vehicle purchase only and does not include build-out costs. The Department is currently awaiting final pricing from multiple vendors to ensure competitive pricing, for the installation of emergency equipment and vehicle customization. Initial quotes received in April for necessary build-out and associated equipment exceeded \$100,000 per vehicle. As the formal bid process will not occur until August or September, these are early estimates and may change. Staff recommends including a contingency due to potential cost variability. Final project costs will include both the vehicle purchase and build-out components. Issuing a purchase order at this time is necessary to secure the vehicles ahead of the August 2026 bid cycle and avoid potential delays in delivery.

As the total project cost is anticipated to exceed the \$100,000 threshold established in Purchasing Procedure C-07, Board approval is required.

**FISCAL IMPACT**

Sufficient funds have been accumulated in the Vehicle and Equipment Replacement Fund, and the purchase of this equipment was included in the proposed 2026-27 budget. As such, no additional budget appropriations are required.

The Department will receive a reimbursement of \$75,000 from American Medical Response (AMR) to offset the cost associated with the vehicle assigned to the Emergency Medical Services Manager, reducing the overall net fiscal impact to the Department.

**ATTACHMENTS**

- A. Resolution
- B. Quote

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO  
CONSOLIDATED FIRE DEPARTMENT AUTHORIZING THE PURCHASE OF TWO  
CHEVROLET TAHOE VEHICLES THROUGH THE SOURCEWELL COOPERATIVE  
PURCHASING PROGRAM**

---

WHEREAS, the San Mateo Consolidated Fire Department (SMC Fire) maintains a fleet of administrative and command vehicles to support daily operations, emergency response coordination, and field activities; and,

WHEREAS, SMC Fire has identified the need to purchase two new Chevrolet Tahoe vehicles to replace aging equipment and ensure operational readiness; and,

WHEREAS, the vehicles will be assigned to the Emergency Medical Services Manager and a Battalion Chief to support operational oversight, field response, and coordination of emergency services; and,

WHEREAS, the purchase will be made through the Sourcewell cooperative purchasing program under Contract No. 081325-NAF, which satisfies competitive procurement requirements; and,

WHEREAS, the base cost of the vehicles is \$133,176.70, and final pricing may be subject to change; however, the total vehicle purchase cost is anticipated to remain within the approved not-to-exceed amount of \$150,000; and,

WHEREAS, the base vehicle pricing does not include build-out, equipment, or installation costs, and the Department is in the process of obtaining competitive pricing through a forthcoming formal bid process, with final costs to be determined; and,

WHEREAS, American Medical Response (AMR) will reimburse SMC Fire in the amount of \$75,000 to offset the cost associated with the vehicle assigned to the Emergency Medical Services Manager; and,

WHEREAS, issuing a purchase order in advance of the August 2026 bid cycle is necessary to secure vehicle availability and avoid delays in delivery; and,

WHEREAS, the total project cost is anticipated to exceed \$100,000, requiring Board approval in accordance with Purchasing Procedure C-07.

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

1. Authorize the Fire Chief to approve the purchase of two Chevrolet Tahoe vehicles through the Sourcewell cooperative purchasing program in an amount not to exceed

\$150,000 and establish a contingency reserve of \$250,000 for necessary build-out and associated equipment, as final costs will not be known until the formal bid process.

\*\*\*

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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
William D. Ross, General Counsel

1/16/2026

Quote ID: **41992**  
Order Cut Off Date: **TBA**

Saul San Filippo  
San Mateo Consolidated fire Department  
San Mateo Consolidated Fire Department  
31 Karen Rd  
2121 S. El Camino Real Suite # B100 San Mateo CA 94403  
Belmont, California, 94002

Dear Saul San Filippo,  
National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.  
**Two (2) New/Unused (2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial, )** and delivered to your specified location, each for

	<b>One Unit (MSRP)</b>	<b>One Unit</b>	<b>Total % Savings</b>	<b>Extended Unit's (2)</b>	<b>Total Savings</b>
Contract Price	\$62,090.00	\$59,993.01	3.377 %	\$119,986.02	\$4,193.98
2 Additional Key(s)		\$600.00		\$1,200.00	
Tax (9.8800 %)		\$5,986.59		\$11,973.18	
Tire fee		\$8.75		\$17.50	
<b>Total</b>		<b>\$66,588.35</b>		<b>\$133,176.70</b>	

- per the attached specifications.  
This vehicle(s) is available under the **Sourcewell Contract 081325-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.  
Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.  
Sincerely,

Not Listed  
Account Manager  
Email: [Neil@nationalautofleetgroup.com](mailto:Neil@nationalautofleetgroup.com)  
Office: (951) 440-0585  
Fax: (831) 480-8497



## Other Requests

Description of any upfit needed  
Upfit will be completed by 911 vehicle

# **Purchase Order Instructions & Resources**

**Once units are scheduled by OEM, no cancellations are accepted**

**In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:**

**Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)**

**Fax: (831) 480-8497**

**Mail: National Auto Fleet Group**

**490 Auto Center Drive**

**Watsonville, CA 95076**

**We will send a courtesy confirmation for your order and a W-9 if needed.**

## **Additional Resources**

**Learn how to track your vehicle: [www.NAFGETA.com](http://www.NAFGETA.com)**

**Use the upfitter of your choice: [www.NAFGpartner.com](http://www.NAFGpartner.com)**

**Vehicle Status: [ETA@NationalAutoFleetGroup.com](mailto:ETA@NationalAutoFleetGroup.com)**

**General Inquiries: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)**

**For general questions or assistance please contact our main office at:**

**1-855-289-6572**

# Vehicle Configuration Options

<b>EMISSIONS</b>	
<b>Code</b>	<b>Description</b>
YF5	Emissions, California state requirements
<b>ENGINE</b>	
<b>Code</b>	<b>Description</b>
L84	Engine, 5.3L EcoTec3 V8, (STD)
<b>TRANSMISSION</b>	
<b>Code</b>	<b>Description</b>
MHU	Transmission, 10-speed automatic, electronically controlled with overdrive, includes Traction Select System including tow/haul
<b>AXLE</b>	
<b>Code</b>	<b>Description</b>
GU5	Rear axle, 3.23 ratio
<b>PREFERRED EQUIPMENT GROUP</b>	
<b>Code</b>	<b>Description</b>
1FL	Commercial Preferred Equipment Group, includes standard equipment
<b>TIRES</b>	
<b>Code</b>	<b>Description</b>
QAE	Tires, 275/60R20SL all-terrain, blackwall
<b>PAINT</b>	
<b>Code</b>	<b>Description</b>
GNT	Radiant Red Tintcoat
<b>RADIO</b>	
<b>Code</b>	<b>Description</b>
URW	Audio system, 17.7" diagonal advanced color LCD display, (STD)
<b>ADDITIONAL EQUIPMENT</b>	
<b>Code</b>	<b>Description</b>
5W4	Identifier for Special Service vehicle, includes (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power and vehicle signals for customer connection located at the center front floor, auxiliary battery circuit for customer connection located in the rear cargo area, (RC1) front skid plate, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, deletes side doors and liftgate nameplate badging, (ATD) third row seat delete and (NP0) active single-speed transfer case

PQA	1FL Safety Package, includes (UEU) Forward Collision Alert, (UKM) Enhanced Lane Keep Assist with Lane Departure Warning, (UKI) Blind Zone Steering Assist, (UHY) Automatic Emergency Braking, (UFB) Rear Cross Traffic Braking, (UKT) Front Pedestrian and Bicyclist Braking, (CTB) Intersection Automatic Emergency Braking, (UOW) Side Bicyclist Alert, (DRZ) Rear Camera Mirror and (TQ5) IntelliBeam headlamps
AMF	Remote Keyless Entry Package, includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense
K3W	Battery, 900 cold-cranking amps with 95 amp hour rating
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating, (packaged behind left rear cargo area panel)
KX4	Alternator, 250 amps
RC1	Skid plate, front
___	Capless Fuel Fill
WUA	Fascia, front high-approach angle, with recovery hook openings, but does not include hooks
V53	Luggage rack side rails, delete
TQ5	IntelliBeam, automatic high beam on/off
___	Exterior ornamentation delete, (front & rear Chevrolet bowties will remain)
ATD	Seat delete, third row passenger
VZ2	Speedometer calibration
___	Instrumentation, analog, with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer
AX2	Key, unique
BTV	Remote start
K34	Cruise control, electronic with set and resume speed
___	Theft-deterrent system, vehicle, PASS-Key III
UUA	Display, automatic occupant sensing
___	Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness
___	Power supply, 100-amp, auxiliary battery, rear electrical center
___	Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring
DRZ	Rear Camera Mirror, inside rearview auto-dimming, with full camera display
UKT	Front Pedestrian and Bicyclist Braking
CTB	Intersection Automatic Emergency Braking, intersection alert, braking
UHY	Automatic Emergency Braking
___	Seat belts, 3-point, all seating positions
___	Active Hill Hold Assist
UKI	Blind Zone Steering Assist
UFB	Rear Cross Traffic Braking
UOW	Side Bicyclist Alert
UKM	Lane Keep Assist, with Lane Departure Warning, enhanced
UD7	Rear Parking Assist
UEU	Forward Collision Alert
___	Protected idle, allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle
UT7	Ground wires, blunt cut cargo area and blunt cut console area

T66	Wiring provision, for outside mirrors and cargo side mirrors
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire
5J9	Calibration, taillamp flasher, Red/White
5LO	Calibration, taillamp flasher, Red/Red
5J3	Calibration, Surveillance Mode interior lighting
BCV	Lock control, driver side auto door lock disable
5T5	Seats, front cloth and second row vinyl

**WHEEL TYPE**

<b>Code</b>	<b>Description</b>
NZV	Wheels, 20" x 9" (50.8 cm x 22.9 cm) machined aluminum with Charcoal pockets, (Includes (XCI) 275/60R20SL all-season, blackwall tires unless (QAE) 275/60R20SL all-terrain, blackwall tires are ordered.)

**GVWR**

<b>Code</b>	<b>Description</b>
C6G	GVWR, 7600 lbs. (3447 kg), (STD)

# 2026 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial

## WINDOW STICKER

2026 Chevrolet Tahoe 4WD 4dr Commercial

CODE

MSRP

MODEL

CK10706

\$57,600.00

2026 Chevrolet Tahoe 4WD 4dr Commercial

## OPTIONS

YF5

\$0.00

Emissions, California state requirements

L84

\$0.00

Engine, 5.3L EcoTec3 V8, (STD)

MHU

INC

Transmission, 10-speed automatic, electronically controlled with overdrive, includes Traction Select System including tow/haul

GU5

\$0.00

Rear axle, 3.23 ratio

1FL

\$0.00

Commercial Preferred Equipment Group, includes standard equipment

QAE

\$100.00

Tires, 275/60R20SL all-terrain, blackwall

GNT

\$495.00

Radiant Red Tintcoat

URW

\$0.00

Audio system, 17.7" diagonal advanced color LCD display, (STD)

5W4

\$0.00

Identifier for Special Service vehicle, includes (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power and vehicle signals for customer connection located at the center front floor, auxiliary battery circuit for customer connection located in the rear cargo area, (RC1) front skid plate, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, deletes side doors and liftgate nameplate badging, (ATD) third row seat delete and (NP0) active single-speed transfer case

PQA

INC

1FL Safety Package, includes (UEU) Forward Collision Alert, (UKM) Enhanced Lane Keep Assist with Lane Departure Warning, (UKI) Blind Zone Steering Assist, (UHY) Automatic Emergency Braking, (UFB) Rear Cross Traffic Braking, (UKT) Front Pedestrian and Bicyclist Braking, (CTB) Intersection Automatic Emergency Braking, (UOW) Side Bicyclist Alert, (DRZ) Rear Camera Mirror and (TQ5) IntelliBeam headlamps

AMF

INC

Remote Keyless Entry Package, includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense

K3W

INC

Battery, 900 cold-cranking amps with 95 amp hour rating

K6K

INC

Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating, (packaged behind left rear cargo area panel)

KX4

INC

Alternator, 250 amps

RC1

INC

Skid plate, front

INC

Capless Fuel Fill

WUA

INC

Fascia, front high-approach angle, with recovery hook openings, but does not include hooks

V53

INC

Luggage rack side rails, delete

TQ5

INC

IntelliBeam, automatic high beam on/off

INC

Exterior ornamentation delete, (front & rear Chevrolet bowties will remain)

ATD

INC

Seat delete, third row passenger

VZ2

INC

Speedometer calibration

INC

Instrumentation, analog, with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer

AX2

INC

Key, unique

BTV

INC

Remote start

K34

INC

Cruise control, electronic with set and resume speed

—

INC  
Theft-deterrent system, vehicle, PASS-Key III

UUA

INC

Display, automatic occupant sensing

INC

Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness

INC

Power supply, 100-amp, auxiliary battery, rear electrical center

INC

Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring

DRZ

INC

Rear Camera Mirror, inside rearview auto-dimming, with full camera display

UKT

INC

Front Pedestrian and Bicyclist Braking

CTB

INC

Intersection Automatic Emergency Braking, intersection alert, braking

UHY

INC

Automatic Emergency Braking

INC

Seat belts, 3-point, all seating positions

INC

Active Hill Hold Assist

UKI

INC

Blind Zone Steering Assist

UFB

INC

Rear Cross Traffic Braking

UOW

INC

Side Bicyclist Alert

UKM

INC

Lane Keep Assist, with Lane Departure Warning, enhanced

UD7

INC

Rear Parking Assist

UEU

INC

Forward Collision Alert

INC

Protected idle, allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle

UT7

INC

Ground wires, blunt cut cargo area and blunt cut console area

T66

INC

Wiring provision, for outside mirrors and cargo side mirrors

6J7

INC

Flasher system, headlamp and taillamp, DRL compatible with control wire

5J9

INC

Calibration, taillamp flasher, Red/White

5LO

INC

Calibration, taillamp flasher, Red/Red

5J3

INC

Calibration, Surveillance Mode interior lighting

BCV

INC

Lock control, driver side auto door lock disable

5T5

INC

Seats, front cloth and second row vinyl

NZV

\$1,100.00

Wheels, 20" x 9" (50.8 cm x 22.9 cm) machined aluminum with Charcoal pockets, (Includes (XCI) 275/60R20SL all-season, blackwall tires unless (QAE) 275/60R20SL all-terrain, blackwall tires are ordered.)

C6G

\$0.00

GVWR, 7600 lbs. (3447 kg), (STD)

Please note selected options override standard equipment

\$59,295.00

\$0.00

\$2,795.00

\$62,090.00  
SUBTOTAL

Advert/ Adjustments

Manufacturer Destination Charge

TOTAL PRICE

Est City: N/A MPG

Est Highway: N/A MPG

Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

## Notes


## Standard Equipment

### MECHANICAL

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
Rear axle, 3.23 ratio
Suspension, Premium Smooth Ride (STD)
GVWR, 7600 lbs. (3447 kg) (4WD models only.) (STD)

### EXTERIOR

Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
Tires, 265/65R18SL all-season, blackwall (Standard with (RCV) 18" Bright Silver painted aluminum wheels only.) (STD)

### ENTERTAINMENT

Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration (STD)
--

### INTERIOR

Seats, front 40/20/40 split-bench (STD)
---

### ADDITIONAL EQUIPMENT

Keyless start, push button
Automatic Stop/Start (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Engine control, stop/start system disable button, non-latching
Engine air filtration monitor
Fuel, gasoline, E15
Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed
Differential, mechanical limited-slip
4-wheel drive
Air filter, heavy-duty
Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
Battery, 730 cold-cranking amps with 80 amp hour rating (Not available with (9C1) Police Package or (5W4) Special Service Package.)

Alternator, 220 amps (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Trailer equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
Trailer sway control (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Hitch Guidance
Suspension, front coil-over-shock with stabilizer bar (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Suspension, rear multi-link with coil springs (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Steering, power
Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors (Not available with (9C1) Police Vehicle.)
Exhaust, single system, single-outlet
Mechanical Jack with tools
Wheel, full-size spare, 17" (43.2 cm) steel (Not available with (9C1) Police Vehicle.)
Tire, spare P265/70R17 all-season, blackwall (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Tire carrier, lockable outside spare, winch-type mounted under frame at rear
Active aero shutters, upper (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Fascia, front (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
Assist steps, Black
IntelliBeam, automatic high beam on/off (Deleted when (9C1) Police Vehicle is ordered.)
Headlamps, LED
Tail lamps, LED
Mirrors, outside heated power-adjustable, manual-folding, body-color
Mirror caps, body-color
Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
Glass, acoustic, laminated
Glass, windshield shade band
Windshield, solar absorbing
Wipers, front intermittent, Rainsense
Wiper, rear intermittent with washer
Door handles, body-color
Liftgate, rear manual
Audio system feature, 6-speaker system
Bluetooth for phone personal cell phone connectivity to vehicle audio system
5G Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)
Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)
SiriusXM, delete
Wireless Apple CarPlay/Wireless Android Auto
Seat trim, cloth
Seat adjuster, driver 8-way power
Seat adjuster, front passenger 6-way power
Seat adjuster, driver 2-way power lumbar

Seat adjuster, front passenger 2-way power lumbar
Seats, second row 60/40 split-folding bench, manual
Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Package or (5W4) Special Service Package.)
Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)
Electronic Precision Shift
Steering column lock, electrical
Steering column, manual tilt and telescopic
Steering wheel, vinyl
Steering wheel controls, mounted audio, Driver Information Center, Adaptive Cruise Control, Forward Collision Alert following gap button and heated steering wheel (when equipped)
Driver Information Center, 11" diagonal multi-color digital display
Door locks, power programmable with lockout protection. Auto Lockout is disabled on driver door.
Keyless Open includes extended range Remote Keyless Entry
Window, power with driver Express-Up/Down
Window, power with front passenger Express-Up/Down
Windows, power with rear Express-Down
Adaptive Cruise Control (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Universal Vehicle Module
Theft-deterrent system, electrical, unauthorized entry
USB ports, 2 type-A and C, charge and data, located on front console
USB ports, 2 type-C, charge-only, located in third row
Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants
Air conditioning, rear
Defogger, rear-window electric
Power outlets, 2, 120-volt, located on the rear of the center console and rear cargo area (NOTE: When ordered with (9C1) Police Package or (5W4) Special Service Package, the location of the outlets will change from the rear of the center console to the rear of the center seat.)
Mirror, inside rearview manual day/night
Visors, driver and front passenger illuminated vanity mirrors, sliding
Assist handles, overhead, driver and front passenger, located in headliner
Assist handles, front passenger A-pillar and second row outboard B-pillar
Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions
Cargo management system (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.) (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Front Pedestrian and Bicyclist Braking (Deleted when (9C1) Police Vehicle is ordered.)
Intersection Automatic Emergency Braking intersection alert, braking (Deleted when (9C1) Police Vehicle is ordered.)
Enhanced Automatic Emergency Braking (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
Reverse Automatic Braking (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
StabiliTrak, stability control system with brake assist, includes traction control

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Hill Start Assist (Not available with (9C1) Police Vehicle or (5W4) Special Services Vehicle.)

OnStar Services capable (On 4WD model, deleted when (UDA) OnStar deactivated is ordered. See onstar.com for details and limitations. Services vary by model. Service plan required.)

Enhanced Automatic Parking Assist (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

HD Surround Vision

Rear Camera Washer

Rear Cross Traffic Braking (Deleted when (9C1) Police Vehicle is ordered.)

Rear Pedestrian Alert

Side Bicyclist Alert (Deleted when (9C1) Police Vehicle is ordered.)

Forward Collision Alert (Deleted when (9C1) Police Vehicle is ordered.)

Safety Alert Seat (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Rear Seat Reminder

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (Defaulted off. Feature can be turned on in the infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions, top tethers located in third row seating positions

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Matt Turturici, Fire Chief

**Meeting Date:** May 20, 2026

**Subject:** Hazardous Materials Emergency Response Agreement Amendment No. 1

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## **RECOMMENDATION**

Adopt a resolution authorizing the Fire Chief to execute a two-year amendment to the agreement with the County of San Mateo for Hazardous Materials Emergency Response Services.

## **BACKGROUND**

The South County Fire Authority and its successor agency, Belmont Fire Protection District, provided hazardous materials emergency response services to the County of San Mateo from 1986 until April 9, 2019. On April 10, 2019, following the commencement of operations of the San Mateo Consolidated Fire Department (SMC Fire) on January 13, 2019, the Fire Board of Directors authorized the assignment of these services from the Belmont Fire Protection District to SMC Fire.

## **ANALYSIS**

SMC Fire recognizes the benefits of continuing this partnership and has negotiated an amendment of a two-year contract with the County of San Mateo for hazardous materials emergency response services. The amendment includes annual compensation increases of 10% for fiscal year (FY) 2026-27 and 6% for FY 2027-28, which will allow continued operation of the response team at appropriate staffing, training, and equipment levels.

## **FISCAL IMPACT**

For FY 2025-26, reimbursement through the existing contract is \$850,441. The amended agreement will extend services for an additional two years, with a 10% increase effective July 1, 2026, and a 6% increase effective July 1, 2027. Payments from the County will be made in four equal quarterly installments during each fiscal year of the agreement.

- FY 2026-27 – \$935,485
- FY 2027-28 – \$991,614

Over the life of the agreement, reimbursements are anticipated to meet or exceed projected costs of the Hazardous Materials Emergency Response Program, including personnel, training, equipment, and maintenance. Reimbursements will also provide net resources that may be set aside for future equipment replacement reserves.

## **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT AUTHORIZING THE FIRE CHIEF TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR HAZARDOUS MATERIALS EMERGENCY RESPONSE SERVICES**

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WHEREAS, the South County Fire Authority and its successor agency, Belmont Fire Protection District, provided hazardous materials emergency response services to the County of San Mateo from 1986 to April 9, 2019; and,

WHEREAS, on April 10, 2019, the Fire Board of Directors authorized the assignment of this agreement from the Belmont Fire Protection District to the San Mateo Consolidated Fire Department (SMC Fire); and,

WHEREAS, SMC Fire and the County of San Mateo desire to continue this partnership to provide hazardous materials emergency response services; and,

WHEREAS, the proposed amendment extends the agreement for an additional two-year term with annual compensation adjustments to support ongoing program operations; and,

WHEREAS, the agreement provides for reimbursement to SMC Fire in amounts sufficient to support personnel, training, equipment, and maintenance associated with the Hazardous Materials Emergency Response Program, with payments to be made in four equal quarterly installments each fiscal year,

WHEREAS, payment to SMC Fire will be approximately \$935,485 for FY 2026-27 and \$991,614 for FY 2027-28.

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

1. Authorize the Fire Chief to execute a two-year amendment to the agreement with the County of San Mateo for hazardous materials emergency response services.

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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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Matt Turturici, Fire Chief

**Meeting Date:** May 20, 2026

**Subject:** FY 2025-26 Budget Amendments and FY 2026-27 Budget Adoption - Approval

## RECOMMENDATION

Adopt a resolution approving a supplemental appropriation of \$1.7 million to the Fiscal Year 2025-26 General Fund Operating Budget from the General Fund unassigned fund balance and a corresponding \$1.5 million increase to the General Fund revenue budget, and adopt a resolution approving the Fiscal Year 2026-27 Operating Budget.

## BACKGROUND

### **Fiscal Year 2025-26 Budget Amendment – General Fund**

Based on year-to-date financial results through April 2026, General Fund revenues are projected to total approximately \$54.3 million by the end of fiscal year (FY) 2025–26, exceeding budget by \$1.5 million. General Fund expenditures are estimated to reach \$54.0 million, exceeding budget by \$1.7 million.

The majority of the increase to both revenues and expenditures is due to an estimated \$1.5 million in mutual aid deployment reimbursements. The additional \$0.2 million in expenditures is due to the unplanned transfer to the Fire Prevention and Life Safety Fund for the loan needed to maintain a positive fund balance in that fund.

The General Fund is projected to achieve a net operating surplus of approximately \$0.3 million, with the balance expected to increase from \$1.6 million to approximately \$2.0 million by fiscal year-end.

**Table 1: General Fund - Budget vs Actuals Highlights (in millions)**

Category	FY 2025-26 Revised Budget	FY 2025-26 Year-End Estimates	Favorable / (Unfavorable) Budget Variance
<b>Total Revenues</b>	<b>\$52.8</b>	<b>\$54.3</b>	<b>\$1.5</b>
Expenditures:			
Personnel Costs	46.1	47.5	(1.4)
Other Operating Expenses	6.2	6.3	(0.1)
Transfer Out	0.0	0.2	(0.2)
<b>Total Expenditures</b>	<b>\$52.3</b>	<b>\$54.0</b>	<b>(\$1.7)</b>
<b>Net Change to Fund Balance</b>	<b>\$0.5</b>	<b>\$0.3</b>	<b>(\$0.2)</b>

\*Table shown in millions. Rounding differences may occur.

To align the budget with actuals, staff recommends a supplemental appropriation of \$1.7 million to the FY 2025-26 General Fund operating budget, and a \$1.5 million increase to the General Fund revenue budget.

**Fiscal Year 2026-27 Budget Adoption**

At the March 18, 2026 Fire Board meeting, staff provided a presentation to the Fire Board and solicited public comment on the proposed FY 2026-27 budget. Based on feedback received, staff have finalized the proposed budget which was delivered electronically to the Fire Board on May 15, 2026 and was posted to the San Mateo Consolidated Fire Department’s website on May 15, 2026.

The department-wide proposed budget for FY 2026-27 totals \$59.0 million, which includes \$55.1 million for the General Fund and \$3.9 million for the Fire Prevention and Life Safety Fund (a fee-based cost recovery program). The proposed FY 2026-27 budget will provide funding for core fire services at levels consistent with what the three member agencies currently rely on.

**General Fund**

For the FY 2026-28 proposed business plan, General Fund revenues are projected at \$55.4 million and total expenditures are projected to be \$55.1 million, resulting in a net increase of \$0.3 million to the General Fund reserve. The fund is estimated to end the fiscal year 2026-27 with a reserve of \$2.3 million or 4.2% of the budgeted operating expenditures.

**Table 2: FY 2026-28 General Fund – Proposed Business Plan**

Category	FY 2025-26 Year-End Estimates	FY 2026-27 Proposed Budget	FY 2027-28 Projected Budget
<b>Total Revenues</b>	<b>\$54.3</b>	<b>\$55.4</b>	<b>\$57.1</b>
Expenditures:			
Personnel Costs	47.5	48.6	50.6
Other Operating Expenses	6.3	6.5	6.7
Transfer Out	0.2	0.05	0.06
<b>Total Expenditures</b>	<b>\$54.0</b>	<b>\$55.1</b>	<b>\$57.3</b>
<b>Net Change to Fund Balance</b>	<b>\$0.3</b>	<b>\$0.3</b>	<b>(\$0.2)</b>
Fund Balance - Beginning	\$1.6	\$2.0	\$2.3
Fund Balance - Ending	\$2.0	\$2.3	\$2.1

\*Table shown in millions. Rounding differences may occur.

The General Fund is primarily funded by contributions from member agencies, in accordance with the Joint Powers Authority (JPA): 20% Belmont, 20% Foster City, and 60% San Mateo. Table 3 shows the proposed member agency contributions for FY 2026-27:

**Table 3: Member Agency Contributions**

	FY 2026-27
<b><i>Belmont (20%)</i></b>	<b><i>\$10,866,617</i></b>
<b><i>Foster City (20%)</i></b>	<b><i>\$10,866,617</i></b>
<b><i>San Mateo (60%)</i></b>	<b><i>\$32,599,851</i></b>
<b>Total Member Agency Contributions</b>	<b>\$54,333,085</b>

Additional General Fund revenues are generated from charges for services such as CPR, first aid, and other public educational classes; intergovernmental partnerships for services that SMC Fire provides; and interest earnings from the fund balance. These revenues help reduce the total required contributions from the three member agencies.

Following Fire Board approval of the proposed FY 2026-27 budget, each of the member agencies will seek approval from their respective City Councils on the budget, including their respective contributions. Once approved, SMC Fire's FY 2026-27 budget becomes final and adopted.

### ***Fire Protection and Life Safety Fund***

For the FY 2026-28 proposed business plan, both total revenues and total expenditures are projected to be \$3.9 million. To achieve a balanced budget, one Fire Inspector position continues to be defunded until revenues improve. Based on staff's assessment, the defunding of one Fire Inspector position will not affect the operations next year. The FY 2026-28 proposed budget incorporates the anticipated revenue increases, which we are already seeing materialize this fiscal year. Additionally, the budget includes projected transfers of \$50,000 to \$60,000 each year from the General Fund in order to maintain a positive fund balance.

### **FISCAL IMPACT**

For FY 2025-26, a budget appropriation of \$1.5 million to the General Fund revenue budget is needed to account for mutual aid reimbursement, as well as a supplemental budget appropriation of \$1.7 million from the General Fund unassigned fund balance to increase the General Fund operating budget.

For FY 2026-27, adoption of the accompanying resolution will appropriate \$55,070,854 of General Fund resources, and \$3,942,819 of Fire Protection and Life Safety Fund resources.

### **ATTACHMENTS**

- A. 2026-28 Proposed Budget Fund Projections
- B. Proposed Resolution: FY 2025-26 Budget Amendment
- C. Proposed Resolution: FY 2026-27 Budget Adoption

# General Fund

	2024-25 Actuals	2025-26 Estimated Actuals	2026-27 Proposed	2027-28 Projected	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast
<b>Beginning Fund Balance</b>	\$ 1,267	\$ 1,641	\$ 1,960	\$ 2,257	\$ 2,527	\$ 2,378	\$ 1,828
<b>Revenues</b>							
Member Agency Contributions - Belmont	\$ 9,583	\$ 10,349	\$ 10,867	\$ 11,301	\$ 11,753	\$ 12,223	\$ 12,712
Member Agency Contributions - Foster City	9,583	10,349	10,867	11,301	11,753	12,223	12,712
Member Agency Contributions - San Mateo	28,748	31,047	32,600	33,904	35,260	36,670	38,137
Charges for services	3,219	-	-	-	-	-	-
Grants and Other Intergovernmental	850	2,411	1,010	1,067	1,126	1,189	1,256
Interest and Miscellaneous	3,555	156	75	75	75	75	75
<b>Total Revenues</b>	<b>\$ 55,537</b>	<b>\$ 54,313</b>	<b>\$ 55,419</b>	<b>\$ 57,648</b>	<b>\$ 59,968</b>	<b>\$ 62,382</b>	<b>\$ 64,893</b>
<b>Expenditures</b>							
Personnel	\$ 46,827	\$ 47,484	\$ 48,621	\$ 50,643	\$ 53,175	\$ 55,833	\$ 58,625
Operating	4,064	4,697	4,784	5,011	5,162	5,316	5,476
Indirect & Overhead Charges	1,725	1,612	1,666	1,666	1,721	1,721	1,778
Capital Outlay	2,548	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 55,163</b>	<b>\$ 53,793</b>	<b>\$ 55,071</b>	<b>\$ 57,320</b>	<b>\$ 60,057</b>	<b>\$ 62,871</b>	<b>\$ 65,879</b>
<b>Other Financing Sources</b>							
Transfer Out to SMC Fire Protection and Life Safety Fund	\$ -	\$ 200	\$ 51	\$ 58	\$ 60	\$ 61	\$ 62
<b>Ending Fund Balance</b>	<b>\$ 1,641</b>	<b>\$ 1,960</b>	<b>\$ 2,257</b>	<b>\$ 2,527</b>	<b>\$ 2,378</b>	<b>\$ 1,828</b>	<b>\$ 780</b>

\*Shown in thousands

The General Fund is the primary funding source of the SMC Fire's operations, which includes field operations, training, hazardous materials response program, emergency preparedness and planning, and program administration. Funding comes primarily from contributions by its member agencies: 20% Belmont, 20% Foster City, and 60% San Mateo; as well as intergovernmental partnerships for services that SMC Fire provides. The member agency contributions had an overall 5% increase for fiscal year 2026-27 from the previous fiscal year.

This five-year forecast maintains core services at the current level. Operations in SMC Fire are mostly provided by fire personnel, and of the total General Fund expenditures, personnel costs represent over 85%. In this forecast, increases for salaries and salary-related costs, such as overtime, are initially based on existing contractual agreements or assumptions about the outcome of ongoing negotiations. Beyond those contractual assumptions, salary increases are set based on modest increases. CalPERS pension expenditures, another significant component of personnel costs, are projected in this forecast based on contribution rates that were assumed by CalPERS. These rates are then adjusted to factor in the employees' share of SMC Fire's contribution to CalPERS.

Funds will be set aside when, in any year, actual expenditures come in lower than actual revenues. This helps the General Fund establish a reserve that is in line with the fund's reserve policy of 3% of operating budget expenditures and ensures service stability without putting a major impact on the member agencies in the event of significant financial emergency. Staff estimates that the fund balance will increase by \$0.3 million by the end of fiscal year 2026-27, bringing the fund balance to \$2.3 million, reaching the 3% reserve target.

Actual expenditures and the level of fund balance will continue to be monitored in subsequent years to maintain the reserve and to evaluate whether increased contributions from member agencies are necessary to reach the desired level of reserve each year.

# Fire Protection and Life Safety

	2024-25 Actuals	2025-26 Estimated Actuals	2026-27 Proposed	2027-28 Projected	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast
<b>Beginning Fund Balance</b>	\$ 988	\$ 355	\$ 7	\$ 1	\$ 1	\$ -	\$ -
<b>Revenues</b>							
Fire Fees	\$ 2,701	\$ 3,271	\$ 3,876	\$ 3,981	\$ 4,100	\$ 4,223	\$ 4,350
Interest and Miscellaneous	1,265	-	10	10	10	10	10
<b>Total Revenues</b>	<b>\$ 3,966</b>	<b>\$ 3,271</b>	<b>\$ 3,886</b>	<b>\$ 3,991</b>	<b>\$ 4,110</b>	<b>\$ 4,233</b>	<b>\$ 4,360</b>
<b>Expenditures</b>							
Personnel	\$ 2,410	\$ 2,676	\$ 2,685	\$ 2,734	\$ 2,816	\$ 2,901	\$ 2,988
Operating	826	1,089	1,205	1,261	1,299	1,338	1,378
Indirect & Overhead Costs	56	53	53	53	55	55	56
Capital Outlay	1,308	1	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,599</b>	<b>\$ 3,820</b>	<b>\$ 3,943</b>	<b>\$ 4,049</b>	<b>\$ 4,171</b>	<b>\$ 4,294</b>	<b>\$ 4,422</b>
<b>Transfer In From General Fund</b>	\$ -	\$ 200	\$ 51	\$ 58	\$ 60	\$ 61	\$ 62
<b>Ending Fund Balance</b>	<b>\$ 355</b>	<b>\$ 7</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*\*Shown in thousands*

The primary mission of the Bureau of Fire Protection and Life Safety is to provide a reasonable level of safety by reducing the probability of injury and loss of life from the effects of fire and other emergencies or events. To accomplish this mission, the bureau enforces all applicable state and local fire codes and standards, as well as conducts fire investigations. The Fire Protection and Life Safety Fund is a cost recovery program that generates revenues through service fees to pay for this comprehensive fire and life safety service within the communities of SMC Fire: Belmont, Foster City, and San Mateo.

The program originated from member agency San Mateo. As a program in SMC Fire, expenditures in the Fire Protection and Life Safety Fund continue to include legacy costs, most notably the unfunded pension liability from fire prevention personnel that transferred from San Mateo. A new fee study was conducted during fiscal year 2025-26 to align fees with the cost of service to adequately recover costs for the Fire Protection and Life Safety Fund. To achieve a balanced budget, one Fire Inspector position continues to be defunded until revenues improve. Based on staff's assessment, this adjustment will not affect the operations next year. Additionally, the budget includes projected transfers of \$50,000 to \$60,000 each year from the General Fund for the loan needed in order to maintain a positive fund balance.

# Vehicle and Equipment Replacement

	2024-25 Actuals	2025-26 Estimated Actuals	2026-27 Proposed	2027-28 Projected	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast
<b>Beginning Fund Balance</b>	\$ 2,896	\$ 4,223	\$ 5,681	\$ 6,131	\$ 6,860	\$ 2,904	\$ 2,215
<b>Revenues</b>							
Interest Earnings	\$ -	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Rental Charges	1,784	1,666	1,665	1,665	1,721	1,721	1,778
<b>Total Revenues</b>	\$ 1,784	\$ 1,686	\$ 1,685	\$ 1,685	\$ 1,741	\$ 1,741	\$ 1,798
<b>Expenditures</b>							
Vehicle Replacement	\$ 46	\$ 11	\$ 413	\$ 564	\$ 5,423	\$ 2,166	\$ 564
Computer Replacement	19	7	3	-	-	-	25
Radio Replacement	6	-	-	6	-	13	10
Major Equipment Replacement	334	210	820	386	274	251	250
Other Capital Outlay	51	-	-	-	-	-	-
<b>Total Expenditures</b>	\$ 457	\$ 227	\$ 1,236	\$ 956	\$ 5,697	\$ 2,430	\$ 849
<b>Ending Fund Balance</b>	\$ 4,223	\$ 5,681	\$ 6,131	\$ 6,860	\$ 2,904	\$ 2,215	\$ 3,164

*\*Shown in thousands*

The Vehicle and Equipment Replacement Fund accounts for charges to SMC Fire operations to fund the replacement of vehicles and equipment. This includes vehicles, computers, radios, and other major equipment. Funds for future replacement are collected while vehicles and equipment are in service so that when it is time for replacement, adequate funds are available. As such, a fund balance will accumulate over time, to ensure that those funds are available when replacement is needed.

Collection into the fund is from SMC Fire operations, so it is important that the amount of available fund balance considers this. To that end, a long-term spending plan is an important tool for managing this type of fund. Understanding spending needs over the short- and long-term and factoring in fund balance allows SMC Fire to set a collection amount that ensures funding is available when vehicles and equipment need to be replaced, but does not maintain such a large fund balance that creates an unnecessary burden on the operations. Fiscal year 2026-27 is anticipated to end with an estimated \$6.1 million in fund balance. In the five-year plan, staff have maintained consistent cost recovery rates while also monitoring replacement purchases for vehicle and equipment to ensure the fund balance is at an appropriate level for fiscal years 2028-29 and 2029-30 when multiple fire trucks and fire engines need to be replaced.

# Benefits

	2024-25 Actuals	2025-26 Estimated Actuals	2026-27 Proposed	2027-28 Projected	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast
<b>Beginning Fund Balance</b>	\$ 2,937	\$ 2,715	\$ 3,434	\$ 3,408	\$ 3,381	\$ 3,351	\$ 3,319
<b>Revenues</b>							
Internal Service Charge - Pension	\$ 4,941	\$ 5,247	\$ 5,557	\$ 5,774	\$ 6,007	\$ 6,247	\$ 6,494
Internal Service Charge - Medicare	496	510	574	590	606	623	623
Internal Service Charge - Healthcare	3,185	4,066	4,223	4,392	4,568	4,750	4,750
Internal Service Charge - Severance Trust	548	615	621	640	659	679	679
Internal Service Charge - Other	1,033	1,087	1,135	1,170	1,207	1,245	1,245
<b>Total Revenues</b>	\$ 10,204	\$ 11,525	\$ 12,109	\$ 12,565	\$ 13,046	\$ 13,543	\$ 13,791
<b>Expenditures</b>							
Pension	\$ 4,941	\$ 5,247	\$ 5,557	\$ 5,774	\$ 6,007	\$ 6,247	\$ 6,494
Medicare	496	510	574	590	606	623	623
Healthcare	3,763	3,968	4,249	4,418	4,594	4,777	4,777
Contribution to OPEB Trust	-	-	-	-	-	-	-
Severance Trust	229	-	621	640	659	679	679
Other	997	1,080	1,135	1,172	1,210	1,249	1,249
<b>Total Expenditures</b>	\$ 10,426	\$ 10,806	\$ 12,135	\$ 12,593	\$ 13,076	\$ 13,575	\$ 13,823
<b>Ending Fund Balance</b>	\$ 2,715	\$ 3,434	\$ 3,408	\$ 3,381	\$ 3,351	\$ 3,319	\$ 3,287

*\*Shown in thousands*

The Benefits Fund accounts for the collection of funds from SMC Fire operations to cover the cost of employee benefits. The expenses covered by this fund include pension, Medicare, SMC Fire's payment for medical, dental, and vision premiums for active employees, funding for the severance trust (to pay for the cashout of unused vacation to employees who retire or otherwise leave SMC Fire), as well as a few other benefit costs such as life insurance and long-term disability insurance. In some cases, the cost of providing these benefits is known and collections can be set accordingly. For example, the normal cost of pensions is set as a percentage of pay, so collections can be set based on that percentage of pay. In other cases, such as the funding of the severance trust, the cost is an estimate that will fluctuate annually based on different factors. Thus, to accommodate the fluctuation of expenses like those related to the severance trust, the fund should maintain some level of fund balance. For that reason, collections for the various components of this fund have been set to collect costs to fund the programs adequately while maintaining a level of fund balance that allows for year-over-year fluctuations without requiring a transfer from the General Fund.

# Workers' Compensation and General Liability

	2024-25 Actuals	2025-26 Estimated Actuals	2026-27 Proposed	2027-28 Projected	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast
<b>Beginning Fund Balance</b>	\$ 1,499	\$ 1,152	\$ 61	\$ (873)	\$ (1,390)	\$ (1,433)	\$ (861)
<b>Revenues</b>							
Internal Service Charges	\$ 2,950	\$ 2,238	\$ 3,654	\$ 4,530	\$ 5,408	\$ 6,459	\$ 7,717
Interest Earnings	11	-	-	-	-	-	-
Other Revenues	182	842	-	-	-	-	-
<b>Total Revenues</b>	\$ 3,143	\$ 3,080	\$ 3,654	\$ 4,530	\$ 5,408	\$ 6,459	\$ 7,717
<b>Expenditures</b>							
Insurance Premiums	\$ 3,491	\$ 4,171	\$ 4,588	\$ 5,047	\$ 5,451	\$ 5,887	\$ 6,358
<b>Total Expenditures</b>	\$ 3,491	\$ 4,171	\$ 4,588	\$ 5,047	\$ 5,451	\$ 5,887	\$ 6,358
<b>Ending Fund Balance</b>	\$ 1,152	\$ 61	\$ (873)	\$ (1,390)	\$ (1,433)	\$ (861)	\$ 498

*Shown in thousands*

The Workers' Compensation and General Liability Fund accounts for workers' compensation and comprehensive liability activities. Expenses in this fund primarily consist of insurance premiums. Funding for general liability comes from a contribution by the operating funds, and funding for workers' compensation comes from collections through personnel charges. Each employee is charged a percentage of pay, and the amount of the charge depends on the type of employee. Positions that historically have higher workers' compensation experience, such as fire safety employees, are charged a higher rate than positions with historically lower experience, such as administrative employees.

Expenditures for the workers' compensation and general liability programs have increased at a pace exceeding earlier projections. In response, collection rates are projected to range between 20% and 25% over the five-year period. Despite these higher collection levels, revenues have not been sufficient to fully offset annual costs, resulting in a continued drawdown of the fund balance.

Looking ahead, the current five-year forecast indicates that continued increases in collection levels will be necessary to keep pace with escalating costs and to rebuild and maintain an appropriate fund balance.

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT APPROVING A SUPPLEMENTAL APPROPRIATION OF \$1.7 MILLION TO THE GENERAL FUND OPERATING BUDGET FROM UNASSIGNED FUND BALANCE AND APPROVING AN APPROPRIATION OF \$1.5 MILLION TO GENERAL FUND REVENUE BUDGET**

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WHEREAS, the San Mateo Consolidated Fire Department (SMC Fire) Board of Directors received an update on the fiscal year (FY) 2025-26 General Fund budget performance; and

WHEREAS, based on year-end estimates, FY 2025-26 General Fund expenditures are projected at \$54.0 million, exceeding the current budget by \$1.7 million; and

WHEREAS, this budget variance is primarily due to \$1.5 million in reimbursable mutual aid overtime costs and an additional \$0.2 million in unplanned transfers to the Fire Safety Fund in order to maintain a positive fund balance; and

WHEREAS, these additional expenditures are offset by additional revenues of \$1.5 million, including mutual aid reimbursements;

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

1. A supplemental appropriation of \$1.7 million for the FY 2025-26 General Fund operating budget from the General Fund unassigned fund balance is approved.
2. An appropriation of \$1.5 million to increase the FY 2025-26 General Fund revenue budget is approved.

\*\*\*

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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO  
CONSOLIDATED FIRE DEPARTMENT APPROVING THE 2026-27 BUDGET**

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WHEREAS, the San Mateo Consolidated Fire Department (SMC Fire) Board of Directors held a public hearing on the fiscal year 2026-27 budget; and,

WHEREAS, the budget required to operate and support SMC Fire is \$59,013,673 for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and,

WHEREAS, unrecoverable costs in the approved budget are allocated between SMC Fire's three member agencies as prescribed in section 14.2 of the Joint Powers Authority (JPA) governing SMC Fire: 60% to City of San Mateo (\$32,599,851), 20% to Foster City (\$10,866,617), and 20% to the City of Belmont (also \$10,866,617).

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

1. Approve SMC Fire's budget, which provides for \$55,070,854 in General Fund appropriations and \$3,942,819 in Fire Protection and Life Safety Fund appropriations for the fiscal year beginning July 1, 2026 and ending June 30, 2027, as set forth in the accompanying Staff Report.
2. Recommend approval of the budget to the governing bodies of the member agencies.
3. Authorize the Fire Chief, upon approval of the budget by the governing boards of the member agencies, to effectuate SMC Fire's budget as adopted.

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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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

---

Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



# STAFF REPORT

**To:** San Mateo Consolidated Fire Department Board of Directors

**From:** Matt Turturici, Fire Chief

**Meeting Date:** May 20, 2026

**Subject:** Fire Inspector Trainee Classification Approval

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## **RECOMMENDATION**

Adopt a resolution to approve the job specification and salary range for the new Fire Inspector Trainee classification.

## **BACKGROUND**

The Fire Prevention Division is responsible for a wide range of life safety activities including fire code enforcement, inspections, plan review, public education, and fire investigation support. As development activity and regulatory requirements continue to evolve, maintaining adequate staffing and developing qualified personnel within the Fire Prevention Division remains critical to ensuring compliance with fire and life safety standards.

Currently, the Department recruits directly for Fire Inspector positions, which typically require prior inspection experience and specialized certifications. This recruitment approach can limit the candidate pool and does not provide a structured pathway for individuals to develop the necessary technical knowledge and certifications required for the role.

To support succession planning and workforce development, staff is proposing the creation of a Per Diem Fire Inspector Trainee classification. This position would provide entry-level candidates with an opportunity to receive structured training and mentorship while completing the required certifications and gaining practical experience in fire prevention activities.

## **ANALYSIS**

The proposed Fire Inspector Trainee classification would serve as a training-level position within the Fire Prevention Division. Under supervision, the trainee would assist with inspections, learn fire code requirements, support plan review processes, and participate in public education and fire prevention activities.

This position will be established as a per diem, non-benefited classification, intended to provide flexible staffing support while allowing individuals to gain experience in fire prevention. The trainee classification is intended to provide individuals with an opportunity to develop the knowledge, skills, and certifications necessary to pursue a career in fire prevention and potentially transition into a Fire Inspector position in the future.

The proposed salary range of \$35.00 - \$45.00 per hour reflects the trainee nature of the position while remaining competitive within the regional labor market.

If approved, the Fire Inspector Trainee classification will be incorporated into the Department's salary schedule.

**FISCAL IMPACT**

The adopted budget includes appropriations for per diem positions; thus, no additional budget appropriations are required.

**ATTACHMENTS**

- A. Resolution
- B. Fire Inspector Trainee job description

**RESOLUTION NO. RES-2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO  
CONSOLIDATED FIRE DEPARTMENT TO APPROVE A FIRE INSPECTOR  
TRAINEE CLASSIFICATION AND SALARY RANGE**

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WHEREAS, the Fire Prevention Division of the San Mateo Consolidated Fire Department is responsible for fire code enforcement, inspections, plan review, public education, and other life safety activities that protect the community; and,

WHEREAS, maintaining adequate staffing and developing qualified personnel within the Fire Prevention Division is necessary to ensure continued compliance with fire and life safety regulations; and,

WHEREAS, the Department has identified a need to establish a Fire Inspector Trainee classification to provide a training-level opportunity for individuals to gain experience in fire prevention activities under the supervision of qualified personnel; and,

WHEREAS, the Fire Inspector Trainee position will provide flexible, as-needed staffing support while allowing trainees to develop the knowledge, skills, and certifications required for future advancement within the fire prevention profession; and,

WHEREAS, the proposed position will be established as a per diem, non-benefited classification, intended to be utilized on an as-needed basis depending on departmental operational needs.

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

1. Approve the classification of Fire Inspector Trainee, including its salary range.

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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 20<sup>th</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Board Secretary

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Board President

APPROVED AS TO FORM:

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William D. Ross, General Counsel



## **FIRE PREVENTION INSPECTOR TRAINEE**

### **DEFINITION**

Under close supervision of Fire Marshal or designee, the Inspector Trainee assists in inspecting buildings and structures for compliance with local fire prevention ordinances; and assists in the investigation of existing fire hazards in commercial, residential and/or industrial properties; and do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This entry-level, non-sworn classification, assists with fire inspection activities and is distinguished from Fire Prevention Inspector which is the journey-level classification. The Inspector Trainee performs more routine tasks and duties. The classification Fire Prevention Inspector (Sworn) also requires prior related experience.

**EXAMPLES OF DUTIES** - Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist with building inspections to determine compliance with state and local fire and life safety codes.
2. Assist with the issuance of violation notices.
3. Assist with investigating citizen complaints.
4. Prepare and maintain written reports.
5. Inform the public or private groups on fire prevention methods and regulations.
6. Under supervision, interpret various federal, state, and local fire and life safety codes, policies and procedures.
7. Use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.
8. May assist with development and presentation of fire safety education programs.
9. Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Principles, practices, and techniques of fire prevention.
2. Principles and techniques of building inspection work.
3. Office practices, methods and equipment, including applicable software.

**Ability to:**

1. Communicate effectively, both orally and in writing.
2. Gather, analyze, and present data clearly.
3. Apply research skills with relationship to applicable codes.
4. Effectively utilize available resources; prioritize tasks and work as assigned.
5. Effectively handle multiple priorities, organize workload and meet strict deadlines.
6. Work in a team-based environment and achieve common goals.

**Experience and Training Required:**

**Experience:**

Some coursework in Fire Science, Fire Administration or related field required.

Municipal experience desirable.

**Training:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid California driver's license.

Possession of one or more of the following is highly desirable:

Associate's degree in Fire Science

California State Fire Inspector I/II courses through OSFM

**ADA Special Requirement:**

*Essential duties require the following physical abilities and work environment:*

San Mateo Consolidated Fire Department

Fire Prevention Inspector Trainee

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Ability to sit, stand, walk, kneel, stoop, reach, crawl, climb, travel to different locations, and lift 50 pounds; exposure to noise, outdoors, confining work space, electrical hazards, chemicals, dust, and hazardous materials.

Adopted Fire Board: DATE

Bargaining Unit: UNREPRESENTED

FLSA: Non-Exempt

Pre-Appt. Medical: Yes

Safety Sensitive: Yes

Form 700: No

Job Code: 9318F