



BOARD OF DIRECTORS MEETING MINUTES  
Regular Meeting, Thursday, February 19, 2026

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by CAO Doug Davis.

3. **ROLL CALL**

All Board members were present.

4. **PUBLIC COMMENTS – NON-AGENDA**

There were no public comments.

5. **APPROVAL OF MINUTES**

- a. Minutes from December 10<sup>th</sup>, 2025 regular meeting

Board Member Chuang motioned to approve; Vice-Chair Cole seconded the motion.  
Approved 4-0-0.

6. **CONSENT CALENDAR**

- a. Central County Fire Department Quarterly Financial Report for Q1, Fiscal Year 2025-26  
b. Central County Fire Department Treasurer's Report for Q2 FY 2025-26  
c. Fiscal Year 2025-26 Mid-Year Financial Report for the Central County Fire Department

The Board received the Q1 financial report and Q2 treasurer's report. Finance Director Jan Cooke spoke to the mid-year financial report and stated that there is a projected \$718,000 deficit linked largely to MOU changes, and that plans were in place to bill the three cities in the second half of the year to bring the net to zero.

There were no public comments. Board Member Chuang motioned to approve; Vice-Chair Cole seconded the motion. Approved 4-0-0.

7. **PUBLIC HEARING**

- a. A Public Hearing to receive a report on CCFD vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561 and Government Code Section 3502.3  
i. Staff Report (includes PowerPoint)  
ii. Open Public Hearing and receive comments  
iii. Close Public Hearing

The Board received the annual report from HR Director Jennifer Crims on vacancies, recruitment, and retention in compliance with AB 2561 and Gov. Code 3502.3:

As of February 1, 2026:

<b>Bargaining Unit/Employee Organization</b>	<b>Number of vacancies</b>	<b>Number of budgeted FTEs</b>	<b>Vacancy rate</b>
Fire	2	82	2.4%
Chief Officers	0	5	0%
Management	0	5	0%
Fire Operational Support Services (FOSS)	1	11	9.1%
<b>Total</b>	<b>3</b>	<b>103</b>	<b>2.9%</b>

No formal motion or change in policy; effectively information received and public hearing closed.

#### 8. NEW BUSINESS

- a. Resolution Authorizing the Chief Administrative Officer or their Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of Four Fire Engines

Chief Pucci stated that the purchase agreement is to replace four engines ranging in age from 2001 to 2007 and will draw on the apparatus replacement fund. Chief Pucci added that delivery is expected in approximately four years and that the Department received a discount of 10% for pre-payment for two engines and was able to lock in current pricing for the other two engines.

There were no public comments. Vice-Chair Cole motioned to approve; Board Member Thayer seconded the motion. Approved 4-0-0.

- b. Resolution Approving the Contract Award for the District Feasibility Study and Authorizing the Chief Administrative Officer or their Designee to enter into an Agreement with Matrix Consulting Group

The Board received the district feasibility study proposal from Matrix Consulting Group. Chief Pucci confirmed the study contract amount of \$81,000, and that the study will examine the feasibility of forming a fire district (including long-term funding and potential ballot measure), governance model for the fire department, and cost share formulas among the cities. Chief Pucci shared that Matrix was the only RFP respondent, but staff confirmed confidence in their qualifications.

There were no public comments. Board Member Chuang motioned to approve; Vice-Chair Cole seconded the motion. Approved 4-0-0.

**9. STAFF REPORTS**

a. Fire Chief's Update (Oral Report)

Chief Pucci provided a brief update:

- Department aims to hire up to five firefighters for the Fall Fire Academy.
- Exploration of new admin office space in Burlingame (on Chapin), with rough estimates:
  - Ongoing lease and utilities at approximately \$330,000/year.
  - One-time tenant improvements at an estimated cost of \$900,000.

b. Strategic Plan Update (PowerPoint Presentation)

Chief Pucci summarized the progress across the strategic plan goals of operations/deployment, wellness, community engagement, apparatus and facilities planning, and communications, etc.

**10. BOARD OF DIRECTORS' COMMENTS**

The Board expressed interest in regular updates on the district feasibility study timeline.

The Board encouraged clearer progress notation for future strategic plan updates (e.g., clarification of “% complete” graphics).

**11. ADJOURN TO CLOSED SESSION**

Adjourned to closed session at 4:51 p.m.

**12. CLOSED SESSION**

- a. Conference with Negotiator for Unrepresented Fire Operational Support Services (GC#54957.6(a)). Agency Negotiator: Jennifer Crims, HR Director.
- b. Conference with Negotiator for Unrepresented Management (GC#54957.6(a)). Agency Negotiator: Jennifer Crims, HR Director.

**13. REPORT OUT FROM CLOSED SESSION**

The report out from closed session will be given at the April 8, 2026, regular meeting.

**14. ADJOURNMENT**

Closed session adjourned at 6 p.m.