BOARD OF DIRECTORS
REGULAR MEETING AGENDA

Wednesday, September 9, 2026
4 p.m.
Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave., Hillsborough, CA 94010

Consistent with Government Code Section 54953, Central County Fire Department Board meetings are held in person. Members of the public may observe/participate in the meeting in person or via Zoom (link provided below).

To Attend the Meeting in Person:
Location: Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave., Hillsborough, CA 94010

To Observe the Meeting via Zoom:
To access the meeting by computer:
Go to www.zoom.us/join
Meeting ID: 870 6437 3071
Passcode: 415744

To Access the Meeting by Phone:
+1 669 900 6833
Meeting ID: 870 6437 3071
Passcode: 415744

To Provide Public Comment in Person:
Members of the public wishing to speak will be asked to fill out a "Request to Speak" card located on the table by the door and then hand it to staff. The provision of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, however, the Board Chair may adjust the time in light of the number of anticipated speakers.

To Provide Public Comment via Zoom:
During the meeting, public comment may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the "Raise Hand" feature (for those joining by phone, press "9" to "Raise Hand") during the public comment period for the agenda item you wish to address. The Zoom host will call on people to speak by name provided or the last four digits of the phone number for dial-in attendees. Speakers are limited to three minutes each, however, the Board Chair may adjust the time in light of the number of anticipated speakers.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS – NON-AGENDA**

   The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. For purposes of this meeting, members of the public may provide written comments by email to *publiccomment@ccfd.org*. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 3 p.m. on Wednesday, September 9, 2026.

5. **APPROVAL OF MINUTES**

   a. Minutes from May 15th, special meeting

   b. Minutes from June 10th, regular meeting

6. **CONSENT CALENDAR**

   a. Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2025-26

   b. Central County Fire Department Quarterly Financial Report for Q4, Fiscal Year 2025-26

   c. Resolution Approving the Revised Conflict of Interest Code for the Central County Fire Department

   d. Resolution to Adopt the Salary Schedule for the Central County Fire Department

7. **PRESENTATIONS**

   a. Commendation for Fire Captain Lanty Molloy

   b. Commendation for Fire Captain Joseph Bunnell

   c. Commendation for Fire Captain Trevor Wiens

8. **NEW BUSINESS**

   a. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Firefighters' Union and the Central County Fire Department

9. **STAFF REPORTS**

   a. Fire Chief's Update *(Oral Report)*

   b. District Feasibility Study Update *(PowerPoint)*

10. BOARD OF DIRECTORS' COMMENTS

11. ADJOURN TO CLOSED SESSION

12. CLOSED SESSION

a. 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: Edward Stirling; #25022256
Agency Designated Representative(s): Sean Monaghan, Laughlin Falbo Levy & Moresi

13. ADJOURN CLOSED SESSION

The report out from closed session will be given at the November 10, 2026 regular meeting.

14. ADJOURNMENT

NOTICE: Any members of the public wishing accommodation for disabilities please contact the Board Clerk at (650) 558-7605 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m., Monday – Thursday, and on the CCFD website at www.ccfd.org

Any writings or documents provided to a majority of the Joint Powers Authority Board of Directors regarding any item on this agenda will be made available for public inspection at the Fire Administration Offices, 1399 Rollins Road, Burlingame, CA 94010

BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Friday, May 15, 2026, Special Meeting
Goal Setting Workshop

1. **CALL TO ORDER**
   The meeting was called to order at 9:02 a.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   All Board Members were present.
   Also present:
   CCFD Personnel: Fire Chief David Pucci; Deputy Chief Jonathan Cox; Battalion Chief Pat Murphy; Fire Marshal Patricia Koch; HR Director Jennifer Crims; Admin. Services Manager Rubina Ellam; Management Assistant Jasmine Del Chiaro; City Manager of Burlingame, Lisa K. Goldman; City Manager of the Town of Hillsborough, Doug Davis; Asst. City Manager of the Town of Hillsborough, Mandy Brown; Jean Savaree, General Counsel; Moderator Steve Mermell from Jacob Green & Associates

4. **PUBLIC COMMENTS – NON-AGENDA**
   There were no public comments.

5. **CONSENT CALENDAR**
   a. Central County Fire Department Treasurer's Report for Q3, Fiscal Year 2025-26

   b. Resolution Authorizing the Chief Administrative Officer to Execute an Agreement with Tyler Technologies, Inc. for the Tyler ERP Pro Financial Software and Implementation Services

   c. Resolution Authorizing the Chief Administrative Officer to Execute an Amended Agreement for a Joint Training Program Between the Central County Fire Department and the City of San Bruno

   Vice Chair Cole pulled items b and c for clarification.
   Board Member Chuang motioned to approve the consent calendar. Board Member Cole seconded the motion. Approved 4-0-0.

6. **GOAL SETTING SESSION**

   Following brief welcoming remarks, moderator Steve Mermell opened the goal-setting session by outlining the key objectives: to ensure alignment between the Board and Executive Leadership; reaffirm the organization's Mission, Vision, and Values; assess progress on Strategic Plan implementation; review the SWOT analysis; reconfirm or modify high-level goals; and gather Board input on potential future objectives.

Chief Pucci provided an operational update and reviewed recommendations from the last Standards of Cover (SOC):

- **Completed:** ERP procurement; additional staffing for Truck 34; Station 36 staffed and operating; fleet-replacement strategy and purchase of four engines; class-and-comp study; expanded reserve funds.

- **In-progress:** Digital record keeping, policy and SOG updates, succession planning, study on possible district formation.

- **Deferred / Not started:** Additional personnel positions (e.g., facilities & fleet manager, plan reviewer) due to budget priority.

The Board requested regular status dashboards tying SOC items to Strategic Plan goals.

Deputy Chief Cox reported on objectives across seven (7) goals:

#	Goal	Status / Highlights
1	Operational Efficiency	Resource-deployment review (75 % completion); turnout-time reduction (complete); improved EOC readiness (43 % completion)
2	Recruitment & Well-being	Wellness and peer-support expansion (38 % completion; exploring paramedic and benefits reforms (13 % completion)
3	Community Engagement	CERT & CPR programs (85 % completion); youth CERT/Explorer initiatives (85 % completion); social-media outreach (80 % completion)
4	Training & Development	Org-wide training-needs (25 % completion); mentorship program (17 % completion)
5	Apparatus & Equipment	Replacement plan completed; standardization (75 % completion)
6	Facilities Modernization	Long-term facilities plan not yet started; ~$80-100 M replacement need identified
7	Communications & Feedback Loops	Internal comms (71 % completion); website & intranet modernization (28 % completion)

Financial and Asset Planning

- Apparatus costs rising 7–10 % per year, with four-year vendor lead times; analysis requested on extending equipment life and cost trade-offs.
- Inclusion of financial-impact forecasting for partner cities and municipalities in future reports.
- Discussion of emphasizing medical-call-specific vehicles to offset the expense of full fire-engine deployment.

Facility and Capital Planning

- Stations 35 (Burlingame), 36 (Burlingame), and 37 (Millbrae) rated poor; Station 33 (Hillsborough) next in line for upgrades.
- Fire-station replacement estimated at 80–100 million current dollars; need strategic funding and potential site relocation analysis.

Emerging Technologies and Innovation

- AI Integration: Explore analytics, automated reporting, risk modeling (e.g., UC Berkeley wildfire project).
- Drone Program: Joint pilot with Hillsborough PD for wildfire and structure-fire mapping; future regional collaboration through County OES anticipated.
- Starlink connectivity and streamlined internal IT/process automation planned for next fiscal year.

The Board requested that finished objectives continue to be monitored for performance and impact.

Concluding the session, Moderator Steve Mermell led a review of the Department's strengths, opportunities, weaknesses, and threats (SWOT).

SWOT and Strategic Challenges

- **Strengths:** High service level, strong leadership, morale improvement, community visibility, consistent response across cities.
- **Weaknesses:** Limited emergency-preparedness staffing, aging facilities, high equipment costs, need for continuous board engagement.
- **Opportunities:** Emergency-readiness education, Firewise outreach, Cal Fire partnerships, potential district formation for fiscal stability.
- **Threats:** Rising costs, expiring Safer Grant, regional competition for personnel, climate-driven wildfire risk, uncertain grant funding.

7. **PUBLIC COMMENTS**
   There were no public comments.

8. **BOARD OF DIRECTORS' COMMENTS**
   Board Members emphasized continued goal-setting check-ins and data dashboards, alignment of public outreach with all cities, exploration of AI integration, and development of AI and drone policies.

9. **ADJOURNMENT**
   The meeting was adjourned at 12:05 p.m.

BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Wednesday, June 10, 2026, Regular Meeting

1. **CALL TO ORDER**
   The meeting was called to order at 4:04 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Chair Peter Stevenson joined the meeting by Teleconference. Board Members Chuang, Cole, and Thayer were present in person.

4. **PUBLIC COMMENTS – NON-AGENDA**
   There were no public comments.

5. **APPROVAL OF MINUTES**
   a. Minutes from April 8th, regular meeting

Board Member Chuang motioned to approve the minutes. Board Member Thayer seconded the motion. Approved 4-0-0.

6. **CONSENT CALENDAR**
   a. Central County Fire Department Quarterly Financial Report for Q3, Fiscal Year 2025-26

   Board Member Chuang pulled item 6a to inquire about overtime expenditures flagged at 133% for firefighters and 241% for mechanics. Chief Pucci reported that the increased overtime for firefighters is largely due to 10 personnel on disability leave and the mechanic overtime is due to issues associated with the department's aging fleet. Chief Pucci added that staffing pressure would be relieved soon with new recruits. Board Chair Stevenson motioned to approve. Board Member Cole seconded the motion. Approved 4-0-0.

   b. Resolution to Adopt a Technology Disruption Policy for the Central County Fire Department

   Board Member Thayer pulled item 6b. for clarification and suggested that policy language be revised to replace city-specific roles (e.g., "city clerk") with CCFD-appropriate titles. Board Member Chuang motioned to approve with amendments. Board Member Cole seconded the motion. Approved 4-0-0.

   c. Resolution Authorizing Execution of an Amendment to License Agreement Between Central County Fire Department and the Town of Hillsborough for Use of Town Facilities

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

d. Resolution to Adopt the Salary Schedule for the Central County Fire Department

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

e. Resolution to Add Volunteers to Workers Compensation Insurance Policy

Board Member Chuang pulled item 6e to recommend amending the Resolution to explicitly name the two volunteer categories and state that coverage applies only to official CCFD activities. Board Member Cole motioned to approve with amendments. Board Member Thayer seconded the motion. Approved 4-0-0.

7. **STAFF REPORTS**
   a. Fire Chief's Update *(Oral Report)*

- **Staffing:** Seven (7) firefighter candidates in background checks; 18 applicants for Emergency Management Program Manager
- **Funding:** First FEMA SAFER grant reimbursement (~$70,000) received.
- **Wildfire Preparedness:** Completed RT-130 refresher training; participated in Millbrae wildfire EOC exercise; ongoing defensible space public education.
- **Foundation:** "Central County Fire Foundation" officially named; 501(c)(3) registration in progress.
- **Documentary:** CCFD selected by International Association of Fire Chiefs for a documentary ($27,000 cost); exploring private fundraising options.

8. **BOARD OF DIRECTORS' COMMENTS**
   There were no Board comments.

9. **ADJOURNMENT**
   The meeting was adjourned at 4:32 p.m.

AGENDA ITEM: 6a

STAFF REPORT

MTG. DATE: September 9, 2026

TO: Board of Directors

DATE: September 9, 2026

FROM: Dave Pucci, Fire Chief
Jan Cooke, Finance Director

APPROVED BY: _____
Doug Davis, CAO

SUBJECT: Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2025-26

Recommendation:
Staff recommends that the Board receive the Central County Fire Department Treasurer's Report for Q4 Fiscal Year 2025-26.

Background:
The Treasurer's Report is provided to the Central County Fire Department's Board for Q4 Fiscal year 2025-26. The primary investments prioritize safety and liquidity, aligning with the adopted Investment Policy.

The interest rate was 3.8% for Q4 FY 2025-26.

As of June 30, 2026, the LAIF investment was primarily comprised of Treasuries (57%), Agencies (22%), Certificates of Deposit and Bank Notes (11%), Commercial Paper (7%), and All Others (3%).

The report consists of the Local Agency Investment Fund (LAIF) Performance Report and Quarterly Statements as allowed by California Government Code Section 53646 Section (e) "For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local agency from these institutions in lieu of the information required by paragraph (1) of subdivision(b) regarding investments in these institutions."

Fiscal Impact:
There is no fiscal impact associated with this agenda item.

Attachments:
1. Central County Fire Department Treasurer's Report for Q4 FY 2025-26

CENTRAL COUNTY FIRE DEPARTMENT

TREASURER'S REPORT

Fiscal Year 2025/2026

Q4 | Quarter End June 30, 2026

PREPARED BY

Jan Cooke

Finance Director and Treasurer

1399 Rollins Road
Burlingame, CA 94010

(650) 558-7600
www.ccfd.org

PMIA/LAIF Performance Report as of 07/15/26

Quarterly Performance Quarter Ended 06/30/26

LAIF Apportionment Rate[2]:	3.92
LAIF Earnings Ratio[2]:	0.00010743238142967
LAIF Administrative Cost[1]*:	TBD
LAIF Fair Value Factor[1]:	0.998872382
PMIA Daily[1]:	3.83
PMIA Quarter to Date[1]:	3.81
PMIA Average Life[1]:	269

PMIA Average Monthly Effective Yields[1]

June	**3.816**
May	3.810
April	3.811
March	3.826
February	3.871
January	3.931

Pooled Money Investment Account Monthly Portfolio Composition [1] 06/30/26 $193.1 billion

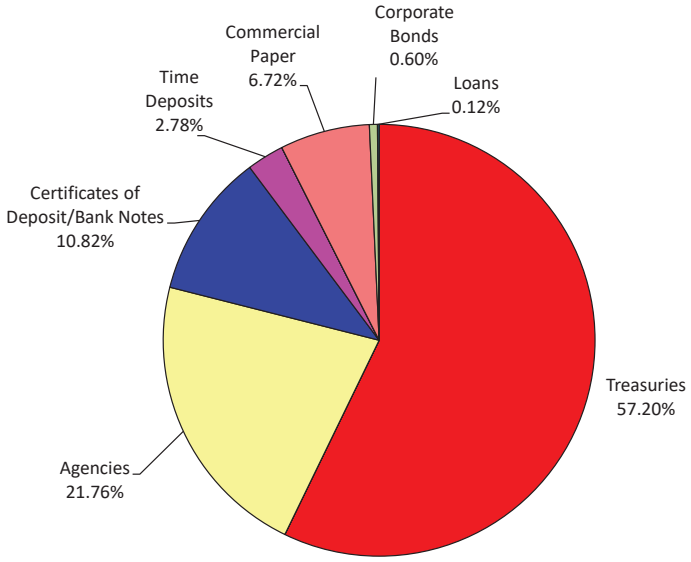

Chart does not include $749,000.00 in mortgages, which equates to 0.0004%. Percentages may not total 100% due to rounding.

Daily rates are now available here. **View PMIA Daily Rates**

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) .

**The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.*

Source:
[1] State of California, Office of the Treasurer
[2] State of California, Office of the Controller

MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	CENTRAL COUNTY FIRE
Account Number	40-41-015

As of 7/15/2026, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 6/30/2026.

Earnings Ratio		0.00010743238142967
Interest Rate		3.92%
Dollar Day Total	$	210,976,034.43
Quarter End Principal Balance	$	2,321,884.53
Quarterly Interest Earned	$	22,665.66

AGENDA ITEM: 6b

STAFF REPORT

MTG. DATE: September 9, 2026

TO: Board of Directors

DATE: September 9, 2026

FROM: Dave Pucci, Fire Chief
Jan Cooke, Finance Director

APPROVED BY: _____
Doug Davis, CAO

SUBJECT: Central County Fire Department Quarterly Financial Report (Unaudited) for Q4 Fiscal Year 2026-26

Recommendation:
Staff recommends the Board receive the Central County Fire Department Quarterly Financial Report (Unaudited) for Q4 Fiscal Year 2025-26.

Background:
The Quarterly Financial Report is provided to the Central County Fire Department's Board for Q4 Fiscal year 2025-26, unaudited results. The financial report summarizes the activities of the Central Country Fire Department's General Fund for the fiscal year July 1, 2025, to June 30, 2026. The General Fund is the primary fund of the Department and accounts for most operating activities.

Overall, revenues were below budget by $1.4 million (3%), and expenditures were $1.6 million (4%) over budget, resulting in $3.0 million net deficit (expenditures exceed revenue) for the fiscal year. The revenue is below budget primarily attributable to timing of the SAFER grant reimbursements. The expenditure overages are primarily attributable to higher than usual overtime for vacancies due to disability, sick, and vacation leaves, and reimbursable overtime for strike teams. The ending General Fund reserve is in a negative position of $0.4 million. The reserve is expected to be in a better position once the SAFER grant reimbursements are received.

The complete set of financial statements, including the audit results and Annual Comprehensive Financial Report for June 30, 2026, will be available in December.

Fiscal Impact:
There is no fiscal impact associated with this agenda item.

Attachments:
1. Central County Fire Department Quarterly Financial Report (Unaudited) for Q4 FY 2025-26.

CENTRAL COUNTY FIRE DEPARTMENT
2025-26 Quarterly Financial Report (Unaudited)
Fiscal Year Ending June 30, 2026

This financial report summarizes the activities of the Central County Fire Department's General Fund for the fiscal year-to-date from July 1, 2025, to June 30, 2026. The General Fund is the Department's primary fund and accounts for most of its operating activities.

GENERAL FUND

The General Fund reports a net deficit (expenditure greater than revenue) of $3.07 million for fiscal year 2025-26, and an ending (negative) fund balance of ($0.43) million. The net deficit is primarily driven by the timing of filing/receipt of SAFER grant reimbursements, and overtime costs for disability and vacation leave coverage.

While there is a negative fund balance of ($0.43) million, there is a positive cash balance in the General Fund of $0.47 million. Once the SAFER monies incurred but not yet filed/paid of $3.1 million are received, the cash position will improve. As labor costs continue to be incurred for year three of the grant in fiscal year 2026-27, filings can keep pace to sustain the cash flow. This will build back the reserve to meet the needs heading into FY 2027-28. In FY 2027-28, CCFD will utilize $1.29 million of fund balance reserves to offset city contributions to repay the upfront contribution paid by the cities in FY 2024-25 due to the timing of cash flow between hiring the firefighters and receiving the SAFER grant reimbursement.

GENERAL FUND	FISCAL YEAR 2025-26			FISCAL YEAR 2024-25	
	Annual Budget	YTD Actual to 06/30/26	YTD %	YTD Actual to 06/30/25	$ Variance CY vs. PY
Revenue	$42,050,190	$40,618,017	97%	$40,123,921	$494,096
Expenditures	40,100,190	41,736,108	104%	37,764,537	3,971,571
Capital Transfer	1,950,000	1,950,000	100%	1,600,000	350,000
EXCESS (DEFICIT)	-	(3,068,092)		759,384	(3,827,476)
Beginning Fund Balance	2,638,902	2,638,902		1,879,518	
Ending Fund Balance	$2,638,902	($429,190)	-16%	$2,638,902	($3,068,092)

GENERAL FUND REVENUE

General Fund revenues for the fiscal year are 97% of the budget and 1% higher than last fiscal year. The variance to budget is primarily driven by the timing of filings and reimbursements of the SAFER grant, lower permitting revenue, offset somewhat by strike team revenue and reimbursement revenue from the self-insurance fund.

GENERAL FUND REVENUE	FISCAL YEAR 2025-26			FISCAL YEAR 2024-25	
	Annual Budget	YTD Actual to 06/30/26	YTD %	YTD Actual to 06/30/25	$ Variance CY vs. PY
Permits and Licenses	$367,744	$196,893	54%	$411,376	($214,482)
Intergovernmental Revenues	41,040,625	38,722,604	94%	37,224,083	1,498,521
Charges for Services	343,225	488,916	142%	547,627	(58,711)
Others	298,596	1,209,604	405%	1,640,836	(431,232)
Transfer In	-	-		300,000	(300,000)
TOTAL	$42,050,190	$40,618,017	97%	$40,123,921	$494,096

- Permitting and licensing revenue ended the year at 54% of budget due to fewer projects in Burlingame and Millbrae. The budget was based on prior years' trends.
- The Intergovernmental Revenues category is comprised of city contributions, ALS JPA, joint training program, and SAFER grant. The variance to budget is primarily due to the timing of the SAFER grant reimbursements. In addition, ALS JPA revenue is lower than budget due to a higher per engine cost and higher cost apportionment for dispatch costs.
- The Charges for Services revenue category is comprised of fire plan review, inspections, and other reimbursement revenue. The actual revenue is 142% of the annual budget, primarily due to higher revenue from fire plan reviews and fire safety inspections from additional activity and fee increase.
- The Other revenues category is comprised of reimbursements for workers' compensation from the self-insurance fund and from the State for strike teams, investment income/loss, and miscellaneous revenues. Actual revenues are primarily comprised of strike team revenue ($0.65 million), workers' compensation reimbursement ($0.53 million), and miscellaneous revenues under $50k. The workers' compensation reimbursement was higher than budget due to the increase in disabilities in the current year. The strike team revenue is lower than the prior year due to fewer strike team deployments as compared to the previous year and timing of reimbursements.
- In the prior FY 2024-25, the Fire Board approved a budget amendment for a $300k transfer from the Vehicle Replacement Fund to the General Fund for the purchase of equipment, and training and hiring costs for the new firefighters.

GENERAL FUND EXPENDITURES

General Fund expenditures are 104% of the annual budget at the end of the fiscal year and 11% higher than last year, primarily driven by higher overtime costs for coverage of leaves for disability and vacation and strike team overtime (reimbursable).

	FISCAL YEAR 2025-26			FISCAL YEAR 2024-25	
GENERAL FUND EXPENDITURES	**Annual Budget**	**YTD Actual to 06/30/26**	**YTD %**	**YTD Actual to 06/30/25**	**$ Variance CY vs. PY**
Salaries & Benefits	$37,009,957	$38,986,098	105%	$34,958,909	$4,027,188
Materials and Services	3,090,233	2,750,011	89%	2,805,628	(55,617)
Capital Outlay/Reserve	1,950,000	1,950,000	100%	1,600,000	350,000
TOTAL	$42,050,190	$43,686,108	104%	$39,364,537	$4,321,571

- Salaries and benefits costs are 105% of the budget, primarily due to overtime from the strike team participation (unbudgeted)* and higher than usual coverage for disability, sick, and vacation leaves.
- Materials and services are 89% of the budget, primarily due to the timing of spending on contractual services for the new financial and document software replacement projects.
- The capital reserve is transferred to the Capital Fund (401) $0.15 million for fire station capital, and to the Vehicle and Equipment Fund (603) $1.8 million for engine, vehicle and equipment replacements.

**strike team overtime is reimbursed from the State or FEMA, dependent upon type of disaster*

CENTRAL COUNTY FIRE DEPARTMENT
2025-26 Quarterly Financial Report (Unaudited)
Fiscal Year Ending June 30, 2026

DETAILED TABLES: The following table shows the detailed line items of General Fund revenue and expenditures.

Central County Fire Department
Quarterly Financial Report
Q4 FY 2025-26 (July 1, 2025 to June 30, 2026)

	GL Account Number	Budget 2025-26	Actual 2025-26	% to Budget	Actual 2024-25	$ Variance CY v. PY
REVENUES:						
PERMITS & LICENSES						
Construction Permits	00.320.101	$346,112	$184,110	53%	$397,697	($213,586)
Fire Code Permit	00.320.102	21,632	12,783	59%	13,559	(776)
Penalty Fees	00.320.150	-	-		120	(120)
Total Permits & Licenses		**367,744**	**196,893**	**54%**	**411,376**	**(214,482)**
INTERGOVERNMENTAL REVENUES						
Burlingame	00.330.100	16,540,284	16,540,279	100%	15,983,751	556,528
Hillsborough	00.330.200	11,026,856	11,026,853	100%	10,655,834	371,019
Millbrae	00.330.300	10,596,259	10,596,259	100%	10,260,904	335,355
Safer Grant	00.336.000	2,509,740	222,232		-	222,232
Sub-total from City Contributions		**40,673,139**	**38,385,623**	**94%**	**36,900,489**	**1,485,134**
Othe Agencies						
ALS JPA	00.341.100	187,086	164,699	88%	172,297	(7,598)
WUI Revenue	00.341.200	-	7,080		-	7,080
Joint Training Program	00.342.100	180,400	165,202	92%	151,297	13,904
State Grants	00.334.000	-	-		-	-
Sub-total from Other Agencies		**367,486**	**336,981**	**92%**	**323,594**	13,387
Total Intergovernment Revenues		**41,040,625**	**38,722,604**	**94%**	**37,224,083**	**1,498,521**
CHARGES FOR SERVICES						
Special Fire Services	00.340.100	-	-		-	-
Fire Plan Review	00.340.200	178,464	251,581	141%	316,606	(65,025)
Fire Service Line Permit	00.340.201	-	-		-	-
Inspections/ReInspections	00.340.203	129,792	190,801	147%	173,200	17,601
After Business Hours/Unsched	00.340.204	-	4,044		-	4,044
Fire Flow Inspection	00.340.205	4,684	2,922	62%	4,799	(1,877)
Alternate Means of Protection	00.340.206	7,571	8,512	0%	8,284	228
Licensed Facility Inspection	00.340.207	-	-		-	-
Other Reimb. Revenue	00.340.220	22,714	29,844	131%	40,691	(10,847)
Station 34 Mechanic Shop	00.342.400	-	1,212		4,047	(2,835)
Total Charges for Services		**343,225**	**488,916**	**142%**	**547,627**	**(58,711)**
OTHERS						
Workers Compensation Reimb	00.340.219	185,000	525,000	284%	185,000	340,000
Strike Team Reimbursement	00.340.300	89,000	642,116	721%	1,435,319	(793,204)
Investment Earnings	00.361.100	3,246	10,544	325%	10,379	165
Donations & Other Contribution	00.363.100	-	-		-	-
Miscellaneous	00.364.100	20,000	30,380	152%	7,051	23,329
Imaging/Microfiche Services	00.364.102	1,350	1,564	116%	3,086	(1,522)
Total Others		**298,596**	**1,209,604**	**405%**	**1,640,836**	**(431,232)**
TRANSFERS						
Transfrer In - General Fund	00.395.200	-	-		300,000	(300,000)
Total Others		**-**	**-**		**300,000**	**(300,000)**
TOTAL REVENUES		**$42,050,190**	**$40,618,017**	**97%**	**$40,123,921**	**$494,096**

CENTRAL COUNTY FIRE DEPARTMENT
2025-26 Quarterly Financial Report (Unaudited)
Fiscal Year Ending June 30, 2026

Central County Fire Department
Quarterly Financial Report
Q4 FY 2025-26 (July 1, 2025 to June 30, 2026)

	GL Account Number	Budget 2025-26	Actual 2025-26	% to Budget	Actual 2024-25	$ Variance CY v. PY
EXPENDITURES:						
SALARIES & BENEFITS						
Regular Salaries - Safety	00.410.100	$15,722,936	$15,948,879	101%	$14,579,845	$1,369,033
Regular Salaries - Non Safety	00.410.200	1,914,799	1,827,945	95%	1,344,183	483,761
Part-time Salaries	00.420.100	61,306	22,714	37%	-	22,714
Overtime:		2,323,575	4,374,531	188%	3,809,996	564,536
Miscellaneous	00.430.000	350,563	389,242	111%	376,026	13,216
Disability Leave	00.430.100	364,000	1,572,616	432%	511,652	1,060,963
Vacation Leave	00.430.200	1,103,032	1,495,266	136%	1,218,638	276,628
Sick Leave	00.430.300	233,709	301,798	129%	407,958	(106,160)
Family Sick Leave/Bereavement	00.430.400	99,326	132,186	133%	128,022	4,164
Special Assignment	00.430.500	146,068	75,813	52%	114,504	(38,691)
Shop Mechanic	00.430.600	5,843	18,045	309%	3,472	14,572
Strike Team - Reimbursable	00.430.700	-	354,595		1,021,130	(666,535)
Reimbursable	00.430.850	21,034	34,971	166%	28,593	6,378
Holiday Pay	00.440.100	741,400	743,688	100%	647,614	96,074
FLSA	00.440.200	365,827	363,898	99%	309,380	54,518
Uniform Allowance	00.440.300	80,065	79,521	99%	80,285	(764)
Medicare/FICA	00.440.400	262,015	324,274	124%	296,676	27,598
PERS Retirement	00.440.500	8,942,265	8,904,368	100%	7,989,905	914,463
Health Insurance	00.440.600	2,436,034	2,186,803	90%	1,937,364	249,440
Dental Insurance	00.440.700	144,560	185,080	128%	159,587	25,494
Vision	00.440.800	27,573	43,920	159%	34,809	9,110
Life Insurance	00.440.900	21,288	32,974	155%	29,345	3,629
Long-term Disability Insurance	00.441.100	7,515	9,234	123%	6,968	2,267
Deferred Compensation	00.441.200	15,000	15,750	105%	12,000	3,750
Retirement Health Savings	00.441.300	347,325	367,186	106%	277,610	89,576
Technology & Wellness Benefit	00.441.320		-		-	-
Health Insurance - Retirees	00.441.350	1,255,000	1,249,740	100%	1,292,833	(43,093)
Workers' Compensation	00.441.500	2,000,000	2,000,000	100%	1,900,000	100,000
Vacation Leave Buyout	00.451.100	52,275	81,032	155%	61,853	19,179
Sick Leave Buyout	00.451.200	40,806	45,496	111%	42,871	2,625
Leave Payout upon Retirement	00.451.300	177,380	139,660	79%	98,413	41,247
Other Payroll Charges	00.451.400	10,850	1,575	15%	11,172	(9,597)
Admin Leave Buyout	00.451.500	60,163	37,831	63%	36,202	1,629
Total Salaries & Benefits		**37,009,957**	**38,986,098**	**105%**	**34,958,909**	**4,027,188**

CENTRAL COUNTY FIRE DEPARTMENT
2025-26 Quarterly Financial Report (Unaudited)
Fiscal Year Ending June 30, 2026

Central County Fire Department
Quarterly Financial Report
Q4 FY 2025-26 (July 1, 2025 to June 30, 2026)

	GL Account Number	Budget 2025-26	Actual 2025-26	% to Budget	Actual 2024-25	$ Variance CY v. PY
MATERIALS & SERVICES:						
Office Expense	00.510.100	$22,855	$24,859	109%	$14,755	$10,104
Expendable Supplies	00.510.400	43,303	52,585	121%	43,097	9,489
Postage Expense	00.510.600	4,516	4,350	96%	2,452	1,898
EMS Supplies	00.510.800	26,250	10,181	39%	26,775	(16,594)
Respiratory Equipment Expense	00.511.100	41,000	48,682	119%	35,542	13,140
Small Tools	00.511.500	112,350	60,901	54%	157,660	(96,759)
Public Education	00.511.900	11,356	8,771	77%	3,344	5,427
Safety Equipment	00.512.300	135,679	148,186	109%	125,090	23,096
Uniform Supplies	00.512.400	12,958	10,733	83%	33,047	(22,314)
Communications	00.512.600	87,583	118,917	136%	93,297	25,620
Utilities	00.513.000	163,200	169,256	104%	160,056	9,200
Building/Grounds/Facilities Maint	00.514.100	177,150	134,415	76%	118,853	15,563
Gas, Diesel, Oil	00.514.800	139,895	130,128	93%	97,749	32,379
Apparatus Maintenance (CCFD)	00.515.500	137,592	168,392	122%	177,306	(8,913)
Hose and Nozzles	00.515.700	29,525	20,927	71%	47,324	(26,397)
Radio Maintenance	00.515.900	28,875	34,419	119%	28,556	5,862
Contractual Services	00.516.300	696,889	570,322	82%	581,878	(11,556)
Legal Services	00.516.350	95,157	64,027	67%	165,381	(101,354)
Auditing	00.516.500	14,501	13,750	95%	13,810	(60)
Mechanic Shop Service Agreement	00.516.600	24,255	10,721	44%	4,612	6,109
Mechanic Shop- Inventory/Stock	00.516.700	14,172	55,110	389%	33,176	21,934
WUI Expenses	00.516.800	26,250	3,631	14%	921	2,710
USAR Program	00.516.900	31,000	5,325	17%	23,417	(18,092)
Dues & Subscriptions	00.517.000	16,538	18,048	109%	13,822	4,226
Travel, Conferences & Meetings	00.517.400	26,911	44,225	164%	68,984	(24,759)
HR (Hiring etc.)	00.517.420	68,250	60,098	88%	146,130	(86,032)
Training & Safety	00.517.800	150,000	70,648	47%	58,569	12,079
Training/EMS	00.517.850	57,330	23,639	41%	15,253	8,387
OPS Training	00.517.875	45,864	53,563	117%	38,504	15,059
Emergency Preparedness	00.517.900	28,665	29,134	102%	9,815	19,319
Wellness & Safety	00.518.200	127,688	104,063	81%	80,071	23,991
Employee Critical Care	00.518.300	30,000	9,600	32%	-	9,600
Liability, Property, Other Ins	00.518.900	381,344	352,333	92%	317,788	34,545
Computer, Telephone & Other IT	00.519.300	58,482	89,405	153%	46,321	43,084
Mobile Technology	00.519.400	5,848	167	3%	2,644	(2,478)
Miscellaneous	00.520.400	17,002	26,499	156%	19,628	6,871
Total Materials and Services		**3,090,233**	**2,750,011**	**89%**	**2,805,628**	**(55,617)**
TOTAL OPERATIONS COST		**40,100,190**	**41,736,108**	**104%**	**37,764,537**	**3,971,571**

CENTRAL COUNTY FIRE DEPARTMENT
2025-26 Quarterly Financial Report (Unaudited)
Fiscal Year Ending June 30, 2026

Central County Fire Department Quarterly Financial Report Q4 FY 2025-26 (July 1, 2025 to June 30, 2026)	GL Account Number	Budget 2025-26	Actual 2025-26	% to Budget	Actual 2024-25	$ Variance CY v. PY
CAPITAL TRANSFERS:						
Transfer to Capital Project	00.710.100	$150,000	$150,000	100%	$100,000	50,000
Transfer to Vehicle Replacement	00.710.200	1,800,000	1,800,000	100%	1,500,000	300,000
Total Capital Outlay/Reserve		**1,950,000**	**1,950,000**	**100%**	**1,600,000**	**350,000**
TOTAL INCLUDING CAPITAL		**$ 42,050,190**	**$ 43,686,108**	**104%**	**$ 39,364,537**	**$ 4,321,571**

AGENDA ITEM: 6c

STAFF REPORT

MTG. DATE: September 9, 2026

TO: Board of Directors

DATE: September 9, 2026

FROM: Jean B. Savaree, General Counsel

APPROVED BY: _____
Doug Davis, CAO

SUBJECT: Resolution Approving the Revised Conflict of Interest Code

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Recommendation:
Staff recommends that the Board of Directors adopt the attached resolution approving the revised Conflict of Interest Code.

Background:
The Political Reform Act of 1974, approved by the voters, requires State and local government agencies to adopt a Conflict of Interest Code ("Conflict Code"). The Central County Fire Department has done so. State law requires the Department to periodically update the Conflict Code by adopting by reference the terms of 2 California Code of Regulations §18730, as may, from time to time, be amended by the Fair Political Practices Commission ("FPPC").

The Conflict Code must list each employee and/or Board position within the Department that makes or participates in the making of governmental decisions. Individuals employed in these positions are called "designated employees." In addition, certain consultants to public agencies must also file disclosure forms because they make or participate in making governmental decisions on behalf of the Department.

The Conflict Code reviewing body for the Department is the Fire Board. Periodically, the Fire Board, by resolution, must update the list of designated employees and/or Board positions shown in the Appendix to the Conflict Code and make any other changes needed to comply with State law.

This year, staff recommends eliminating the position of Secretary in the Appendix and adding the positions of Administrative Services Director/Board Clerk, Human Resources Director and Emergency Management Program Manager.

The position of Secretary is striked out and the three new positions are shown in **bold** in the attached Resolution as required by the Fair Political Practices Commission.

Conclusion:

Staff recommends that the Fire Board review and adopt the attached amendments to the Department's Conflict Code. The attached Notice of Intention to Adopt or Amend a Conflict Code will then be distributed to each Designated Position shown in the Appendix. If no comments are received during the 45-day comment period, the Conflict Code will be forwarded to the County Board of Supervisors for final approval.

Attachments:

1. Resolution Approving the Revised Conflict of Interest Code for the Central County Fire Department
2. Notice of Intention to Amend a Conflict of Interest Code

RESOLUTION NO. 26-15

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT TO ADOPT AN AMENDED CONFLICT OF INTEREST CODE FOR THE CENTRAL COUNTY FIRE DEPARTMENT

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, pursuant to previously adopted Resolution, the Board of Directors of the Central County Fire Department adopted a Conflict of Interest Code as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires that the Department review its Conflict of Interest Code every even-numbered year and revise it if necessary; and

WHEREAS, the Conflict of Interest Code has been reviewed and the changes shown in **bold** are proposed; and

WHEREAS, the Board of Directors has determined that the proposed changes are appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central County Fire Department that the attached Conflict of Interest Code is hereby amended, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED, that if no comments are received pursuant to the 45-day written comment period, there will be no additional public hearing on the proposed code; and

BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to transmit a copy of the Amended Conflict of Interest Code ("Code") to the Board of Supervisors of the County of San Mateo for its review and approval; and

BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and, unless and until the Code is so approved, that the Code previously adopted by the Central County Fire Department shall continue in full effect.

Approved and adopted at a regular meeting of the Board of Directors held on this 9th day of September, 2026.

Signed: _____
Peter Stevenson, Chair

Attest: _____
Rubina Ellam, Board Clerk

I hereby certify that the foregoing is a true and correct copy of Resolution 26-15 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 10th day of June, 2026, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____

CONFLICT OF INTEREST CODE

CENTRAL COUNTY FIRE DEPARTMENT

The purposes of this Code are to provide for the disclosure of investments, real property, income and business positions of designated Central County Fire Department officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in Central County Fire Department decisions in which they may have a financial interest.

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local governmental agencies to adopt and promulgate conflict of interest codes. Central County Fire Department adopted a Conflict of Interest Code as required by the Political Reform Act of 1974.

The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Central County Fire Department.

Designated officials and employees shall file statements of economic interests with the Chief Administrative Officer, filing official of Central County Fire Department. Upon receipt of the statements, the Chief Administrative Officer shall make and retain copies and forward the originals of these statements to the San Mateo County Clerk as filing officer.

APPENDIX A

DESIGNATED OFFICALS AND EMPLOYEES

Designated Positions	**Assigned Disclosure Categories**
Chief Administrative Officer	1, 2, 3
~~Secretary~~	~~4~~
Treasurer	1, 2, 3
Fire Chief	1, 2, 3
Deputy Fire Chief	1, 2, 3
Human Resources Director	**1, 2, 3**
Administrative Services Director/Board Clerk	**1, 2, 3**
Battalion Fire Chiefs	1, 2, 3
Members of the Joint Powers Board	1, 2, 3
Legal Counsel	1, 2, 3
Fire Marshal	5
Deputy Fire Marshal	5
Emergency Management Program Manager	**4**
Fire Inspectors	5
Fire Prevention Specialist	5
Consultants/New Positions*	1, 2, 3, 4

* The Board may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The Board's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Government Code Section 81008.)

Nothing herein excuses any consultant from any other provision of this Conflict of Interest Code, specifically those dealing with disqualification.

DISCLOSURE CATEGORIES

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all reportable investments (worth more than $2,000):

(a) Owned by the designated employee, his or her spouse or dependent child;

(b) Owned by an agent on behalf of the designated employee;

(c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);

(d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than $2,000);

(e) Representing the pro rata share (worth more than $2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

"Investment" means any financial interest in or security issued by a Central County Fire Department-related business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest.

A business entity is "Central County Fire Department -related" if and only if the business entity or any parent, subsidiary or otherwise related business entity: i) has an interest in real property within the jurisdiction, ii) does business in the Central County Fire Department, or iii) did business or plans to do business in the Central County Fire

Department at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Central County Fire Department decision. (The term "parent, subsidiary, or otherwise related business entity" shall be construed as specifically defined by the Commission.)

No asset is deemed an "investment" unless its fair market value exceeds $2,000.

The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests (worth more than $2,000) in real property located within the jurisdiction if the interests are:

(a) Held or owned by the designated employee, his or her spouse and dependent child; or

(b) The pro rata share (worth more than $2,000) of interests in real property of any business entity or trust in which the designated employee or spouse owns, directly or indirectly or beneficially, a 10% interest or greater.

"Interest in real property" includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be "located within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the Central County Fire Department or within two miles of any land owned or used by the Central County Fire Department.

Category 3. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee for any Central County Fire Department-related source pursuant to the aggregate amount and gift limit outlined in 2 California Code of Regulations Section 18730, during the reporting period.

(a) "Income" means, except as provided in subsection b), income of any nature from any Central County Fire Department -related source, including but not limited to any salary, wage, advance, payment, honorarium, award, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from a Central County Fire Department -related source. Income of an individual also includes a pro rata share of any income of any Central County Fire Department -related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

A source, business entity or trust is "Central County Fire Department -related" if and only if he, she or it: (I) resides in the boundaries of the Central County Fire Department, (ii) has an interest in real property within the boundaries of the Central County Fire Department, (iii) does business in the Central County Fire Department at any time during the period commencing two years prior to and ending one year after his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a Central County Fire Department decision.

(b) "Income" does not include:

(1) Campaign contributions required to be reported under Chapter 4 of the Act;

(2) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(3) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(4) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(5) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(6) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonable similar benefit or value;

(7) Any devise or inheritance;

(8) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(9) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government; and

(10) Loans by a commercial lending institution in the regular course of business.

(c) "Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intra-state travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

An honorarium must be reported as a gift unless it is clear from all of the surrounding circumstances that the services provided represented equal or greater value than the payment received. If it is clear from the surrounding circumstances that the services provided were of equal or greater value than the payment received, the honorarium is income, not a gift. When the designated employee claims that the honorarium is not a gift, he shall have the burden of proving that the consideration is of equal or greater value unless the designated employee is a defendant in a criminal action.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated

employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 4. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity of which is that of:

(a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Central County Fire Department.

(b) Conducting a business in the boundaries of the Central County Fire Department which requires a business license therefor pursuant to ordinances of the Central County Fire Department.

(c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 5. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 2 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the Central County Fire Department.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 3 reportable income which are derived from a source, an activity of which is that of:

(a) Providing within the last two (2) years, or foreseeable in the future, services, supplies, materials, machinery or equipment to the Central County Fire Department.

(b) Conducting a business in the boundaries of the Central County Fire Department which requires a business license therefor pursuant to ordinances of the Central County Fire Department.

(c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication, or subdivision, of real property or constriction thereon of buildings or structures.

2026 Local Agency Biennial Notice

Name of Agency: Central County Fire Department

Mailing Address: 1399 Rollins Road, Burlingame, CA 94010

Contact Person: Jean Savaree Phone No. 650-743-7640

Email: jbs@adcl.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX):*

☑ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☑ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☑ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification **(to be completed if no amendment is required)**

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

_____ _____

Signature of Chief Executive Officer *Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to:

Attention: Juliet Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center, Redwood City, CA 94063

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

AGENDA ITEM: 6d

STAFF REPORT

MTG. DATE: September 9, 2026

TO: Board of Directors

DATE: September 9, 2026

FROM: Jennifer Crims, HR Director

APPROVED BY: _____
Doug Davis, CAO

SUBJECT: Resolution to Adopt Salary Schedule for the Central County Fire Department

Recommendation:

Staff recommends the Board of Directors adopt a resolution approving the attached salary schedule for the Central County Fire Department ("Department"), effective July 13, 2026. This salary schedule replaces the one adopted by the Board on June 10, 2026.

Background:

On June 10, 2026, the Board of Directors adopted a resolution (Resolution 26-13) approving the salary schedule effective July 13, 2026. That salary schedule did not include all salary alignments and salary adjustments that had been previously adopted by the Board via Resolution for the Fire Operational Support Services (FOSS) group.

The salary schedule has been updated to reflect the changes that are effective July 13, 2026, as previously approved by the Board and the attached resolution will replace Resolution 26-13, adopted on June 10, 2026.

The California Public Employees Retirement System requires the governing body to adopt the pay schedules at a public meeting and maintain them as a publicly available document.

Fiscal Impact:

The fiscal impact of the salary schedule and classification changes is $1,235,938 and is included in the FY 26/27 budget.

Attachments:

1. Resolution Adopting the Salary Schedule for the Central County Fire Department
2. Central County Fire Department Salary Schedule effective July 13, 2026

RESOLUTION 26-16

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT ADOPTING THE SALARY SCHEDULE FOR THE CENTRAL COUNTY FIRE DEPARTMENT

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, the Central County Fire Department has established compensation rates for all positions in the Central County Fire Department; and

WHEREAS, the Central County Fire Department desires to provide competitive salaries; and

WHEREAS, the Board of Directors has approved Memorandums of Understanding for the Central County Firefighters Union and the Chief Officers group that are for the term July 1, 2025 through December 31, 2028;

WHEREAS, the Board of Directors has approved Summaries of Benefits for the Management group and the Fire Operational Support Services (FOSS) group for the term July 1, 2025 through June 30, 2028; and

WHEREAS, those Memorandums of Understanding and Summaries of Benefits include salary increases, salary alignment language, salary adjustments, and classification changes; and

WHEREAS, the salary schedule has been updated to reflect salaries effective July 13, 2026; and

WHEREAS, this resolution rescinds and replaces Resolution 26-13 adopted on June 10, 2026; and

WHEREAS, approving and the California Public Employees Retirement System requires the governing body of the agency to adopt a pay schedule at a public meeting and maintain a publicly available document; and

WHEREAS, the Central County Fire Department desires to meet the requirements of the California Public Employees Retirement System.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central County Fire Department adopts the Salary Schedule with changes effective July 13, 2026.

Approved at a regular meeting of the Board of Directors held on this 9th day of September, 2026.

SIGNED: _____
Peter Stevenson, Chair

ATTEST: _____
Rubina Ellam, Board Clerk

I hereby certify that the foregoing is a true and correct copy of Resolution 26-16 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held on the 9th day of September, 2026, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____

Central County Fire Department

Salary Schedule - Effective 7/13/2026 (to be adopted by Fire Board 9/9/26)

Includes all July 2026 effective MOU & Summary of Benefit increases and compensation changes and replaces schedule adopted by Board 6/10/26)

Fire Operational Support Services **Effective Date**			**A**	**B**	**C**	**D**	**E**
Office Assistant *	Bi-weekly		**2,978.29**	**3,127.20**	**3,283.56**	**3,447.74**	**3,620.13**
7/13/2026	Monthly		6,452.96	6,775.60	7,114.38	7,470.10	7,843.62
	Annually		77,435.54	81,307.20	85,372.56	89,641.24	94,123.38
Administrative Assistant	Bi-weekly		**3,350.57**	**3,518.10**	**3,694.00**	**3,878.70**	**4,072.64**
7/13/2026	Monthly		7,259.57	7,622.55	8,003.67	8,403.85	8,824.05
	Annually		87,114.82	91,470.60	96,044.00	100,846.20	105,888.64
Management Assistant	Bi-weekly		**4,020.69**	**4,221.72**	**4,432.81**	**4,654.45**	**4,887.17**
7/13/2026	Monthly		8,711.50	9,147.06	9,604.42	10,084.64	10,588.87
	Annually		104,537.94	109,764.72	115,253.06	121,015.70	127,066.42
Accounting Technician I (new)	Bi-weekly		**3,525.49**	**3,701.76**	**3,886.85**	**4,081.19**	**4,285.25**
7/13/2026	Monthly		7,638.56	8,020.48	8,421.51	8,842.58	9,284.71
	Annually		91,662.74	96,245.76	101,058.10	106,110.94	111,416.50
Accounting Technician II	Bi-weekly		**3,878.03**	**4,071.93**	**4,275.53**	**4,489.31**	**4,713.78**
7/13/2026	Monthly		8,402.40	8,822.52	9,263.65	9,726.84	10,213.19
	Annually		100,828.78	105,870.18	111,163.78	116,722.06	122,558.28
Senior Accounting	Bi-weekly		**4,265.84**	**4,479.13**	**4,703.09**	**4,938.24**	**5,185.15**
Technician	Monthly		9,242.65	9,704.78	10,190.03	10,699.52	11,234.49
7/13/2026	Annually		110,911.84	116,457.38	122,280.34	128,394.24	134,813.90
Emergency Management	Bi-weekly		**5,204.31**	**5,464.53**	**5,737.76**	**6,024.65**	**6,325.88**
Program Manager *	Monthly		11,276.01	11,839.82	12,431.81	13,053.41	13,706.07
7/13/2026	Annually		135,312.06	142,077.78	149,181.76	156,640.90	164,472.88
Fire Prevention	Bi-weekly		**4,811.11**	**5,051.67**	**5,304.25**	**5,569.46**	**5,847.93**
Specialist	Monthly		10,424.07	10,945.29	11,492.54	12,067.16	12,670.52
7/13/2026	Annually		125,088.86	131,343.42	137,910.50	144,805.96	152,046.18
Emergency Vehicle Technician I	Bi-weekly		**3,882.95**	**4,077.10**	**4,280.96**	**4,495.01**	**4,719.76**
7/13/2026	Monthly		8,413.06	8,833.72	9,275.41	9,739.19	10,226.15
	Annually		100,956.70	106,004.60	111,304.96	116,870.26	122,713.76
Emergency Vehicle Technician II	Bi-weekly		**4,271.25**	**4,484.81**	**4,709.05**	**4,944.50**	**5,191.73**
7/13/2026	Monthly		9,254.38	9,717.08	10,202.92	10,713.08	11,248.75
	Annually		111,052.50	116,605.00	122,435.00	128,557.00	134,984.98
Emergency Vehicle Technician III	Bi-weekly		**5,125.50**	**5,381.78**	**5,650.87**	**5,933.41**	**6,230.08**
7/13/2026	Monthly		11,105.25	11,660.52	12,243.55	12,855.72	13,498.51
	Annually		133,263.00	139,926.28	146,922.62	154,268.66	161,982.08
Temp - clerical	Hourly		18.00				37.00
7/1/2024							
Temp - Technician	Hourly		31.00				40.00
7/1/2024							

*7/13/2026:
Office Assistant I and II removed and replaced with Office Assistant
Community Risk and Resiliency Specialist title changed to Emergency Management Program Manager

Central County Fire Department

Salary Schedule - Effective 7/13/2026 (to adopted by Fire Board 9/9/26)

Includes all July 2026 effective MOU & Summary of Benefit increases and compensation changes and replaces schedule adopted by Board 6/10/26)

Management Employees **Effective Date**			**A**	**B**	**C**	**D**	**E**
Fire Chief	Bi-weekly		**11,544.80**	**12,122.04**	**12,728.14**	**13,364.55**	**14,032.78**
7/13/2026	Monthly		25,013.73	26,264.42	27,577.64	28,956.53	30,404.36
	Annually		300,164.80	315,173.04	330,931.64	347,478.30	364,852.28
Deputy Fire Chief	Bi-weekly		**10,495.29**	**11,020.05**	**11,571.05**	**12,149.60**	**12,757.08**
7/13/2026	Monthly		22,739.80	23,876.78	25,070.61	26,324.13	27,640.34
	Annually		272,877.54	286,521.30	300,847.30	315,889.60	331,684.08
Administrative Services	Bi-weekly		**6,844.88**	**7,187.12**	**7,546.48**	**7,923.80**	**8,319.99**
Director *	Monthly		14,830.57	15,572.09	16,350.71	17,168.23	18,026.65
7/13/2026	Annually		177,966.88	186,865.12	196,208.48	206,018.80	216,319.74
Emergency Medical Services	Bi-weekly		**6,722.39**	**7,058.51**	**7,411.44**	**7,782.01**	**8,171.11**
Manager	Monthly		14,565.18	15,293.44	16,058.12	16,861.02	17,704.07
7/13/2026	Annually		174,782.14	183,521.26	192,697.44	202,332.26	212,448.86
Human Resources	Bi-weekly		**7,529.36**	**7,905.83**	**8,301.12**	**8,716.18**	**9,151.99**
Director	Monthly		16,313.61	17,129.30	17,985.76	18,885.06	19,829.31
7/13/2026	Annually		195,763.36	205,551.58	215,829.12	226,620.68	237,951.74

*7/13/2026: Administrative Services Manager title changed to Administrative Services Director

Central County Fire Department

Salary Schedule - Effective 7/13/2026 (to adopted by Fire Board 9/9/26)

Includes all July 2026 effective MOU & Summary of Benefit increases and compensation changes and replaces schedule adopted by Board 6/10/26)

Fire Units

Effective Date

For those hired prior to May 1, 2012			**A**	**B**	**C**	**D**	**E**
Fire Fighter	Bi-weekly		**4,980.58**	**5,229.61**	**5,491.09**	**5,765.64**	**6,053.92**
56 hour	Monthly		10,791.26	11,330.82	11,897.36	12,492.22	13,116.83
7/13/2026	Annually		129,495.08	135,969.86	142,768.34	149,906.64	157,401.92
Fire Fighter	Bi-weekly		**5,453.73**	**5,726.42**	**6,012.74**	**6,313.38**	**6,629.05**
40 hour	Monthly		11,816.42	12,407.24	13,027.60	13,678.99	14,362.94
7/13/2026	Annually		141,796.98	148,886.92	156,331.24	164,147.88	172,355.30

For those hired after May 1, 2012			**Probationary**	**A**	**B**	**C**	**D**	**E**
Fire Fighter	Bi-weekly		**4,527.80**	**4,980.58**	**5,229.61**	**5,491.09**	**5,765.64**	**6,053.92**
56 hour	Monthly		9,810.23	10,791.26	11,330.82	11,897.36	12,492.22	13,116.83
7/13/2026	Annually		117,722.80	129,495.08	135,969.86	142,768.34	149,906.64	157,401.92
Fire Fighter	Bi-weekly		**4,957.94**	**5,453.73**	**5,726.42**	**6,012.74**	**6,313.38**	**6,629.05**
40 hour	Monthly		10,742.20	11,816.42	12,407.24	13,027.60	13,678.99	14,362.94
7/13/2026	Annually		128,906.44	141,796.98	148,886.92	156,331.24	164,147.88	172,355.30
			18 months	18 months	12 months	12 months	12 months	12 months

			A	**B**	**C**	**D**	**E**
Fire Captain	Bi-weekly		**5,982.71**	**6,281.85**	**6,595.94**	**6,925.74**	**7,272.03**
56 hour	Monthly		12,962.54	13,610.68	14,291.20	15,005.77	15,756.07
7/13/2026	Annually		155,550.46	163,328.10	171,494.44	180,069.24	189,072.78
Fire Captain	Bi-weekly		**6,491.25**	**6,815.81**	**7,156.60**	**7,514.43**	**7,890.15**
40 hour	Monthly		14,064.38	14,767.59	15,505.97	16,281.27	17,095.33
7/13/2026	Annually		168,772.50	177,211.06	186,071.60	195,375.18	205,143.90
Fire Captain	Bi-weekly		**5,982.71**	**6,281.85**	**6,595.94**	**6,925.74**	**7,272.03**
40 hour Training Assignment	Monthly		12,962.54	13,610.68	14,291.20	15,005.77	15,756.07
7/13/2026	Annually		155,550.46	163,328.10	171,494.44	180,069.24	189,072.78
Battalion Chief	Bi-weekly		**8,579.21**	**9,008.17**	**9,458.58**	**9,931.51**	**10,428.09**
56 hour	Monthly		18,588.29	19,517.70	20,493.59	21,518.27	22,594.20
7/13/2026	Annually		223,059.46	234,212.42	245,923.08	258,219.26	271,130.34
Battalion Chief	Bi-weekly		**9,308.46**	**9,773.88**	**10,262.57**	**10,775.70**	**11,314.48**
40 hour	Monthly		20,168.33	21,176.74	22,235.57	23,347.35	24,514.71
7/13/2026	Annually		242,019.96	254,120.88	266,826.82	280,168.20	294,176.48
Fire Marshal	Bi-weekly		**9,308.46**	**9,773.88**	**10,262.57**	**10,775.70**	**11,314.48**
40 hour	Monthly		20,168.33	21,176.74	22,235.57	23,347.35	24,514.71
7/13/2026	Annually		242,019.96	254,120.88	266,826.82	280,168.20	294,176.48
Deputy Fire Marshal	Bi-weekly		**6,580.97**	**6,910.02**	**7,255.52**	**7,618.30**	**7,999.22**
7/13/2026	Monthly		14,258.77	14,971.71	15,720.29	16,506.32	17,331.64
	Annually		171,105.22	179,660.52	188,643.52	198,075.80	207,979.72
Fire Inspector	Bi-weekly		**5,773.33**	**6,062.00**	**6,365.09**	**6,683.34**	**7,017.51**
7/13/2026	Monthly		12,508.88	13,134.33	13,791.03	14,480.57	15,204.61
	Annually		150,106.58	157,612.00	165,492.34	173,766.84	182,455.26

7/13/26: Trainee salary range removed from salary schedule

AGENDA ITEM: 8a

STAFF REPORT

MTG. DATE: September 9, 2026

TO: Board of Directors

DATE: September 9, 2026

FROM: Dave Pucci, Fire Chief
Jennifer Crims, Human Resources Director

APPROVED BY: _____
Doug Davis, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Firefighters' Union and the Central County Fire Department

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Recommendation:

Staff recommends the Board approve and adopt the resolution authorizing the Chief Administrative Officer to execute a side letter of agreement between the Firefighters' Union and the Central County Fire Department.

Background:

The Memorandum of Understanding (MOU) between the Firefighters' Union (Firefighters) and the Central County Fire Department (Department) is dated July 1, 2025 through December 31, 2028. That MOU includes longevity/retention pay and bilingual pay provisions that were not included in prior Firefighters' MOUs.

CalPERS recently completed a compliance review of compensation reported for an employee of CCFD in anticipation of the employee's planned retirement. Following that review, CalPERS issued a determination that holiday pay as reported did not meet the definition of "Compensation Earnable". Pursuant to Gov. Code sections 20636 and 20636.1, compensation earnable is defined as the payrate and special compensation of a member and further clarified by those statutes and the California Code of Regulations (CCR) under the California Public Employees' Retirement Law (PERL).

Staff consulted numerous times with CalPERS and to achieve compliance, added language to further describe and clarify holiday pay and educational incentive pay in the attached side letter, including:

- Defining holiday pay calculation for 56-hour employees as including applicable paramedic, education, longevity/retention and bilingual pay
- Articulating that 56-hour employees are required to work in positions that require scheduled staffing without regard for holidays

- Stating that educational incentive is available because it enhances an employee's ability to do their job duties and that the Department has a system in place to evaluate that employees meet the criteria for eligibility as defined in the MOU

Following Board approval, the side letter will be submitted to CalPERS and the Department will request a secondary compensation review for all members that have undergone a compensation review since July 1, 2025.

Fiscal Impact:
There is no fiscal impact associated with this agenda item.

Attachments:
1. Resolution Authorizing the Chief Administrative Officer to Execute a Side Letter of Agreement between the Firefighters' Union and the Central County Fire Department
2. Side Letter of Agreement (redlined)
3. Side Letter of Agreement (clean copy)

RESOLUTION NO. 26-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE A SIDE LETTER BETWEEN THE FIREFIGHTERS' UNION AND THE CENTRAL COUNTY FIRE DEPARTMENT

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, at the November 12, 2025, regular meeting, the Board of Directors adopted the Memorandum of Understanding (MOU) between the Firefighters' Union and Central County Fire Department; and

WHEREAS, following a recent compliance review of compensation, CalPERS determined that holiday pay, as previously reported, did not meet the applicable definition of "compensation earnable"; and

WHEREAS, pursuant to Gov. Code sections 20636 and 20636.1, compensation earnable is defined as the payrate and special compensation of a member and further clarified by those statutes and the California Code of Regulations (CCR) under the California Public Employees' Retirement Law (PERL); and

WHEREAS, the Department has consulted with CalPERS regarding the appropriate treatment and reporting of holiday pay and educational incentive pay for purposes of compliance with applicable compensation earnable requirements; and

WHEREAS, the Department and the Union have negotiated a Side Letter of Agreement intended to clarify and further define the applicable provisions of the MOU concerning holiday pay and educational incentive pay; and

WHEREAS, the Side Letter clarifies that 56-hour employees are required to work in positions that require scheduled staffing without regard for holidays, and that for employees working a 56-hour schedule, the calculation of holiday pay includes applicable paramedic pay, educational incentive pay, longevity/retention pay, and bilingual pay; and

WHEREAS, the Side Letter further clarifies that educational incentive pay is available because the education enhances an employee's ability to perform their assigned job duties and that the Department maintains a system for evaluating whether employees satisfy the eligibility criteria established in the MOU; and

WHEREAS, approval and execution of the Side Letter will allow the Department to submit the agreement to CalPERS for review and to request a secondary compensation review for Department members who have undergone a compensation review since July 1, 2025.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department approves a resolution authorizing the Chief Administrative Officer to execute a Side Letter of Agreement between the Firefighters' Union and the Central County Fire Department

Approved at a regular meeting of the Board of Directors held this 9th day of September, 2026.

Signed: _____
Peter Stevenson , Chair

Attest: _____
Rubina Ellam, Board Clerk

I hereby certify that the foregoing is a true and correct copy of Resolution 26-17 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9th day of September, 2026, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____

SIDE LETTER OF AGREEMENT

between

CENTRAL COUNTY FIREFIGHTERS' UNION

and

CENTRAL COUNTY FIRE DEPARTMENT

September 9, 2026

Regarding: Holiday Pay for Fifty-Six (56) Hour workweek Employees and Educational Incentive Plan

Representatives from the Central County Firefighters' Union, hereinafter "CCFU" and representatives from Central County Fire Department, hereinafter "Department" have met and conferred and have mutually agreed to modify the July 1, 2025 through December 31, 2028 Memorandum of Understanding between the parties as follows, to match the current Department practices and intent of the language previously approved by the Fire Board on November 12, 2025:

11.3 Holiday Pay for Fifty-Six (56) Hour Workweek Employees

Employees who work a fifty-six (56) hour workweek schedule shall be entitled to thirteen (13) holidays.

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Indigenous Peoples Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve Day	December 31

56-hour workweek personnel are required to work because they hold positions that require scheduled staffing without regard to holidays. For purposes of these ~~shift~~ personnel, payment is based on twelve (12) hours for each holiday for a total of 156 hours annually. Holiday pay is paid out each pay period and calculated by dividing 156 hours by 26 pay periods, and multiplying that by the base hourly rate plus any applicable paramedic, ~~and~~ education, longevity/retention and bilingual pay. These applicable pays are multiplied individually by base hourly rate

and then added together. They are not compounded. These holidays are separate from the vacation benefits listed in Section 12.

13.5 Educational Incentive Plan

Educational incentive compensation is available to all employees who complete approved educational courses, certificates, or degrees that enhance their ability to do their job duties. Eligible employees must submit a formal request for the educational incentive, along with documentation demonstrating they meet the requirements, to their supervisor. The supervisor will verify the documentation and forward the request to Human Resources for processing.

For employees hired before May 1, 2012, the following-mentioned college credits must have been earned or accepted by an accredited California school, college or university in the field of fire science or related subject leading to an A.S. or A.A. degree in Fire Science, subject to approval of the Fire Chief.

13.5.1 Employees who have completed 15 college units (12 of which must be in Fire Science) shall receive 2.5% additional pay.

13.5.2 Employees who have completed 30 college units (24 of which must be in Fire Science) shall receive 5.0% additional pay.

13.5.3 Employees who have completed 60 college units (48 of which must be in Fire Science) shall receive 7.5% additional pay.

For employees hired after May 1, 2012, the eligible Educational Incentive Plan educational courses, certificates, or degrees shall be described in Appendix C only. The Plan described in Sections 13.5.1 – 13.5.3 only applies to those employees hired prior to May 1, 2012.

Approved and Accepted:

For Central County Firefighters' Union

_____
A.J. Gibbons

_____
Dave Novelli

For Central County Fire Department

_____
Doug Davis, Chief Administrative Officer

SIDE LETTER OF AGREEMENT

between

CENTRAL COUNTY FIREFIGHTERS' UNION

and

CENTRAL COUNTY FIRE DEPARTMENT

September 9, 2026

Regarding: Holiday Pay for Fifty-Six (56) Hour workweek Employees and Educational Incentive Plan

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Christmas Day	December 25
New Year's Eve Day	December 31

56-hour workweek personnel are required to work because they hold positions that require scheduled staffing without regard to holidays. For purposes of these personnel, payment is based on twelve (12) hours for each holiday for a total of 156 hours annually. Holiday pay is paid out each pay period and calculated by dividing 156 hours by 26 pay periods, and multiplying that by the base hourly rate plus any applicable paramedic, education, longevity/retention and bilingual pay. These applicable pays are multiplied individually by base hourly rate

and then added together. They are not compounded. These holidays are separate from the vacation benefits listed in Section 12.

13.5 Educational Incentive Plan

Educational incentive compensation is available to all employees who complete approved educational courses, certificates, or degrees that enhance their ability to do their job duties. Eligible employees must submit a formal request for the educational incentive, along with documentation demonstrating they meet the requirements, to their supervisor. The supervisor will verify the documentation and forward the request to Human Resources for processing.

For employees hired before May 1, 2012, the following-mentioned college credits must have been earned or accepted by an accredited California school, college or university in the field of fire science or related subject leading to an A.S. or A.A. degree in Fire Science, subject to approval of the Fire Chief.

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For employees hired after May 1, 2012, the eligible Educational Incentive Plan educational courses, certificates, or degrees shall be described in Appendix C only. The Plan described in Sections 13.5.1 – 13.5.3 only applies to those employees hired prior to May 1, 2012.

Approved and Accepted:

For Central County Firefighters' Union	For Central County Fire Department
_____	_____
A.J. Gibbons	Doug Davis, Chief Administrative Officer
_____	
Dave Novelli	