



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** April 11, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ari Delay, Fire Chief

**SUBJECT:** Consider Adoption of a Resolution Authorizing the City Manager to Execute an Agreement for a Joint Training Program between the Central County Fire Department and the City of San Bruno

### **BACKGROUND:**

The San Bruno Fire Department has participated in a joint training program to provide for fire suppression, emergency medical services, and other legally mandated training through the Central San Mateo County Training Division. Participation in this joint training program has been done in partnership with the Central County Fire Department, a Joint Powers Authority representing the cities of Millbrae, Burlingame, and Hillsborough, and the San Mateo Consolidated Fire Department representing the cities of San Mateo, Belmont, and Foster City since 2010. In January of 2021, the San Mateo Consolidated Fire Department issued a notice to withdraw from the training agreement. This withdrawal necessitated updating the agreement to reflect the remaining parties to the agreement and clearly delineating each participating agency's responsibilities for the program.

### **DISCUSSION:**

#### Overview of San Bruno Fire Department

The San Bruno Fire Department (SBFD) serves San Bruno and is dedicated to protecting all persons' health, life, and property in the City of San Bruno. The fire department has a long-standing tradition of service and excellence. SBFD provides a full range of services delivered in a responsive and cost-effective manner. The Department's priority is to ensure the safety and emergency preparedness of our citizens through outreach programs in fire prevention, public education, advanced life support, hazardous material safety, and fire suppression activities. SBFD provides all-risk fire protection, emergency medical, and fire prevention services to 45,000 residents and tens of thousands of visitors annually. SBFD responds to approximately 5,000 calls for service per year.

The SBFD has a service area of approximately 5.5 square miles and is adjacent to the San Francisco International Airport (SFO). The City of San Bruno also has approximately 1.5

square miles of wildland urban interface (WUI) areas that border the San Francisco Public Utilities Commission Peninsula Watershed. SBFD serves a diverse area of single-family homes, multi-residential buildings, retail and business districts, hotels, and care facilities, as well as a large industrial area. The three major highways, 101, 280, and 380, are vital vehicle transportation links between San Francisco and Silicon Valley.

San Bruno Fire Department also participates in a Joint Powers Agreement with San Mateo County, providing Advanced Life Support as part of a 20-city, 56-engine company workforce. Through a series of mutual and automatic aid agreements, each city in San Mateo County responds seamlessly to provide citizens in the county with the closest available units to mitigate any emergency dispatched through San Mateo County's Public Safety Communications.

The San Bruno Fire Department has 38.5 full-time employees. The top-ranking person of the Department is the Fire Chief, who is supported by a command staff of a Fire Marshal, three Battalion Chiefs, and an Executive Assistant. There are two strategically located and professionally staffed fire stations. Daily staffing consists of two engine companies, one ladder truck, and one Battalion Chief, 24 hours a day, seven days a week.

To maintain the high level of all-risk training needed to support employees and mitigate risk, participation in CSMCTD is the most cost-effective and efficient method of training delivery currently available to the San Bruno Fire Department.

#### Summary of the Agreement

SBFD is a participating agency in the Central San Mateo County Training Division (CSMCTD), including Central County Fire Department and San Mateo Consolidated Fire Department, in fiscal year 21/22. CSMCTD provides both operations and emergency medical services (EMS) training. The Division is currently staffed with a Battalion Chief, two Fire Captains, a clinical educator, and a full-time administrative assistant.

The Central San Mateo County Training Division provides full-service comprehensive training, including annual mandated training for fire suppression, EMS, and other all-risk disciplines, as outlined by OSHA, NFPA, ISO, state and local regulatory bodies, and related training for personnel employed by the Participating Agencies. The Program ensures that any and all continuing education requirements are offered to Participating Agencies' personnel to ensure certification and licensure maintenance and documentation of records via Vector Solutions or other approved recording systems. The Program shall provide EMS oversight, as required by CCR Title 22, controlled substance accountability, resupply, mandatory controlled substance audits, designated infection control officer (DICO), and EMS JPA Supervisor, as required by the SMC O EMSA JPA Contract.

Program Costs are allocated to each participating agency as follows:

1. Training Division Battalion Chief-Employee of Central County Fire - No Program-related costs are anticipated, but Participating Agencies agree to review and determine at the end of the first year of this Agreement whether cost impacts have occurred and, if so, to amend this Agreement to provide for payment of those agreed upon costs.

2. EMS Manager-Employee of Central County Fire - Position funded 30% by San Bruno and 70% by Central County Fire.
3. Two Captains - Respectively employed by the City of San Bruno and Central County Fire - No Program related cost.
4. Administrative Assistant-Employee of Central County Fire - Position funded 30% by San Bruno and 70% by Central County Fire.
5. All other Program Costs - Funded 30% by the City of San Bruno and 70% by Central County Fire.

Total annual cost for the City of San Bruno is projected to be \$135,000.

**FISCAL IMPACT:** The annual cost of \$135,000 for the City of San Bruno's participation in the Central San Mateo County Training Division (CSMCTD) was included in the adopted FY 2023-24 budget and will be carried forward in future budgets. Future costs will increase periodically based on changes in employee compensation and CSMCTD program costs. Such increases will be presented to the City Council through the City's annual budgeting process. In the current fiscal year, no additional appropriation of funds are needed for the execution of this agreement, as sufficient funds were appropriated in the Fire Department operational training budget to fund this item.

**ENVIRONMENTAL IMPACT:** The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

**ALTERNATIVES:**

1. Do not authorize the City Manager to execute an agreement.
2. Direct staff to request modifications to the agreement.

**RECOMMENDATION:** Consider adoption of a resolution authorizing the City Manager to execute an agreement with Central County Fire for a joint training program between the Central County Fire Department and the City of San Bruno.

**ATTACHMENT:**

1. Resolution
2. Draft Agreement