



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** DEPARTMENT OF EMERGENCY  
MANAGEMENT

**File #:** 23-461

Board Meeting Date: 6/13/2023

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Don Mattei, Interim Director, Department of Emergency Management  
**Subject:** Agreement with the San Mateo Consolidated Fire Department

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with San Mateo Consolidated Fire Department for fire prevention services in the Department of Emergency Management for the term of July 1, 2023, through June 30, 2025, in an amount not to exceed \$469,380.

**BACKGROUND:**

The Department of Emergency Management (“DEM”) serves a population of over 700,000 residents. DEM coordinates activities to mitigate, prepare for, respond to, and recover from disasters and offers effective planning, training, and coordination to continually develop the mitigation, preparedness, and response and recovery capabilities for emergencies resulting from all hazards. To meet the expectations of a safer county through effective partnerships, the Police and Fire Chief’s Associations requested a full-time Fire Battalion Chief be assigned to the County Department of Emergency Management.

**DISCUSSION:**

The DEM assigned Fire Battalion Chief would offer significant benefit to the Operational Area such as assisting in planning, developing, implementing, and administering Countywide policies and programs related to emergency management, serving as a liaison to San Mateo County Fire Chiefs, including County Fire Chiefs sub-groups consisting of operations and training, as well as the San Mateo County Emergency Managers Association and other entities involved in emergency preparedness and planning efforts. They will assist in developing, coordinating, and leading emergency management training, participate in coordination and evaluation of emergency operation drills and exercises, assist in making recommendations for improvement in operations and/or responses, and participate in developing, updating, and maintaining emergency plans and policies. They will continue to be the lead administrator for Zonehaven Basic and Advanced training, and Rave end user training for fire and law. The Fire Liaison to DEM will also ensure collaboration concurrence with local stakeholders, representing the Cal Fire and Municipal Fire Chiefs in grant project

management, and community events and meetings. The Battalion Chief will not be a DEM full-time employee. Instead, the Battalion Chief will remain an employee of the participating fire department assigned to DEM. Both the Fire Chiefs and Police Chiefs Associations are in full support of this agreement.

**FISCAL IMPACT:**

The agreement with San Mateo Consolidated Fire Department is for the term of July 1, 2023, through June 30, 2025, in an amount not to exceed \$469,380. This agreement is funded through the DEM-JPA member agencies, and the County. The net County Cost is \$234,690. Funding for this agreement has been included in the JPA FY 2023-24 recommended budget.