

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, August 9, 2023, 5:30 pm**

MINUTES

President Robles called the meeting to order at 5:30 p.m.

BOARD MEMBERS PRESENT Directors McKenna, Muns, Nelson, Pierce, Raddatz and Robles.

BOARD MEMBERS ABSENT Director Woodruff

STAFF PRESENT Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Administrative Officer/Finance Officer Harris, Deputy Fire Marshal Jon Newman, Administrative Analyst Diana Derobertis, and Executive Assistant/Board Clerk Rians.

Chief Brainard led the Pledge of Allegiance

Director Nelson led a Ringing of the Bell ceremony in memory of Division Chief Danny Reed (retired), who passed away on August 8, 2023.

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of August 9, 2023, was posted at District Headquarters on Friday, August 4, 2023, at 5:00 p.m.

PUBLIC COMMENT - None

CLOSED SESSION AGENDA ITEMS

Director McKenna suggested the Board and Staff attempt to estimate the duration of Closed Session so those attending the Board Meeting can have an idea of when Open Session items will be discussed. Today's Closed Session is estimated to last 45-60 minutes.

President Robles adjourned the meeting to Closed Session at 5:36 p.m.

1. Closed Session – Conference with Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Title: Fire Chief
2. Closed Session – Public Employment pursuant to Government Code §54957
Position: Fire Chief
3. Closed Session – Public Employment pursuant to Government Code §54957
Position: Firefighter Paramedic
4. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

5. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel

6. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief(s), Administrative Officer/Finance Officer, Deputy Fire Marshal, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Executive Assistant/Board Clerk, Fire Inspector(s), Fire Services Officer

President Robles reconvened the meeting to Open Session at 6:10 p.m., reporting that the Board is appointing Division Chief Andy Lawler to the position of Fire Chief effective February 3, 2024.

CONSENT AGENDA ITEMS

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor with Director Woodruff absent), the Consent Agenda was approved.

7. Approve the Minutes Regular Meeting of July 12, 2023
8. Approve Board Member Stipend Payments.
9. Receive and File Quarterly Investment Report in Accordance with California Government Code.
10. Credit Card Expenditures Review – The Board of Directors will review the credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
11. Review the Quarterly Employee Reimbursement Report.
12. Review the Quarterly Information Technology Access Log

ACTION AGENDA ITEMS

13. Amendment to Fire Chief's Employment Agreement – The Board of Directors may discuss and approve the amendments to the Fire Chief's Employment Agreement.

Key Terms of the Fire Chief's Employment Agreement are as follows:

- Agreement amended for the period through his retirement date of February 2, 2024.
- Compensation change to reflect an annual base pay salary of \$225,971.
- Receiving a one-time, off-schedule payment of \$7,000 for COVID Hazard Pay.
- Uniform Reimbursement through an accountable plan for \$1,5000.

Upon a motion by Director McKenna, second by Director Muns, and vote (unanimously in favor with Director Woodruff absent), the amendment to the Fire Chief's Employment Agreement was approved.

14. Investment Strategies – The Board of Directors may discuss and approve Staff to move forward with investment strategies.

With the consensus of the Board, Staff received direction to move account balances from the Contingency Reserve Fund, Uncompensated Leave Fund, and District Liabilities Fund accounts from the County to CLASS.

Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor with Director Woodruff absent), the investment strategies were approved.

INFORMATIONAL AGENDA ITEMS

15. Station 18 Progress Update – Division Chief Lawler provided a progress update on Station 18.
16. Key Performance Measures – Division Chief Lawler presented an update on Key Performance Measures, with a new format planned for presentation at the mid-point next fiscal year (February 2024).

Director McKenna requested the KPMs be supplied to the Directors ahead of the Board Meeting.

Chief Brainard discussed ambulance service for the Crest community, sharing that Mercy Ambulance gave notice to the County that they are ending their contract effective September 30, 2023. San Diego County Fire Protection District is taking over on October 1, 2023, and has subcontracted personnel from AMR to staff 10 ambulances in the backcountry. Chief Brainard shared his belief that this will improve service times and noted new Station 18 might be able to house an ambulance. The Board requested that they be given the opportunity to give direction prior to the possibility of any County Fire apparatus/personnel operating out of a San Miguel facility.

REPORTS

17. Committee Reports

Directors Nelson and Pierce reported a productive meeting/station visit with Assemblywoman Dr. Akilah Weber. Director Pierce noted that Dr. Weber is running for a Senate seat which still handles this area.

Director McKenna discussed the formatting and verbiage of letters/documents written by the Government Affairs Committee and asked that it be reviewed by the full Board of Directors prior to letters going out.

Director Robles announced a desire to move the Board Workshop to a date when Legal Counsel can be present. The new date for the Board Workshop will be September 27, 2023, at 5:30 p.m.

18. Directors' Reports

Director Robles shared that the meeting with Assemblywoman Dr. Weber went well.

Director Pierce shared that his niece, two nephews, and parents toured Station 14 – Pierce expressed his appreciation for the crew that hosted.

Director Nelson read a portion of the Directors Policy Manual regarding Board conduct aloud.

Director Raddatz shared that Supervisor Joel Anderson is holding a community meeting tomorrow at the Spring Valley Library, which will address homelessness and community services.

19. Chief's Report

Action Plan Recap from the July 12, 2023, Board Meeting

- AO/FO Harris to provide recommendations for investments – **Agenda #14.**
- Staff to upload the Board of Directors Policy Manual with Amendments outlined, including changes to the Financial Management and Investment Policies, into the Policy Management System – **Complete and final review being completed.**
- Post Ordinance 2023-2 in accordance with law – **Completed.**

Zone 2 Ambulance Transition

- September 30th transition Mercy Ambulance to San Diego County Fire Protection District/American Medical Response (AMR).

Assemblywoman Marie Waldron, 75th Assembly District

- District to receive \$500,000 from the State of California for Station 18 renovation. The Fire Chief has invited Assemblywoman Waldron to a future board meeting, pending scheduling ability.

Wellness and Enhanced Cancer Screening

- Staff meeting with San Diego Sports Medicine/Wellness to explore strategies to enhance early cancer detection.

Significant Incidents

- July 29 – 10001 Javelin Way 3-story single-family dwelling, heavy fire, smoke, and water damage.
One resident was transported with smoke inhalation, and two Firefighters assessed released minor injuries.

20. Association of San Miguel Chief Officers Communications

Battalion Chief Blunt shared that Battalion Chief Nava and his wife welcomed a new baby girl to the San Miguel family. Chief Blunt also spoke about his deployment on a Type 3 OES strike team to the Bonnie Fire in Riverside County, commending crews for their work. Chief Blunt will be the Chief Officer's spokesperson for the time being.

21. Association of San Miguel Firefighters Communications

Captain Mike Hays offered his congratulations to Chief Lawler for his appointment to Chief once Fire Chief Brainard retires. Captain Hays shared that he, Matt Thompson, and Damian Arruda met with one of the Country District 4 candidates with pending plans to meet with Assemblywoman Dr. Akilah Weber as well. As of July 25, Jeff Shinn and Adam Burg are members at large, and Todd Romenesko is the new designated Union representative.

Director Robles extended an invitation for Local 1434 to attend the Board Workshop on September 27th, 2023, and for all staff.

22. Correspondence

None.

Director Robles led a moment of silence in remembrance of CALFIRE Assistant Chief Josh Bischof, CALFIRE Captain Tim Rodriguez, and Exclusive Use Pilot Tony Sousa, who passed away in a helicopter accident during firefighting measures on August 6, 2023.

ACTION PLAN RECAP

- Administrative Officer/Finance Officer Harris to establish an Investment Fund account with CLASS.
- Board Workshop rescheduled to September 27, 2023, at 5:30 p.m.

*The next Board Meeting will be a Regular Meeting on **September 13, 2023, at 5:30 pm**, District Headquarters*

President Robles adjourned the meeting at 7:09 pm

Prepared and submitted by:

Shayna Rians

Board Clerk