

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, September 14, 2022, 5:30 pm**

***MINUTES***

***President McKenna called the meeting to order at 5:31 pm.***

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

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Brainard, Division Chiefs Browning and Lawler, Battalion Chief Quinlan, Administrative Officer/Finance Officer (AO/FO) Harris, and Administrative Assistant Rians

**APPROVAL OF AGENDA**

President McKenna requested Action Item #6 be addressed before Agenda Item #4.

[By Board Consensus, the agenda was approved.](#)

*The Agenda for the Regular Meeting of September 14, 2022, was posted at District Headquarters on Friday, September 9, 2022, at 5:00 pm.*

**Director Pierce led the Pledge of Allegiance.**

**PUBLIC COMMENT** - None

**SPECIAL PRESENTATION**

Badge-pinning took place for the following personnel: Firefighter Paramedics Diaz, Holscher, and Vosdoganes who completed probation and were presented their official District Firefighter Paramedic badges. Engineer Graff completed his probation and was presented his official District Engineer badge. Jon Newman, former Fire Inspector, promoted to Deputy Fire Marshal and received his new badge. Chaplain George Helewa (Shepherd 1) introduced and presented badges to new Chaplains Benton (Shepherd 2) and Hensley (Shepherd 3).

***President McKenna adjourned for an intermission at 5:48 pm. Open session resumed at 6:00 pm.***

**CONSENT AGENDA ITEMS**

[Upon a motion by Director Robles, second by Director Raddatz, and vote \(unanimously in favor\), the Consent Agenda was approved.](#)

1. Approve the Minutes: Regular Meeting of August 10, 2022
2. Approve Board Member Stipend Payments.
3. Resolution 22-17 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Approving Designation Agent for Non-State Agencies for Obtaining Certain Federal Financial Assistance.

## ACTION AGENDA ITEMS

4. ProQA Request for Approval – The Board of Directors may consider the approval of implementing the use of ProQA, a Medical Priority Dispatch System.

Chief Brainard shared a PowerPoint presentation reviewing ProQA and how its use will likely reduce our responses to non-emergent situations. Kristan Johnson of Heartland Communications was present and informed the Board that ProQA is no more work than the current dispatch practices – the same questions are asked/answered, only impacting dispatch priority.

Upon a motion by Director Pierce, second by Director Robles, and vote (unanimously in favor), the implementation of ProQA was approved.

5. Public Hearing (First Reading) – Ordinance 2022-1 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Which Adopts the California Fire Code, 2022 Edition, and 2021 International Fire Code With Certain Amendments, Additions, and Deletions and Repealing Ordinance 2019-2. The Board of Directors will consider adopting the First Reading of Ordinance 2022-1.

President McKenna requested a motion to waive further reading, and introduce by title only, Ordinance 2022-1.

Upon a motion by Director Nelson, second by Director Robles, and vote (unanimously in favor), waiving of further reading of Ordinance 2022-1 was approved.

Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor), the First Reading of Ordinance 2022-1 was approved, with staff directed to schedule and publish notice for a second Public Hearing/Reading at the October 12, 2022, Board Meeting.

6. Public Hearing – Community Facilities District 2022-1 –The Board of Directors will conduct a Public Hearing and May Move Forward with Taking Actions to Establish Community Facilities District 2022-1.

***President McKenna opened the Public Hearing at 6:01 pm. With no questions/discussion by the Board, no written protests, and certification of no registered voters within CFD 2022-1, President McKenna closed the Public Hearing at 6:03 pm.***

- 6.1 Approve Resolution 22-18 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Establishing San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1, County of San Diego, State of California, and Taking Other Actions Relating Thereto.

Upon a motion by Director Pierce, second by Director Raddatz, and vote (unanimously in favor), Resolution 22-18 was approved.

- 6.2 Approve Resolution 22-19 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Calling a Special Landowner Election for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor), Resolution 22-19 was approved.

6.3 Special Election – Authorizing the Annual Levy of Special Taxes Within Community Facilities District 2022-1 in Accordance with the Rate and Method of Apportionment of Special Tax to Pay Costs of Providing Public Services and Establishes an Appropriations limit within Community Facilities No. 2022-1.

1 ballot was cast, with 1 vote recorded indicating “Yes” for the specified property to be annexed into CFD 2022-1.

6.4 Approve Resolution 22-20 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

Upon a motion by Director Ek, second by Director Robles, and vote (unanimously in favor), Resolution 22-20 was approved.

6.5 First Reading of Ordinance 2022-2 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

President McKenna requested a motion to waive further reading, and introduce by title only, Ordinance 2022-2.

Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor), waiving of further reading of Ordinance 2022-2 was approved.

Staff is directed to add the Second Reading of Ordinance 2022-2 to the October 12, 2022, Regular Board Meeting agenda.

7. Public Hearing – 2022/2023 Fiscal Year Final Budget – The Finance Committee/Staff will make a presentation of the Final Budget, and the Board of Directors will conduct a public hearing and may adopt the 2022/2023 Fiscal Year Final Budget.

**President McKenna opened the Public Hearing at 6:31 pm. With no member of the public wishing to comment, President McKenna closed the Public Hearing at 6:32 pm.**

The Finance Committee started the discussion with a synopsis of their committee meeting and information that was discussed at length (i.e., budget summary comparisons, forecasting, liabilities). President McKenna noted a couple changes since the preliminary budget review, including \$73,000 requested for a new Chief Officer vehicle, and Station 15 refurbishment that was approved at the July 13, 2022, Regular Board Meeting for a contract amount of \$970,000. AO/FO Harris announced that the District was awarded the Assistance to Firefighters Grant for the submission of self-contained breathing apparatus (SCBA) that need to be replaced. She thanked the SCBA committee for all their dedication during the process and assistance in getting the grant submitted with the needed information to receive the funds awarded.

Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), the 2022/2023 Fiscal Year Final Budget was adopted.

8. Allocation of 2021/2022 General Fund Reserve – The Board of Directors may accept the recommendation of where to allocate General Fund Revenue into Reserve Funds.

Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor), the Allocation of 2021/2022 General Fund Reserves were approved.

## REPORTS

### 9. Committee Reports

Director Raddatz attended a CSA 69 meeting and shared that Lakeside and Santee are getting documents together, with goals for annexation being completed within the next 18 months.

Director Pierce attended the quarterly CSDA meeting and shared that SANDAG made a presentation of their current projects.

Director Robles shared that the Negotiations Committee has started meeting and Negotiations are getting underway.

### 10. Directors' Reports

Director Robles shared that the Spring Valley Community Planning Group submitted a letter to the County regarding traffic concerns in the La Presa area and noted an insulin shortage among Spring Valley pharmacies. Chief Brainard will review response data and report if there is any increase in diabetic emergency calls.

Director Pierce shared that the Spring Valley Community Planning Group has plans to discuss the battery facility slated for Spring Valley.

Director Raddatz met with representatives from other fire agencies regarding ERAF. Directors Raddatz and Robles, along with Chief Brainard, will form an Ad Hoc committee for ERAF. Chief Brainard will invite Mark Baker, Director from Lakeside Fire Protection District, to present at the next Board Meeting.

### 11. Chief's Report

#### **Action Plan Recap from August 10, 2022, Board Meeting**

- Chief Brainard to bring additional information on ProQA to a future meeting
  - BOD Meeting September 14, 2022, Action Item #4
- Employee Reimbursement Reports to contain additional information in the future
  - Staff will provide the types of classes as part of the quarterly report
- Chief Brainard to compile information on San Miguel responses into County property and facilities and bring it to a future meeting
  - There are no permanent County facilities that generate excessive responses.
  - The high-volume homeless camp on Magnolia was cleaned up and moved north on Magnolia by the County and now has 24-hour security. The responses have dropped dramatically, and E19 rarely responds to that location.
  - Staff will continue to work with the County of San Diego for opportunities to offset costs. The District is currently working with the County to utilize Headquarters as a secure ballot drop off location
- Board IT Policy to be brought forward for review/approval at next Board Meeting
  - Deferred to the October 2022 meeting

**CARES Audit for the \$2.1M** – Waiting for additional data requests and subsequent results

**New Hire 6 FFPM's** – 6 FFPM's are in the 4<sup>th</sup> person 12-shift ride out phase

**First Responder Assessment/Treatment** –

- Surveying Op Area & meeting with Wittman Billing to explore options

**Facility Updates** –

- Stations 15, 16 and 21 demo and repair/remodel in progress
- 8 Station evaluations in progress

**Fire Mitigation Fee Changes**

- March 2023 to County Board of Supervisors for approval - Fire Mitigation Fee increase effective July 1, 2023

**Significant Incidents**

- Fourth Street Fire in E23's first in – Defensive attack due to barricaded subject 11-44
- Border 32 Fire – E22, E23, BR14 IA, Division Chief Browning & Battalion Chief Durrell Division Group Supervisors
- Frederick St Fire in E16's first in, 1 firefighter minor injury
- BR23 ST to Mosquito Fire Tahoe area – Burn over 4 firefighters with minor injuries - Fire Damage BR23
- Fury Ln Vegetation Fire in E22's first in, Aircraft assist from CalFire
- OES410 with Battalion Chief Blunt as the STL assigned pre-position, then Ramona and Fairview Fires

## 12. Association of San Miguel Chief Officers Communications

Battalion Chief Quinlan shared that the Engineer's Test (open to internal candidates only at this time), is slated for December 1, and shared the Chief Officers are looking forward to a collaborative Negotiations effort.

## 13. Association of San Miguel Firefighters Communications

Captain Hays was unable to attend the meeting, Chief Brainard shared the following on his behalf:

- Local 1434 acknowledged Captain Kevin Clark's years of service as he retired this month.
- Local 1434 is supporting its members involved with the burn over of BR23.
- San Miguel Firefighters are participating in the annual Octoberstache fundraiser, with the first event taking place at Pete's Place in La Mesa on September 21.
- The annual San Miguel Christmas Party/Retirement Celebration has been scheduled for December 17 at Sycuan.

## 14. Correspondence

None.

## **CLOSED SESSION AGENDA ITEMS**

***President McKenna adjourned the meeting to Closed Session at 7:24 pm.***

## 15. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

16. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel
  
17. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer
  
18. Closed Session – Conference with Legal Counsel – Potential Litigation  
(Government Code §54956.9, Subdivision (b)) – Number of Cases: 3

***President McKenna reconvened the meeting to Open Session at 9:04 pm.***

**ACTION PLAN RECAP**

- Staff to schedule and publish the Second Reading of Ordinance 2022-1 (Fire Code Adoption) for the October 12, 2022, Board Meeting.
- Staff to schedule and publish the Second Reading of Ordinance 2022-2 (Community Facilities District) for the October 12, 2022, Board Meeting.
- Chief Brainard to research any increase in calls related to diabetic patients and insulin shortage
- Chief Brainard to invite Director Mark Baker from Lakeside Fire Protection District to present at the October 12, 2022, Regular Board Meeting regarding ERAF.

*The next Board Meeting will be a Regular Meeting, **October 12, 2022, 5:30 pm**, District Headquarters*

***President McKenna adjourned the meeting at 9:05 pm.***

Prepared and submitted by:  
**Shayna Rians**  
Board Recording Secretary