



**San Miguel Consolidated Fire Protection District**  
**Regular Meeting of the Board of Directors**  
**2850 Via Orange Way, Spring Valley, CA 91978**

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**AGENDA**

**Wednesday, June 12, 2024 - 5:30 p.m.**

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**MEETINGS** - The Board meets regularly on the second Wednesday of each month at 5:30 p.m. The District reserves the 4th Wednesday of each month for an additional Regular Meeting if needed. Special and Emergency meetings may be scheduled as needed, and cancelled meetings will be noticed by posting on the District website.

**AGENDA** - Agenda items shall be addressed in the published order unless a member of the Board or a member of the public requests a specific item to be taken out of order, and the Board agrees to do so.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (US CODE TITLE 42)** - If you need accommodation to participate in the meeting, please call or email and Board Clerk Shayna Rians will coordinate arrangements: (619) 670-0500 or [info@sanmiguelfire.org](mailto:info@sanmiguelfire.org)

**PUBLIC COMMENT** - The public may attend meetings in person, complete a speaker slip, and bring an item not on the agenda forward; however, the Board will not be able to take any action at this meeting. If appropriate, the item will be referred to the Board and/or Fire Chief to determine if the item will be placed on a future Board agenda. The Board may not discuss items from Board members or Staff, but, if appropriate, will be placed on a future Board agenda. A three (3) minute period shall be allotted to each person addressing the Board to facilitate business proceedings.

**MEETING MATERIALS (GOVERNMENT CODE §54957.5 AND AB 2647)** - Documents provided to members of a Brown Act body in the 72 hours before a meeting (i.e., after the agenda is typically posted) are available to the public at the same time they are provided to the board members. The agenda and supporting documents are available online at <https://www.sanmiguelfire.org/board-meetings>

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**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

**1. CONSENT AGENDA ITEMS**

- 1.1 Approval of the Minutes      Special Meeting of May 2, 2024.  
   Regular Meeting of May 8, 2024.
- 1.2 Approval of Board Member Stipends.
- 1.3 Resolution 24-17 – The Board of Directors will consider adopting Resolution 24-17, Requesting a Temporary Transfer of Funds from the County Treasurer, County of San Diego, for Fiscal Year 2024/2025.
- 1.4 Resolution 24-18 – The Board of Directors will consider adopting Resolution 24-18, Establishing the Limit for Appropriations of Proceeds of Tax Subject to Limitation for Fiscal Year 2024/2025.

1.5 Resolution 24-19 – The Board of Directors will consider adopting Resolution 24-19, Acknowledging Receipt of a Report Made by the Fire Marshal of the San Miguel Consolidated Fire Protection District Regarding the Inspection of Certain Occupancies Requiring Annual Inspection be Performed in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

## **2. INFORMATIONAL AGENDA ITEMS**

2.1 Station 18 Update – Division Chief Riley will provide an update on the progress of the new Station 18.

2.2 Quarterly Financial Update – Administrative Officer/Finance Officer Harris will provide an update to the Board.

## **3. ACTION AGENDA ITEMS**

### **3.1 Items Pertaining to Fire Prevention Fees (Ordinance 24-01)**

3.1.1 Second Reading of Ordinance 24-01.

3.1.2 Public Hearing – The Board of Directors will conduct the second public hearing pertaining to the Proposed Fire Prevention Fee Schedule (Ordinance 24-01).

3.1.3 Adoption of Ordinance 24-01.

### **3.2 Items Pertaining to Community Facilities District 2022-1 Annexations**

3.2.1 Public Hearing – Community Facilities District 2022-1 Annexation 2 – The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 2.

3.2.2 Resolution 24-20 – The Board of Directors will consider approving Resolution 24-20, Calling a Special Election and Submitting the Qualified Electors of Territory Proposed to be Annexed to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California the Question of Levying Special Taxes Within That Territory (Annexation 2).

3.2.3 Resolution 24-21 – The Board of Directors will consider approving Resolution 24-21, 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 Annexation 2.

3.2.4 First Reading of Ordinance 24-02.

3.2.5 Public Hearing – Community Facilities District 2022-1 Annexation 3 –The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 3.

3.2.6 Resolution 24-22 – The Board of Directors will consider approving Resolution 24-22, Calling a Special Election and Submitting the Qualified Electors of Territory Proposed to be Annexed to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California the Question of Levying Special Taxes Within That Territory (Annexation 3).

3.2.7 Resolution 24-23 – The Board of Directors will consider approving Resolution 24-23, 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 Annexation 3.

3.2.8 First Reading of Ordinance 24-03.

**3.2.9** Resolution 24-24 – The Board of Directors will consider adopting Resolution 24-24 declaring intent to annex property into existing CFD 2022-1 (Annexation 4, Parcel 584-160-52-00).

**3.3 Items Pertaining to Purchases that Coincide with the Fiscal Year 2024/2025 Preliminary Budget**

**3.3.1** Resolution 24-25 – The Board of Directors will consider adopting Resolution 24-25, Approving the refurbishment of a Type I Engine.

**3.3.2** Resolution 24-26 – The Board of Directors will consider adopting Resolution 24-26, Approving the procurement process for purchasing a new Emergency Command Vehicle.

**3.3.3** Resolution 24-27 – The Board of Directors will consider adopting Resolution 24-27, Approving the procurement process for purchasing two new staff vehicles (Fire Prevention).

**3.3.4** Resolution 24-28 – The Board of Directors will consider adopting Resolution 24-28, Approving the procurement process for purchasing (3) Zoll X Series Advanced Cardiac Monitors.

**3.3.5** Resolution 24-29 – The Board of Directors will consider adopting Resolution 24-29, Approving the procurement process for purchasing Personal Protective Equipment.

**3.3.6** Resolution 24-30 – The Board of Directors will consider adopting Resolution 24-30, Approving Retaining Wall Repair (Station 21).

**3.3.7** Resolution 24-31 – The Board of Directors will consider adopting Resolution 24-31, Approving the expenditure of funds for utilization of Nurse Navigator alongside other Central Zone agencies.

**3.3.8** Resolution 24-32 – The Board of Directors will consider adopting Resolution 24-32, Approving the CalPERS payment be made in a lump sum instead of monthly installments.

**3.4 Items Pertaining to the Fiscal Year 2024/2025 Preliminary Budget**

**3.4.1** 2024/2025 Fiscal Year Preliminary Budget – Staff will make a presentation of the Preliminary Budget.

**3.4.2** Public Hearing – 2024/2025 Fiscal Year Preliminary Budget – The Board of Directors will conduct a public hearing.

**3.4.3** Resolution 24-33 – The Board of Directors will consider adopting Resolution 24-33, Approving the 2024/2025 Fiscal Year Preliminary Budget.

**3.5** Resolution 24-34 – The Board of Directors will consider adopting Resolution 24-34, Authorizing the Liquidation of Surplus Equipment (Vehicles 1014, 1019 and 1025).

**4. REPORTS**

**4.1** Committee Reports

**4.2** Directors' Reports

**4.3** Fire Chief Report

**4.4** Association of San Miguel Chief Officers Communications

**4.5** Association of San Miguel Firefighters Communications

**4.6** Correspondence

**5. CLOSED SESSION**

**5.1** Liability Claim (GOV §54956.95) – Criss Brainard

**5.2** Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez

Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

**5.3** Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez

Employee Organization: Chief Officer's Association of San Miguel  
5.4 Conference with Labor Negotiator (GOV §54957.6)  
Agency Negotiators: Directors McKenna, Muns, 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

## 6. ACTION ITEMS

6.1 Resolution 24-35 – The Board of Directors will consider adopting Resolution 24-35 pertaining to the Industrial Disability Retirement of Criss Brainard.

## ACTION PLAN RECAP

**NEXT MEETING** – Regular Meeting, July 10, 2024, 5:30 p.m., District Headquarters

## ADJOURNMENT

**CERTIFICATION OF POSTING** I certify that on June 7, 2024, a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of the San Miguel Consolidated Fire Protection District, said time being at least 72 hours in advance of the Board of Directors meeting (Government Code §54954.2). Executed at Spring Valley, California on June 7, 2024

*/s/ Shayna Rians*

Shayna Rians, Board Clerk

# San Miguel Consolidated Fire Protection District

## Special Meeting of the Board of Directors

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### MINUTES

Thursday, May 2, 2024 - 8:30 a.m.

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President Robles called the meeting to order at 8:37 a.m.

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

**BOARD MEMBERS ABSENT** Director Muns

**STAFF PRESENT** Fire Chief Lawler, Division Chiefs Durrell and Quinlan, and Administrative Officer/Finance Officer Harris

### APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

*The Agenda for the Special Meeting of May 2, 2024, was posted at District Headquarters on Wednesday, May 1, 2024, at 8:00 a.m.*

**PUBLIC COMMENT** - None.

### 1. AGENDA ITEMS

**1.1 Strategic Planning Workshop** – The Board of Directors will conduct a workshop to discuss strategic planning. No votes on individual items will be taken at this meeting. Direction may be given to staff and/or board committees. Any items identified by the Board during this meeting as needing action taken will be placed on a future agenda.

The workshop was facilitated by Ron Nehring, a public affairs expert. The Board of Directors reviewed the previous Strategic Plan and discussed many aspects of it, including committee involvement in completing objectives within the plan, community involvement with the District, and how Artificial Intelligence (AI) can be utilized by the District.

Three priorities were identified by the Board of Directors as a collective governing body voice:

- 1) Service Delivery – Ensure the District provides a high level of service model and evaluate those needs.
- 2) Fiscal Sustainability/Solvency—Ensure the District is accountable to its primary customers, the taxpayers, and evaluate fiscal health as a long-term approach.
- 3) Address Identity Issues – Determine what the District can do internally and what is needed externally to connect more with the communities, looking at every avenue.

**ACTION PLAN RECAP**

- Establish a Work Plan that is specifically related to the Strategic Plan
- Look into different service delivery models
  - Chief Lawler to look into the Nurse Navigator concept and bring forward a recommendation
- Community Outreach – education for community members, including, but not limited to, videos showing the “life of a firefighter”, explanation of response readiness, news outlet interviews, and attendance of community events
- Budget Information
  - Explanation of the service model “24-hour responses”
  - Why is there overtime
- More analytics being requested
  - Key Performance Indicators for several areas of responsibility

*The next Board Meeting will be a Regular Meeting on **May 8, 2024, at 5:30 p.m.**, District Headquarters.*

***President Robles adjourned the meeting at 11:00 a.m.***

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on June 12, 2024.

\_\_\_\_\_  
**Jesse A. Robles, Board President**

**Attest:**

\_\_\_\_\_  
**Leah Harris, Acting as Board Clerk**

# San Miguel Consolidated Fire Protection District

## Regular Meeting of the Board of Directors

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### MINUTES

Wednesday, May 8, 2024 - 5:30 p.m.

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President Robles called the meeting to order at 5:31 p.m.

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

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Lawler, Division Chiefs Durrell and Quinlan, Administrative Officer/Finance Officer Harris, Fire Marshal Newman, and Executive Assistant/Board Clerk Rians.

**Director Nelson led the Pledge of Allegiance**

#### APPROVAL OF AGENDA

President Robles informed the Board and meeting attendees that the recent retirements listed under Special Presentations will be presented later this year. By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of May 8, 2024, was posted at District Headquarters on Friday, May 3, 2024, at 5:00 p.m.*

#### PUBLIC COMMENT

2.1 Multiple citizens were present to speak on Information Agenda Item 2.1 - Jamacha Sleeping Cabins Project

#### SPECIAL PRESENTATIONS

- Bennett MacDonald, representing the Prop E Committee, presented the Committee's compliance findings to the Board.
- Michaela Peters, Local Government Analyst from LAFCO, provided a presentation on Property Tax Exchange to the Board.
- ~~San Miguel Leadership will acknowledge recent retirements.~~

#### 1. CONSENT AGENDA ITEMS

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

1.1 Approval of the Minutes - Regular Meeting of April 10, 2024.

1.2 Approval of Board Member Stipends.

## **2. INFORMATIONAL AGENDA ITEMS**

### **2.2 Jamacha Sleeping Cabins Project**

Lacrecia Randell, Ricky Traughber, Danielle Gilmeur, Bonnie Baranodd, Angelica Mendoza, Marco Lopez, Gray Palmetter, Scott Anderson, Jules Marashulo, Gil Chavez, Hollie Pierce, John Canely, Victoria Chavez, Angelica Camargo, and Miguel Torres addressed the Board regarding the County of San Diego's proposed sleeping cabins project off Jamacha Road. President Robles provided a timeline update of what we know so far regarding this County project.

*President Robles called an intermission from 6:48 – 7:07 p.m.*

**2.3 Station 18 Update** – Division Chief Quinlan provided an update on the progress of new Station 18. Chief Lawler took a moment to acknowledge all of Chief Quinlan's work, as this is Quinlan's last board meeting before his retirement in early June.

**2.4 Fire Prevention Update** – Fire Marshal Newman provided an update on work being completed by the Fire Prevention Bureau.

## **3. ACTION AGENDA ITEMS**

**3.1 Public Hearing 1 of 1** pertaining to Resolution 24-08 – The Board of Directors will conduct a public hearing and may adopt Resolution 24-08, which affirms participation in the County of San Diego Fire Mitigation Fee Program and adopts a Capital Improvement Plan for Fiscal Year 2024-25.

*President Robles opened the Public Hearing at 7:25 p.m. With no one requesting to comment, the Public Hearing was closed at 7:25 p.m.*

*Upon a motion by Director Nelson, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-08 was approved.*

**3.2 Public Hearing 1 of 2 and First Reading** pertaining to Ordinance 24-01 – The Board of Directors will conduct a public hearing regarding the Proposed Fire Prevention Fee Schedule Update.

*President Robles called for a motion to waive reading of Ordinance 24-01, and to introduce by title only.*

*Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), Ordinance 24-01 was introduced by title only.*

*President Robles opened the Public Hearing at 7:27 p.m. With no one requesting to comment, the Public Hearing was closed at 7:27 p.m.*

*Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor), Public Hearing 2 of 2 pertaining to Ordinance 24-01 is ordered to be held at the next regular Board meeting of June 12, 2024.*

**3.3 Resolution 24-09 & 24-16** – The Board Directors will consider adopting Resolutions 24-09 and 24-16, allowing the District to participate in the County of San Diego's Neighborhood Reinvestment and Community Enhancement Programs.

*Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor), Resolutions 24-09 and 24-16 were approved.*



### 3.4 Special Benefit Tax Assessment

3.4.1 Resolution 24-10 – The Board of Directors will consider adopting Resolution 24-10, Ordering the Levy of the Special Benefit Tax for Fire Suppression and Emergency Services (Crest Area) for Fiscal Year 2024/2025.

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor), Resolution 24-10 was approved.

3.4.2 Resolution 24-11 – The Board of Directors will consider adopting Resolution 24-11, Ordering the Levy of the Special Benefit Tax for Fire Protection and Emergency Medical Services (Bostonia Area) for Fiscal Year 2024/2025.

Upon a motion by Director Muns, second by Director Nelson, and vote (unanimously in favor), Resolution 24-11 was approved.

3.4.3 Resolution 24-12 – The Board of Directors will consider adopting Resolution 24-12, Ordering the Levy of the Special Benefit Tax for the Provision of Advanced Life Support (Paramedic/Firefighter – Crest and Bostonia Area) Engines for Fiscal Year 2024/2025.

Upon a motion by Director Nelson, second by Director Muns, and vote (unanimously in favor), Resolution 24-12 was approved.

3.4.4 Resolution 24-13 – The Board of Directors will consider adopting Resolution 24-13, Ordering the Levy of the Special Tax for Fire Suppression, Protection and Emergency Medical Response Services (Proposition E - Crest and Bostonia Area) for Fiscal Year 2024/2025.

Upon a motion by Director Muns, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-13 was approved.

3.5 CFD Annexations—The Board of Directors will consider adopting Resolutions declaring intent to annex properties into the existing CFD 2022-1.

3.5.1 CFD 2022-1 Annexation 2, Parcel 584-440-66-00, Resolution 24-14

Upon a motion by Director Muns, second by Director Pierce, and vote (unanimously in favor), Resolution 24-14 was approved.

3.5.2 CFD 2022-1 Annexation 3, Parcel 483-101-08-00, Resolution 24-15

Upon a motion by Director Muns, second by Director Raddatz, and vote (unanimously in favor), Resolution 24-15 was approved.

## 4. REPORTS

### 4.1 Committee Reports

Director Nelson shared that the Finance Committee reviewed the Fire Prevention Fees brought forward as Action Item 3.2 tonight and that this fee schedule gets the Fire Prevention Bureau closer to being cost-neutral.

Director Pierce shared that the Government Affairs Committee has been working on engaging with elected officials and recently met with Supervisor Anderson's office.

Director McKenna spoke on behalf of the Board Policy Committee, sharing that the Committee is in the final stages of policy updates, which they hope to present at the next meeting.

Director Robles echoed the updates from the Government Affairs and Policy Committee. He also hopes to bring the land acknowledgment item forward at a future meeting.

#### 4.2 Directors' Reports

Director Pierce reported a successful Spring Valley Day with approximately 3,000 people attending, thanking San Miguel for participating and flying the American flag on the aerial ladder.

Director McKenna discussed weed abatement on County roadways neighboring San Miguel jurisdiction. Fire Marshal Newman stated he would address the issue at the monthly Fire Marshal meeting.

#### 4.3 Fire Chief Report

*See Attachment A*

Fire Chief Lawler requested consensus from the Board to send a board member to attend Legislative Days next month. Director Robles will attend with Chief Lawler and other District personnel.

#### 4.4 Association of San Miguel Chief Officers Communications

Battalion Chief Nick Nava spoke on behalf of Chief Christiansen. The annual County Wildland Drill took place last week, with several chief officers and personnel participating. Nava shared that Chief Officers have been attending higher-level instructor classes. Captain Lundstrom, who handles the Reserve Firefighter program, had 12 recruits graduate from the Reserve Academy. The District and Santee are conducting a joint Firefighter Paramedic Academy, with 3 recruits attending from San Miguel – they are currently about halfway through the 5-week academy. The Captain's Academy is in the planning stages, and Chief Nava also spoke about a few recent significant incidents.

#### 4.5 Association of San Miguel Firefighters Communications

Captain Mike Hays shared that Local 1434 conducted an orientation for new-hire Firefighter Paramedics and will hold a workshop in June. Hays will be participating in Legislative Days, and Local 1434 has written support letters for San Miguel seeking funding from elected officials. The annual golf tournament is coming up May 29, the Santee Softball Classic is happening May 30-31, and the Local has coordinated a group Padres game on June 9. Captain Hays congratulated Chief Quinlan on his upcoming retirement.

#### 4.6 Correspondence – None.

***President Robles adjourned the meeting to Closed Session at 7:56 p.m.***

### 5. CLOSED SESSION

#### 5.1 Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez

Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

#### 5.2 Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez

Employee Organization: Chief Officer's Association of San Miguel

#### 5.3 Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, 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

***President Robles reconvened the meeting to Open Session at 8:23 p.m.***

**ACTION PLAN RECAP**

- Michaela Peters of LAFCO to research District consolidations and tax rates
- Staff to schedule and publish notice of Public Hearing and Reading 2 of 2 pertaining to Ordinance 24-01, Fire Prevention Fee Schedule Update
- Directors to provide input on the FDAC white paper that discusses funding challenges for Fire Districts provided by Chief Lawler – due next Board Meeting
- Staff to coordinate Director Robles’ participation in Legislative Days

*The next Board Meeting will be a Regular Meeting on **June 12, 2024, at 5:30 p.m.**, District Headquarters.*

***President Robles adjourned the meeting at 8:24 pm.***

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on June 12, 2024.

\_\_\_\_\_  
**Jesse A. Robles, Board President**

**Attest:**

\_\_\_\_\_  
**Shayna Rians, Board Clerk**



# ADMINISTRATIVE REPORT

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Shayna Rians, Executive Assistant/Board Clerk  
**SUBJECT:** Board Member Stipends

**BACKGROUND**

Effective January 1, 2015, a formal payment procedure was established for board members' monthly meeting stipends. To initiate the payment process, a stipend form for board meetings, training, and local meetings/events will be submitted.

**DISCUSSION**

The Finance Committee meeting of 4/24 was not reflected on the April forms for Directors Nelson, Raddatz, and Robles. The Amended April forms are included along with the May forms.

Meeting	Date	Attended By
Finance Committee	04/24/2024	Nelson, Raddatz and Robles

Meetings attended during the month of May 2024 include:

Meeting	Date	Attended By
Board – Special/Strat Plan	05/02/2024	McKenna, Nelson, Pierce, Raddatz, Robles, and Woodruff
Board – Regular	05/08/2024	McKenna, Muns, Nelson, Pierce, Raddatz, Robles, and Woodruff
CSDA Quarterly	05/16/2024	Pierce, Robles, and Woodruff
Finance Committee	05/28/2024	Nelson, Raddatz and Robles

**RECOMMENDATION**

Approve the attached amended board member monthly meeting stipend forms for Finance Committee members, along with stipend forms for meetings that took place during the month of May 2024.

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	x
05/08/24	Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

Signature: _____	Total Stipend Paid: \$0.00
Date: _____	Total Expense Claim: \$0.00
	Total Mileage: \$0.00
	Total Amount Due: \$0.00
Approved at Board Meeting on: 6/12/2024 _____	

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/08/24	Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		\$0.00	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			0	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;"><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Amount Due:</b></td><td style="text-align: right;">\$0.00</td></tr> </table>	<b>Total Stipend Paid:</b>	\$0.00	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$0.00
<b>Total Stipend Paid:</b>	\$0.00								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$0.00								
<p>Approved at Board Meeting on: 6/12/2024</p> <p>_____</p>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Amended Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: April 2024

Section I - Board/Committee Meetings				
Date	Board/Committee Meeting Attended	Meeting Stipend		Check box (x) if you do <u>not</u> want to be paid Stipend
04/10/24	Regular Board Meeting	\$173.25		
04/24/24	Finance Committee Meeting	\$100.00		
<b>TOTAL MEETING STIPEND</b>		\$273.25		

Section II - Training and Local Meetings/Events				
Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)		
Date	Description	Amount

Section IV - Summary		
<b>Signature:</b> _____  <b>Date:</b> _____		<b>Total Stipend Paid:</b> \$273.25 <b>Total Expense Claim:</b> \$0.00 <b>Total Mileage:</b> \$0.00 <b>Total Amount Due:</b> \$273.25
Approved at Board Meeting on: <u>6/12/2024</u>		

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	
05/08/24	Regular Board Meeting	\$173.25	
05/28/24	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		<b>\$446.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

Signature: _____	Total Stipend Paid:	\$446.50
Date: _____	Total Expense Claim:	\$0.00
		Total Mileage:
		\$0.00
		Total Amount Due:
		\$446.50
Approved at Board Meeting on: 6/12/2024 _____		

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)



# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	
05/08/24	Regular Board Meeting	\$173.25	
05/16/24	CSDA Quarterly Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		\$446.50	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td>\$446.50</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td>\$446.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$446.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$446.50
<b>Total Stipend Paid:</b>	\$446.50								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$446.50								
Approved at Board Meeting on: 6/12/2024 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## **Amended** Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: April 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
04/10/24	Regular Board Meeting	\$173.25	
04/24/24	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		\$273.25	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			0	\$0.00

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

Signature: _____  Date: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$273.25</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$273.25</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$273.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$273.25
<b>Total Stipend Paid:</b>	\$273.25								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$273.25								
Approved at Board Meeting on: 6/12/2024 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	
05/08/24	Regular Board Meeting	\$173.25	
05/28/24	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		\$446.50	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td>\$446.50</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td>\$446.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$446.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$446.50
<b>Total Stipend Paid:</b>	\$446.50								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$446.50								
Approved at Board Meeting on: <b>6/12/2024</b> _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Amended Board Member Monthly Meeting Stipend Form

Name: Jesse A. Robles

Month/Year: April 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
04/10/24	Regular Board Meeting	\$173.25	
04/24/24	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		\$273.25	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			0	\$0.00

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

Signature: _____  Date: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$273.25</td></tr> <tr><td><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Amount Due:</b></td><td style="text-align: right;">\$273.25</td></tr> </table>	<b>Total Stipend Paid:</b>	\$273.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$273.25
<b>Total Stipend Paid:</b>	\$273.25								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$273.25								
Approved at Board Meeting on: 6/12/2024 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jesse A. Robles

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	
05/08/24	Regular Board Meeting	\$173.25	
05/16/24	CSDA Quarterly Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		\$446.50	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			0	\$0.00

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td>\$446.50</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td>\$446.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$446.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$446.50
<b>Total Stipend Paid:</b>	\$446.50								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$446.50								
Approved at Board Meeting on: 6/12/2024 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Ed Woodruff

Month/Year: May 2024

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
05/02/24	Special Board Meeting	\$173.25	
05/08/24	Regular Board Meeting	\$173.25	
05/16/24	CSDA Quarterly Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		<b>\$446.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Total Stipend Paid:</b></td> <td style="text-align: right; padding: 2px;">\$446.50</td> </tr> <tr> <td style="padding: 2px;"><b>Total Expense Claim:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total Mileage:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total Amount Due:</b></td> <td style="text-align: right; padding: 2px;">\$446.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$446.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$446.50
<b>Total Stipend Paid:</b>	\$446.50								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$446.50								
Approved at Board Meeting on: <u>6/12/2024</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)



## FINANCE REPORT

---

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Leah Harris, Administrative Officer/Finance Officer  
**SUBJECT:** 2024/2025 Temporary Transfer of Funds

---

### BACKGROUND

Beginning with Fiscal Year 2007/2008, the District began borrowing funds from the San Diego County Treasurer to augment its cash flow needs.

The District is entitled to make temporary transfers of property tax revenue from the San Diego County Treasurer not to exceed 85% of the property taxes and benefit fees estimated by the County. This would allow the District to borrow up to \$25,425,200 for Fiscal Year 2024/2025.

### DISCUSSION

The projected property taxes referenced in this Resolution are determined by the County of San Diego based on their formulas for cash borrowing purposes only. The projected property tax includes the three service benefit fees and the parcel tax. The County also recommends not using their numbers to budget property tax revenue. For Fiscal Year 2023/2024, \$7,500,000 was borrowed and paid off by December 2023. The District borrowed \$12,500,000 the previous fiscal year and didn't pay it off until April 2023. Strategic borrowing will continue to decrease the amount of interest accrued.

### FISCAL IMPACT

The cost to borrow money from the County is the interest rate that is currently earned on funds invested (estimate of the range interest rates for Fiscal Year 2024/2025 is 2.0% - 2.5%)

### ATTACHMENTS

- Attachment A – Resolution 24-17

### RECOMMENDATION

Adopt Resolution 24-17 authorizing the transfer of funds from the County of San Diego.

**Resolution 24-17**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Requesting a Temporary Transfer of Funds  
from the County Treasurer, County of San Diego  
for Fiscal Year 2024/2025**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District, County of San Diego, is requesting a temporary transfer of funds in the maximum amount of \$25,425,200 to provide funds for meeting obligations incurred for maintaining said District for the 2024/2025 Fiscal Year; and

**WHEREAS**, the taxes and benefit fees accruing to said District during Fiscal Year 2024/2025 are estimated to be \$29,912,000, and 85% of said taxes and fees are \$25,425,200.

**NOW, THEREFORE, BE IT RESOLVED:** that the County Treasurer, County of San Diego, is hereby requested to transfer funds in his custody to the General Fund (47690) of the San Miguel Consolidated Fire Protection District for the maximum amount of \$25,425,200 during the 2024/2025 Fiscal Year.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

\_\_\_\_\_  
Shayna Rians, Board Clerk

\_\_\_\_\_  
Jesse A. Robles, Board President





# FINANCE REPORT

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Leah Harris, Administrative Officer/Finance Officer  
**SUBJECT:** 2024/2025 Gann Limit

**BACKGROUND**

The Gann Limit (Proposition 4 and Proposition 111) adopted by the voters established spending limitations on all government agencies. These statutes limit the amount of tax revenue agencies can spend in any fiscal year, with annual adjustments based on increases in population and per capita personal income.

Upon consolidating the San Miguel and East County Fire Districts, LAFCO established San Miguel CFPD's Gann Limit at \$21,774,428. The chart below shows the adopted Gann Limit for each fiscal year as a stand-alone agency and its percent change.

<i>Fiscal Year</i>	<i>Gann Limit</i>	<i>Percent Increase</i>
<b>2018/2019</b>	<b>\$30,825,768</b>	<b>3.89%</b>
<b>2019/2020</b>	<b>\$32,058,799</b>	<b>4.00%</b>
<b>2020/2021</b>	<b>\$33,325,122</b>	<b>3.95%</b>
<b>2021/2022</b>	<b>\$35,044,384</b>	<b>4.9%</b>
<b>2022/2023</b>	<b>\$37,558,328</b>	<b>6.6%</b>
<b>2023/2024</b>	<b>\$39,225,917</b>	<b>4.4%</b>
<b>2024/2025</b>	<b>\$40,771,899</b>	<b>3.79%</b>

**FISCAL IMPACT**

None.

**ATTACHMENTS**

- Attachment A – Resolution 24-18

**RECOMMENDATION**

Adopt Resolution 24-18 establishing the 2024/2025 Gann Limit at \$40,771,799.

## **Resolution 24-18**

### **A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Establishing the Limit for Appropriations of Proceeds of Tax Subject to Limitation for Fiscal Year 2024/2025**

**IT IS HEREBY RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District, as follows:

1. The calculated maximum limit applicable to the 2024/2025 appropriations of proceeds of tax subject to limitation established in compliance with Article XIII B of the Constitution of the State of California is \$40,771,899.
2. The population and cost of living per capita income increase, provided by the State of California Department of Finance, used to determine the above limitation under Article XIII B of the Constitution of the State of California, were on file and available for public inspection as of June 1, 2023.

#### Determination of Appropriation Limitation: 2024/2025

2023/2024 Appropriation Limitation:	\$39,225,918
Adjustments:	
Per Capita Personal Income:	1.0362
Population Change:	1.0031
Adjustment Factor:	1.0394
(per capita population change)	
2024/2025 Appropriation Limitation:	\$40,771,899

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## FIRE PREVENTION REPORT

---

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** State Mandated Inspections per SB 1205 and California HSC 13146.4

---

### BACKGROUND

The California State Fire Marshal, through the California Health and Safety Code, mandates certain occupancies be inspected annually. Sections 13146.2 and 13146.3 of the Health and Safety Code specifically mandate that every hotel, motel, lodging house, apartment building, certain residential care facilities, and public and private schools be inspected annually. Since the Ghost Ship warehouse fire in Oakland in 2016, which killed 36 people, grand jury investigations revealed that the State required annual inspections on various occupancies. Still, the inspections were not mandated to be reported to any governing body.

Senate Bill 1205, authored by Senator Jerry Hill, became effective September 27, 2018. It adds Section 13146.4 to the Health and Safety Code, which, in part, reads:

- (a) Every city or county fire department, city, and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.
- (b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget or at another time determined by the administering authority.
- (c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.
- (d) For this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

The San Miguel Consolidated Fire Protection District has 321 State-mandated residential and educational occupancies, of which 321 have been inspected in the last twelve months, from June 14, 2023, and ending June 5, 2024. That is a completion rate of 100%.

### FISCAL IMPACT

None.

### ATTACHMENTS

Attachment A - Resolution 24-19

### RECOMMENDATION

Accept the Report as presented and Approve Resolution 24-19 accepting the 2023-2024 California State Fire Marshal mandated inspection report.

## ***Resolution 24-19***

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Acknowledging Receipt of a Report Made by the Deputy Fire Marshal of the  
San Miguel Consolidated Fire Protection District Regarding the Inspection of  
Certain Occupancies Requiring Annual Inspections Be Performed in Such  
Occupancies Pursuant to California Health and Safety Code, Sections 13146.2  
and 13146.3**

**WHEREAS**, California Health and Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health and Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the San Miguel Consolidated Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

**WHEREAS**, California Health and Safety Code Section 13146.4 requires all fire departments, including the San Miguel Consolidated Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District intends this Resolution to fulfill the requirements of the California Health and Safety Code regarding acknowledgment of the San Miguel Consolidated Fire Protection District's compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Directors hereby expressly acknowledges the measure of compliance of the San Miguel Consolidated Fire Protection District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the District, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools used by more than six persons at any one time for educational purposes through the 12th grade. Within the San Miguel Consolidated Fire Protection District, there lie 49 Group E occupancies, buildings, structures and/or facilities.

During the period June 14, 2023 – June 5, 2024, the San Miguel Consolidated Fire Protection District completed the annual inspection of all 49 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period. Additional items

regarding this compliance rate can be found in the accompanying staff report for this resolution.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units and include hotels, motels, apartments (three units or more), etc., as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the San Miguel Consolidated Fire Protection District, there lie 272 Group R (and their associated sub-categories) occupancies of this nature.

During the period June 14, 2023 – June 5, 2024, the San Miguel Consolidated Fire Protection District completed the annual inspection of 272 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period. Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

***PASSED AND ADOPTED*** by the Board of the Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Shayna Rians, Board Clerk

---

Jesse A. Robles, Board President



**Quarterly Financial Update  
For the Period Ending  
April 30, 2024**

*Regular Meeting of the Board of Directors*

*June 12, 2024*

# **Executive Summary**

## **San Miguel Fire & Rescue**

### **Building a Solid Foundation**

Building a solid foundation for fiscal policies is instrumental in moving the District forward. At the beginning of the fiscal year, the District finalized the Financial Management policies with detailed information related to Reserve Funds, economic crisis details, and capital equipment replacement schedules.

The preliminary budget is being presented and will be adopted by June 30, 2024, to allow the District to continue operating day to day, with a final budget adopted no later than October 1, 2024. Based on current projections and trend analysis, the Fiscal Year 2024/2025 Proposed Budget will be balanced, and the District will not need to use any reserve funds to balance the General Fund budget. The District has expenditures will be purchased through the Reserve Funds assigned to those items.

Overtime is trending on budget, and the Finance Staff has taken this into consideration for the FY 2023-2024 Preliminary Budget, updating the methodology of how overtime is calculated.

The District continues to monitor the impacts of the current economy. Costs continue to increase, which has affected the budget. Revenue analysis continues to be developed to determine other revenue streams and any future revenue decreases. San Miguel Fire & Rescue will continue to provide Service Beyond Expectations to the communities it serves.

Evaluating fiscal health requires regular assessment, perspective, historical understanding, sufficient reserve funding, updated technology, and impactful financial leadership. The Board of Directors continues to improve fiscal management and lead with the District's mission, vision, and core values in mind.

*Leah Harris*

Administrative Officer/Finance Officer

**San Miguel Fire & Rescue**  
**Statement of Revenues and Expenses**  
**For the Period Ending April 30, 2024**  
**Unaudited**

	YTD	Budget	YTD %	Prior YTD
1 Operating Revenues	\$ 28,222,501	\$ 28,130,200	100%	\$ 25,899,982
2 Non-Operating Revenues	2,445,509	1,371,000	178%	1,747,527
3 Total Revenues	30,668,010	29,501,200	104%	27,647,509
4 Total Expenses	(20,701,921)	(27,330,090)	76%	(20,854,188)
<b>Net Income Before</b>				
5 <b>Reserve Related Expenditures</b>	<b>\$ 9,966,089</b>	<b>\$ 2,171,110</b>		<b>\$ 6,793,321</b>
6 Total Reserve Revenues	1,236,829	-	-	565,685
7 Total Reserve Expenditures	(2,822,847)	(5,264,000)	54%	(2,611,194)
8 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ 8,380,071</b>	<b>\$ (3,092,890)</b>		<b>\$ 4,747,812</b>

*Preliminary - does not include all year end adjustments*

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*



**San Miguel Fire & Rescue**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending April 30, 2024**  
**Unaudited**

	YTD	Budget	YTD 83%	Prior YTD
<b>1 Operating Revenues</b>				
2 Property Taxes	\$ 25,457,653	\$ 25,198,200	101%	\$ 23,302,612
3 Benefit Assessments	2,764,848	2,932,000	94%	2,597,370
<b>4 Total Operating Revenues</b>	<b>28,222,501</b>	<b>28,130,200</b>	<b>100%</b>	<b>25,899,982</b>
<b>5 Non-Operating Revenues</b>				
6 Community Facilities District Fees	41,620	-	0%	11,572
7 AMR Contract and Other Miscellaneous	2,000,619	1,361,000	147%	1,678,286
8 Interest Income	403,270	10,000	4033%	57,670
<b>9 Total Non-Operating Revenues</b>	<b>2,445,509</b>	<b>1,371,000</b>	<b>178%</b>	<b>1,747,527</b>
<b>10 Total Revenues</b>	<b>30,668,010</b>	<b>29,501,200</b>	<b>104%</b>	<b>27,647,509</b>
<b>11 Operating Expenses</b>				
<b>12 Salaries and Benefits</b>				
13 Director Fees	10,177	20,000	51%	12,382
14 Prior Director Benefits	21,671	24,000	90%	21,885
15 Retiree Benefits	911,363	1,503,100	61%	-
16 Employee Salaries	7,742,347	9,905,970	78%	8,407,508
17 Employee Overtime	2,660,761	2,736,100	97%	2,634,623
18 Employee Benefits	2,710,049	3,507,600	77%	3,915,131
19 Financial Emergency Plan	-	332,500	0%	-
20 UAL - Pension Payment	1,159,708	1,420,000	82%	1,417,754
21 Pension Bond	548,997	1,260,700	44%	(77,056)
22 Pension Savings Reserve	-	1,339,300	0%	-
<b>23 Total Salaries and Benefits</b>	<b>15,765,073</b>	<b>22,049,270</b>	<b>71%</b>	<b>16,332,228</b>
<b>24 Services and Supplies</b>				
25 Professional Services	1,953,419	2,098,100	93%	1,608,352
26 Special District Expense	318,222	285,950	111%	306,853
27 Maintenance	755,733	655,750	115%	791,836
28 Insurance	927,145	907,260	102%	935,317
29 Equipment	450,343	698,300	64%	349,653
30 Utilities	385,408	404,700	95%	365,498
31 Supplies	84,725	90,560	94%	75,123
32 Personnel Development	29,997	95,800	31%	51,844
33 Rents and Leases	31,855	44,400	72%	37,484
<b>34 Total Service and Supplies</b>	<b>4,936,848</b>	<b>5,280,820</b>	<b>93%</b>	<b>4,521,960</b>
<b>35 Total Expenses</b>	<b>20,701,921</b>	<b>27,330,090</b>	<b>76%</b>	<b>20,854,188</b>
<b>Net Income Before</b>				
<b>36 Reserve Related Activities</b>	<b>\$ 9,966,089</b>	<b>\$ 2,171,110</b>		<b>\$ 6,793,321</b>
37 Fire Mitigation Revenue	\$ 292,643	\$ -	0%	\$ 259,682
38 Miscellaneous Reserve Revenue	593,351	-	0%	92,184
39 Interest Reserve Revenue	350,835	-	0%	213,818
<b>40 Total Reserve Revenues</b>	<b>1,236,829</b>	<b>-</b>	<b>0%</b>	<b>565,685</b>
<b>41 Total Reserve Expenditures</b>	<b>2,822,847</b>	<b>5,264,000</b>	<b>54%</b>	<b>2,611,194</b>
<b>42 Increase (Decrease) in Fund Balance</b>	<b>\$ 8,380,071</b>	<b>\$ (3,092,890)</b>		<b>\$ 4,747,812</b>

\*YTD - Year to Date

*Preliminary - does not include all year end adjustments*

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

# SAN MIGUEL FIRE & RESCUE

## *Financial Statement Analysis*

April 2024 – 83% of Fiscal Year

Unaudited

**Line 2 Property Taxes:** YTD (Year to date) is over budget. The majority of property taxes are received in December and April, so this line item can appear high or low depending on the time of year.

**Line 3 Benefit Assessments Revenue:** YTD is 94% compared to budget – the majority of assessments are received in April, and as such, this line item can appear high or low, depending on the time of year.

**Line 6 Community Facilities District Fees:** Includes community facilities district fee revenues.

**Line 7 AMR Contract and Other Miscellaneous Revenue:** Includes plan check fees, inspection fees, AMR contract and rental fees of various facilities, and miscellaneous reimbursements. YTD will trend over or under budget depending upon the timing of receipts and if unanticipated reimbursements are received. YTD is over budget due to more California Governor's Office of Emergency Services (OES) reimbursements received than anticipated.

**Line 8 Interest Income:** Consists of the County Investment Pool, the Public Agency Self Insurance System (PASIS), and the California Cooperative Liquid Assets Securities System (CA CLASS). YTD will trend over or under budget, depending on the market.

**Line 13 Director Fees:** This includes director fees for committee and board meetings. YTD is 51% of the budget due to fewer meetings needed in the fiscal year.

**Line 14 Prior Director Benefits:** Includes prior Board of Directors health benefits. Premiums are paid in advance; therefore, YTD will trend over budget.

**Line 15 Retiree Benefits:** Includes Retiree health benefits. Due to conservative budgeting, YTD is 61% of the budget. This budget line item has been adjusted for the upcoming fiscal year.

**Line 16 Employee Salaries:** Includes salaries and leave pay for all staff. YTD is 78% of budget due to positional vacancies.

**Line 17 Employee Overtime:** Includes operations, training, administration overtime, and strike teams. YTD is 97% of budget due to strike teams in the first quarter of the fiscal year and positional vacancies.

**Line 18 Employee Benefits:** This includes retirement, health insurance, uniform allowance, and recertification. YTD is 77% of the budget due to positional vacancies.

**Line 19 Financial Emergency Plan:** Salaries and benefits line item based on Emergency Financial Plan budgeting of 2% as outlined in the Board of Directors Policy Manual Section 823.3 Contingency Reserve Fund (A Committed Fund). This line item is not authorized to be spent without authorization of the BOD and is a safeguard in the budget for the stabilization of the Contingency Fund.

**Line 20 UAL – Pension Payment:** It is the employer's normal cost rate (expressed as a percentage of payroll) plus the employer's Unfunded Accrued Liability (UAL) contribution amount. Payment is made annually in July.

**Line 21 Pension Bond:** Consists of payments for the pension bond issued in June 2022. Semi-annual payments are made in December and June.

**Line 22 Pension Savings Reserve:** Consists of the savings from what the UAL payment would have been to the pension payment.

**Line 25 Professional Services:** This includes financial audits, dispatching services, and apparatus contracts. Due to the needs and timing of the services required, YTD is 93% of the budget.

**Line 26 Special District Expense:** Includes publications and media, special district memberships, election costs, software upgrades, and weed abatement services. YTD is over budget due to more employee travel than expected.

**Line 27 Maintenance:** This includes all equipment and facility maintenance. The budget is over budget year-to-date due to several costly facility and fleet repairs.

**Line 28 Insurance:** This includes general liability insurance, automobile/fleet insurance, and workers' compensation claims. Liability and auto insurance are paid annually in July, while workers' compensation is paid monthly based on open claims. YTD is over budget due to higher workers' compensation claims than anticipated.

**Line 29 Equipment:** Includes communication equipment, safety clothing, safety equipment, and miscellaneous equipment purchased on an as-needed basis. YTD is 64% of the budget due to expenses being on an as-needed basis.

**Line 30 Utilities:** Includes all utilities associated with all Fire & Rescue facilities.

**Line 31 Supplies:** This includes office, housekeeping, and medical supplies for all stations and the administration building, purchased monthly. YTD is 94% of the budget due to the rising cost of medical supplies.

**Line 32 Personnel Development:** This includes all department training, conferences, and seminars. Depending on the timing of training, YTD will trend over or under budget. Due to the timing of training and conferences, YTD is 31% of the budget.

**Line 33 Rents and Leases:** The lease of Station 19 and the copy machine in the administration building. Due to the timing of copy machine payments, the YTD is 72% of the budget.

**Line 36 Net Income before Reserve Related Activities:** Revenues minus Expenses. Overall, Fire and Rescue shows a net gain through April, mainly due to the timing of property tax revenues received and more non-operating revenues than expected.

**Line 37 Fire Mitigation Revenue:** Includes fire mitigation revenues in the reserve fund. This revenue is not budgeted as it is variable each year and cannot be anticipated.

**Line 38 Miscellaneous Reserve Revenue:** Includes reimbursements recorded for the use of the fire engines on strike teams and fair share contributions on an as-needed basis.

**Line 39 Interest Reserve Revenue:** This mainly consists of the County Investment Pool and the Public Agency Self-Insurance System (PASIS) related to reserve fund investments.

**Line 41 Total Reserve Expenditures:** This account is for Capital Expenditures from Reserve Funds. These funds are used towards replacement cycles on an as-needed basis. The district's current fiscal year budgeted projects include upgraded IT equipment for the board and conference room, apparatus and equipment for the new Type I engine, a new emergency response vehicle, Type I engine refurbishment, cardiac monitors, and various upgrades and renovations throughout the District.

**Line 42 Increase or (Decrease) in Fund Balance:** This is the increase or (decrease) in Fund Balance, including Operating and Reserve Fund changes.

**San Miguel Fire & Rescue**  
**Balance Sheet**  
**For the Period Ending April 30, 2024**  
**Unaudited**

	Jun-23	Apr-24
<b>Assets</b>		
Cash in County - General	\$ 9,658,001	\$ 13,396,754
Cash in County - Fund Reserves	18,604,475	23,572,421
Fire Mitigation Fund	265,444	693,876
Restricted Cash and Investments	561,841	544,421
Cash in CB&T	1,894,577	1,438,245
Accounts Receivable	971,038	161,234
Fixed Assets	15,593,615	15,593,615
<b>Total Assets</b>	<b>\$ 47,548,989</b>	<b>\$ 55,400,565</b>
<b>Liability</b>		
Current Liabilities	29,039,822	28,958,311
Net Pension Liability	30,031,222	41,576,272
Deferred Revenue	-	1
Accounts Payable	1,268,572	785,247
<b>Total Liability</b>	<b>60,339,615</b>	<b>71,319,831</b>
<b>Fund Balance</b>	<b>(12,790,626)</b>	<b>(15,919,266)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 47,548,989</b>	<b>\$ 55,400,565</b>

*Preliminary - does not include all year end adjustments*

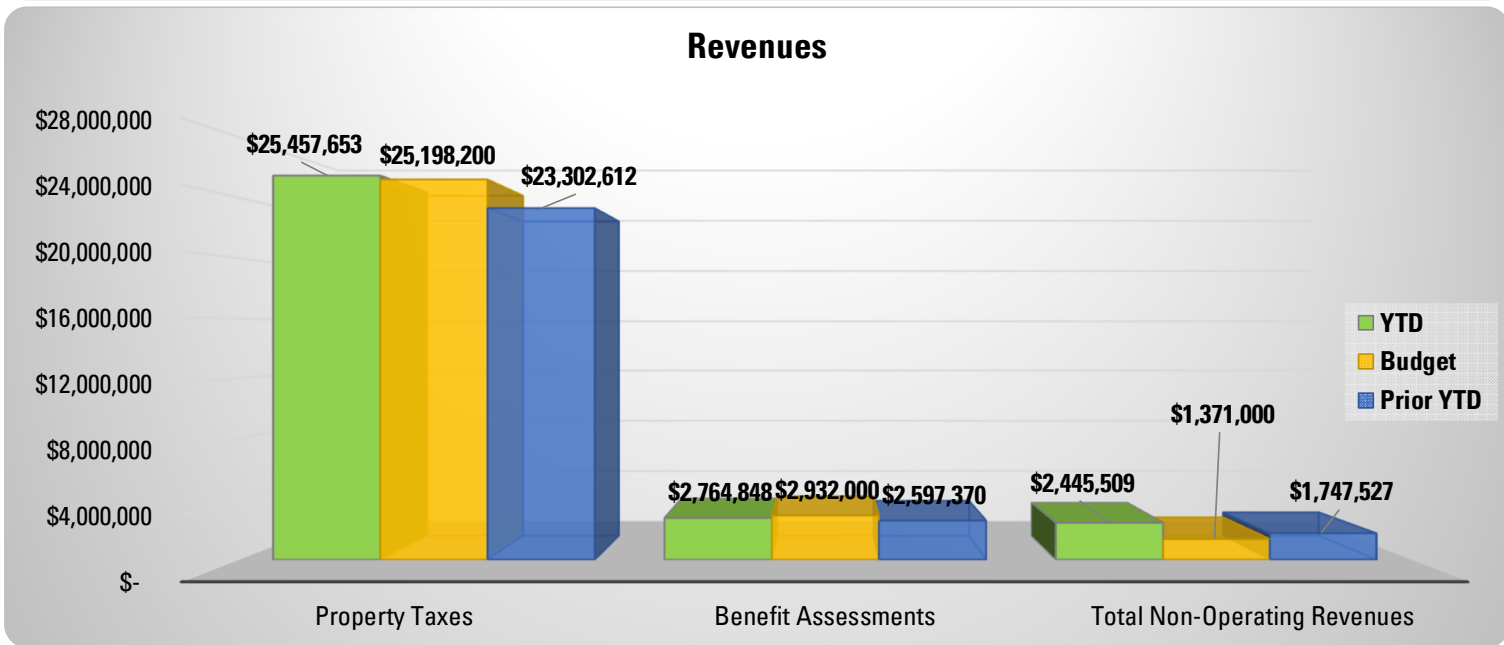
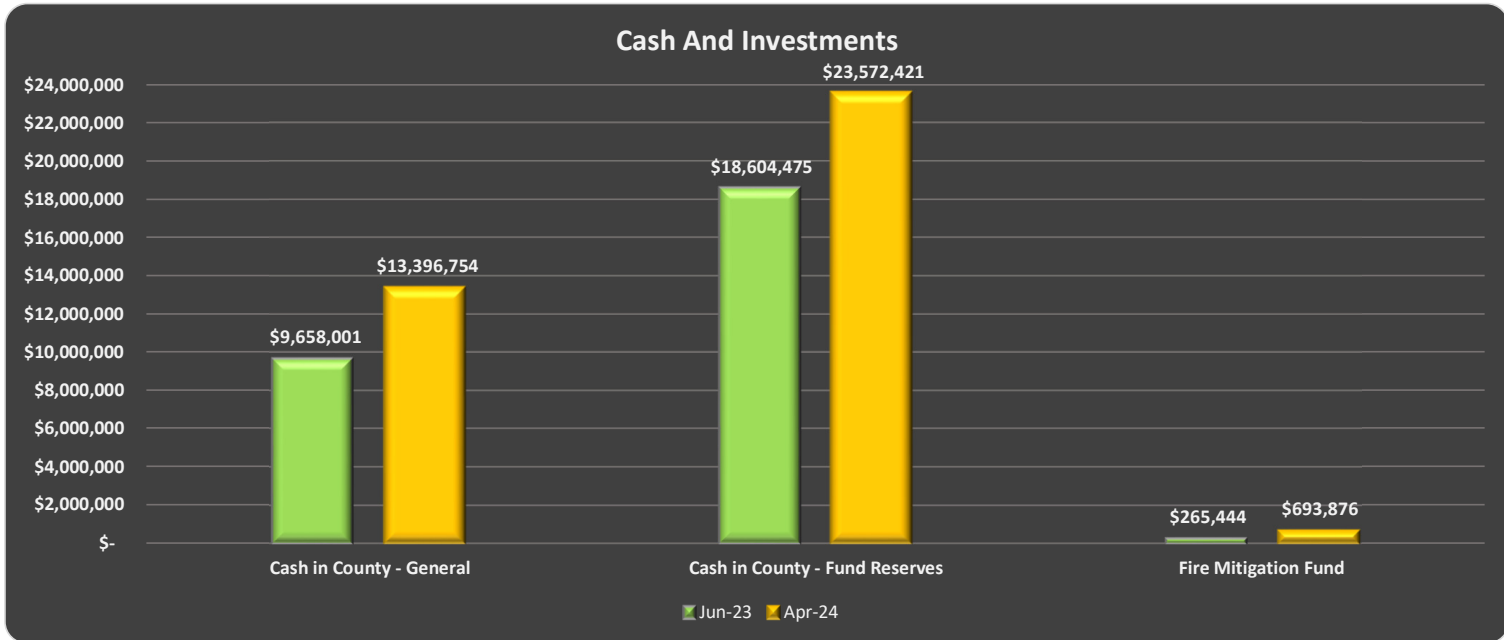
*No assurance is provided on these financial statements.*

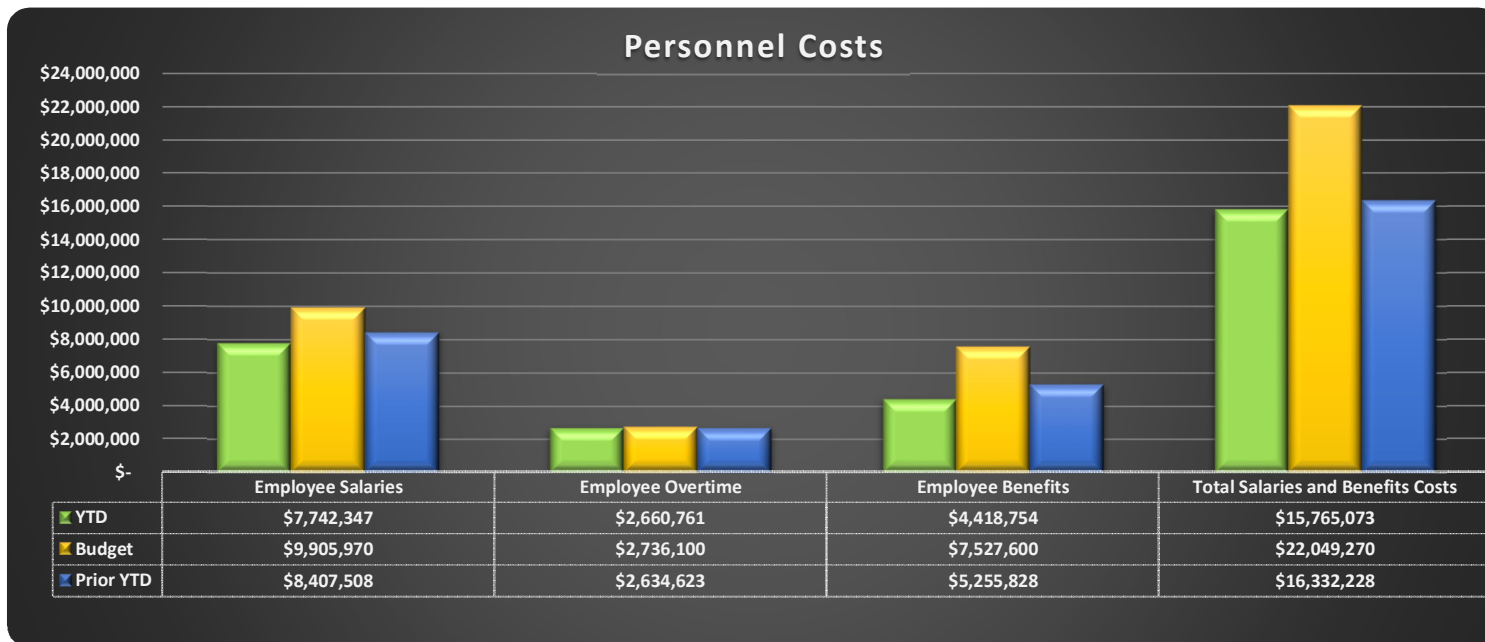
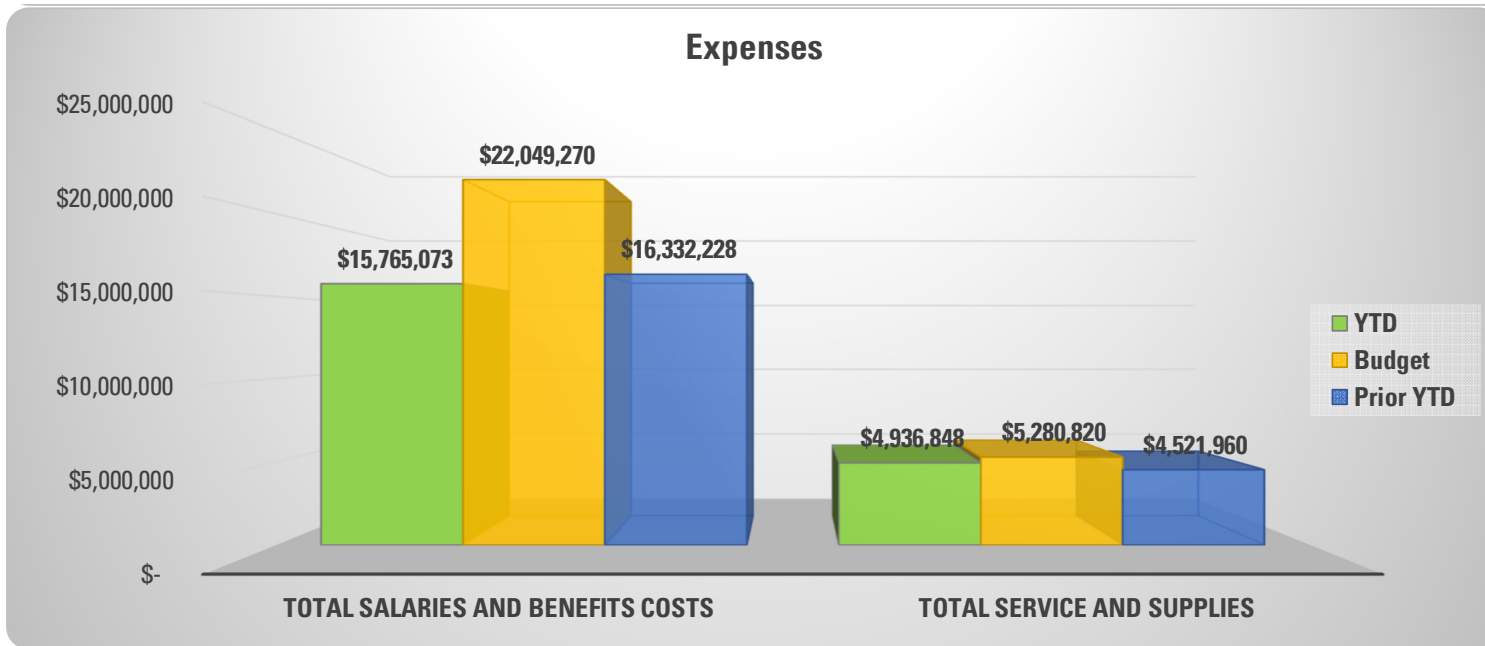
*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

**San Miguel Fire and Rescue  
Cash & Investments  
as of April 30, 2024  
Unaudited**

	Jun-23	Apr-24
<b>District Cash &amp; Investments</b>		
<b>Unrestricted</b>		
Cash in County - General Fund	\$ 9,657,901	\$ 13,396,654
Cash in CB&T - Accounts Payable	1,084,144	584,491
Cash in CB&T - Pub Ed Sponsorships	1,352	1,352
Cash in CB&T - CERT Grant	9,669	9,670
Cash in CB&T - Public Funds	3,752	3,532
Cash in CB&T - Worker's Compensation	45,050	30,363
Cash in CB&T - Payroll	750,610	806,830
<b>Total Unrestricted</b>	<b>11,552,477</b>	<b>14,832,892</b>
<b>Restricted</b>		
CA CLASS - Contingency Fund	-	10,751,016
CA CLASS - District Liabilities Fund	-	1,534,547
CA CLASS - Compensated Absences Fund	-	1,038,709
Cash in County - Fixed Equipment Replacement Fund	1,261,017	1,484,287
Cash in County - Contingency Reserve Fund	8,868,965	180,297
Cash in County - Uncompensated Leave Fund	1,051,715	10,593
Cash in County - Capital Equipment Fund	510,529	842,201
Cash in County - Facilities Replace/Renovate Fund	3,187,365	4,265,392
Cash in County - Vehicle Replacement Fund	3,209,791	2,937,746
Cash in County - Workers' Compensation Reserves	515,092	527,633
Cash in County - Fire Mitigation Fee Fund	265,444	693,876
PASIS Deposit	561,841	544,421
<b>Total Restricted</b>	<b>19,431,760</b>	<b>24,810,718</b>
<b>Total District Cash &amp; Investments</b>	<b>\$ 30,984,237</b>	<b>\$ 39,643,610</b>





Reserve Fund Expenditures  
2023/2024 Adopted Final Budget  
THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR THERE IS NO  
GUARANTEE THESE ITEMS WILL BE PROCURED

	2022/2023 Final	2023/2024 Preliminary Final	2023/2024 Final	<i>Comments/Justification</i>
<b>Contingency Reserve Fund Expenditures</b>				
Board Room & Conference Room IT Equipment	400,000	200,000	200,000	In Progress
<b>Total Contingency Reserve Expenditures</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	
<b>Uncompensated Leave Fund Expenditures</b>				
No Expenditures	-	-	-	In Progress
<b>Total Uncompensated Leave Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Vehicle Replacement Fund Expenditures</b>				
Apparatus Type 1 Engine	-	975,000	975,000	In Progress
Type 1 Engine Equipment	400,000	300,000	300,000	In Progress
Emergency Response Vehicle (Fully Outfitted, including lights)	73,000	130,000	130,000	In Progress
Type 1 Engine Refurbishment (Requested in FY 22/23)		325,000	325,000	In Progress
Type 1 Engine Refurbishment (New Request)		350,000	350,000	In Progress
Apparatus - Major Repairs	50,000	50,000	50,000	For Major/Emergency Repairs
<b>Total Vehicle Replacement Expenditures</b>	<b>\$ 523,000</b>	<b>\$ 2,130,000</b>	<b>\$ 2,130,000</b>	
<b>Capital Equipment Fund Expenditures</b>				
(3) Zoll X Series Advanced Cardiac Monitors			135,000	Completed in FY 23/24
Lucas CPR Compression Devices	250,000			Purchased in FY 22/23
Self-Contained Breathing Apparatus (SCBA) Replacement	650,000			Purchased in FY 22/23
Tablet Command (10)	25,000			Purchased in FY 22/23
<b>Total Capital Equipment Expenditures</b>	<b>\$ 925,000</b>	<b>\$ -</b>	<b>\$ 135,000</b>	
<b>Fixed Equipment Fund Expenditures</b>				
Station 16 & 21 HVAC System Upgrade	-	40,000	40,000	Completed in FY 23/24
Solar Equipment (Stations 14)			100,000	In Progress
Solar Equipment (Stations 22)			100,000	In Progress
Solar Equipment (Stations 23)			60,000	In Progress
Station Alerting Replacement (Stations 14,15,19,21,22,23)	120,000	186,000	300,000	In Progress
Overhead Door Replacement	22,000	22,000	22,000	Emergency Replacement (if needed)
Asphalt/Concrete Work	15,000	15,000	15,000	Emergency Repair (if needed)
Lease Payment - Solar Equipment	68,000	236,000	236,000	Lease Agreement - Balloon Payment Due
Station 23 HVAC System Upgrade	25,000	-	-	HVAC System Upgrade
Vehicle Exhaust System	85,000	-	-	Completed in FY 22/23
<b>Total Fixed Equipment Expenditures</b>	<b>\$ 335,000</b>	<b>\$ 499,000</b>	<b>\$ 873,000</b>	



Reserve Fund Expenditures  
 2023/2024 Adopted Final Budget  
 THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR THERE IS NO  
 GUARANTEE THESE ITEMS WILL BE PROCURED

	2022/2023 Final	2023/2024 Preliminary Final	2023/2024 Final	<i>Comments/Justification</i>
<b><i>Facilities Replacement/Renovation Fund Expenditures</i></b>				
Station 16 Renovation	-	1,000,000	1,000,000	In Progress
Facility - Major Repairs/Emergency Needs	100,000	100,000	100,000	For major/emergency repairs
Station 23 Kitchen Remodel			75,000	In Progress
Station 18 Renovation	-	-	810,000	In Progress
Station 15 Renovation	970,000	-	-	Completed in FY 22/23
District HQ Renovation	250,000	-	-	Completed in FY 22/23
<b><i>Total Facilities Replacement/Renovations Expenditures</i></b>	<b>\$ 1,320,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,985,000</b>	
<b><i>Fire Mitigation Fee Fund Expenditures</i></b>				
Mapping Update	1,000	1,000	1,000	Mapping needs through Fire Mitigation Fees
<b><i>Total Fire Mitigation Fee Expenditures</i></b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	
<b><i>Total Reserve Fund Expenditures</i></b> \$ 3,431,000 \$ 3,930,000 \$ 5,324,000				

Per the Board of Director Policy Manual, Subsection 802.1 Fiscal Management and Responsibility, some Reserve Fund purchases require Board of Director approval prior to moving forward with the procurement process. These items have been placed on the agenda under "Action Item" for approval.

All Facilities Replacement/Renovation Requests are per the Facilities Condition Assessment and must be bid at prevailing wage. These items will follow the formal bid process and be sent out as a Request For Proposal ("RFP")

**2023-24 Overtime Costs**  
**San Miguel Fire & Rescue**

	Overtime: Behind Light Duty	Overtime: Fire	Overtime: EMS	Overtime: Late Call	Overtime: Late Relief	Overtime: Mandatory Hold	Overtime: Mandatory Hold-Fire	Overtime: Union Time Bank	Overtime: Annual Leave	Overtime: Backfill Fire	Overtime: Bereavement	Overtime: Jury Duty	Overtime: Meeting	Overtime: Recruitment	Overtime: Sick Leave	Overtime: Public Education	Overtime: Training	Overtime: Up Staffing	Overtime: Operations	Overtime: SMG Academy	Overtime: Vacancy	Overtime: Workers' Comp	Overtime: Workers' Comp - COVID 19	Overtime: Admin	Overtime: Heartland Instruction	Total:
July-23	12,883.20	18,640.37	0.00	77.99	754.35	8,095.25	1,403.76	0.00	109,208.01	13,564.70	0.00	0.00	802.52	0.00	30,719.01	0.00	1,212.84	0.00	1,730.50	0.00	34,467.90	24,345.30	0.00	906.11	0.00	\$258,811.79
August-23	4,106.16	40,634.66	0.00	74.32	443.09	13,924.92	0.00	0.00	72,474.00	36,671.50	0.00	0.00	674.29	0.00	43,955.11	457.80	2,073.64	18,887.02	195.54	10,437.14	42,611.12	22,217.50	4,166.22	13,797.36	0.00	\$327,801.36
September-23	0.00	110,295.38	731.19	99.18	1,138.44	9,972.11	8,751.63	0.00	84,601.26	30,241.10	0.00	1,247.76	50.45	457.80	38,610.74	0.00	4,640.70	1,459.92	1,361.92	935.84	43,749.60	15,743.69	1,013.81	103.98	0.00	\$355,206.47
October-23	0.00	13,200.00	114.45	192.66	767.25	7,564.95	0.00	292.45	88,454.14	8,774.16	0.00	0.00	2,796.62	1,820.44	50,883.39	0.00	15,461.48	469.92	441.48	0.00	21,534.66	20,454.09	0.00	103.98	0.00	\$233,326.12
November-23	0.00	27,180.36	210.59	435.22	437.11	2,468.64	2,776.08	600.00	64,788.09	12,620.35	0.00	228.90	732.35	0.00	54,104.16	121.66	12,171.88	0.00	6,458.95	0.00	8,833.92	16,119.95	0.00	0.00	0.00	\$210,288.19
December-23	0.00	704.88	710.16	232.23	366.57	5,278.50	0.00	0.00	86,533.38	0.00	0.00	524.09	2,951.79	44,906.88	0.00	6,781.50	0.00	4,390.96	0.00	18,228.21	14,686.08	0.00	1,988.97	0.00	\$188,284.19	
January-24	0.00	309.73	289.62	949.36	266.64	1,401.00	0.00	0.00	72,421.20	1,276.56	5,960.64	0.00	362.05	0.00	44,364.05	219.36	6,802.75	0.00	421.92	0.00	27,114.27	18,264.36	0.00	1,291.23	0.00	\$181,714.73
February-24	0.00	43,942.52	226.98	117.12	515.00	128.32	0.00	0.00	72,736.95	15,800.95	0.00	0	62.22	0.00	32,013.56	281.58	32,014.29	4,409.78	183.06	1,276.56	30,763.20	44,068.32	0.00	1,287.96	1,398.69	\$281,227.05
March-24	7,940.16	0.00	814.05	54.84	455.88	3,940.32	0.00	0.00	58,498.89	0.00	4,318.92	0	1,597.89	1,151.79	35,557.71	609.09	24,880.36	0.00	3,129.84	0.00	33,461.08	21,350.40	0.00	1,145.22	3,699.34	\$202,605.76
April-24	12,840.24	309.73	883.41	341.33	172.24	1,480.32	0.00	4,178.04	80,243.37	1,647.72	1,316.16	0	1,341.78	0.00	50,583.57	386.24	29,288.13	0.00	6,979.98	127.37	33,624.96	10,843.08	0.00	4,020.32	627.53	\$241,235.50
May-24																										\$0.00
June-24																										\$0.00
<b>Totals:</b>	<b>37,769.76</b>	<b>255,217.61</b>	<b>3,980.45</b>	<b>2,574.23</b>	<b>5,316.53</b>	<b>54,254.33</b>	<b>12,931.47</b>	<b>5,070.49</b>	<b>789,959.28</b>	<b>120,597.03</b>	<b>11,595.72</b>	<b>1,476.66</b>	<b>8,944.26</b>	<b>6,381.82</b>	<b>425,698.17</b>	<b>2,075.73</b>	<b>135,327.55</b>	<b>25,226.64</b>	<b>25,294.15</b>	<b>12,776.90</b>	<b>294,388.91</b>	<b>208,092.77</b>	<b>5,180.03</b>	<b>24,645.13</b>	<b>5,725.56</b>	<b>\$2,480,501.15</b>
<i>Percent of Total:</i>	<i>1.52%</i>	<i>10.29%</i>	<i>0.16%</i>	<i>0.10%</i>	<i>0.21%</i>	<i>2.19%</i>	<i>0.52%</i>	<i>0.20%</i>	<i>31.85%</i>	<i>4.86%</i>	<i>0.47%</i>	<i>0.06%</i>	<i>0.36%</i>	<i>0.26%</i>	<i>17.16%</i>	<i>0.08%</i>	<i>5.46%</i>	<i>1.02%</i>	<i>1.02%</i>	<i>0.52%</i>	<i>11.87%</i>	<i>8.39%</i>	<i>0.21%</i>	<i>0.99%</i>	<i>0.23%</i>	<i>100.00%</i>

Less OES Paid: \$ (81,239)  
Less OES Owed: \$ (333,141)

Workers' Comp/Light Duty
Strike Teams/Overhead Assignments
Operations
Training
Leaves

**Net Overtime Expense: \$ 2,066,121**

**Percent of Budget 82.60%**

**2023-24 Budget \$ 2,501,300**

**Percent of Fiscal Year-to-Date: 83.33%**



## FIRE PREVENTION REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** Fire Prevention Fee Schedule – Update Proposal

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### BACKGROUND

The Fire Prevention Division's purpose is to ensure the public's health and safety by enforcing compliance with fire and building codes. This is accomplished through plan review of all new construction projects, annual inspections of businesses, and state-mandated inspection occupancies. The San Miguel fee schedule for fire prevention-related services was updated in 2021 and amended for updated fees on December 8, 2021, which took effect in January 2022. To attempt to recover as much of the costs of delivering these services as possible, we review them on an annual basis.

### DISCUSSION

Fees have been updated based on salary and benefits, operating costs specific to Fire Prevention, and administrative expenses. A cost analysis has been included to justify the increase in fees.

The primary purpose of reviewing architectural, engineering, and life safety system plans is to ensure all new construction is designed and built in compliance with adopted codes and standards. Plan review fees include an initial plan review and all associated site inspections to obtain final occupancy certification. Annual business and multi-family residential inspection fees include an initial site inspection and one additional reinspection to correct violations. The primary purpose of yearly inspections is to educate the community about the benefits of proper safety practices and identify and eliminate hazardous conditions that pose a threat to life and property.

Public Hearing 2 of 2 and the final Reading of Ordinance 24-01 is being conducted at the regular Board meeting on June 12, 2024.

### FISCAL IMPACT

The fiscal impact is unknown and cannot be accurately predicted due to fluctuations in the construction industry and economy. Still, it is anticipated that the District will see an increase in revenue if this fee schedule is adopted. Based on the analysis, the Fire Prevention Division would be closer to cost-neutral with these revenue increases. When reviewing the fee schedule each year, a continuous cost-of-service analysis will be provided.

### ATTACHMENTS

- A. Cost-of-Service Analysis (Revenue over Expense)
- B. Ordinance 24-01 (with fees attached)

### RECOMMENDATION

Adopt Ordinance 24-01, which approves the revised 2024/2025 Fee Schedule to be effective 30 days from June 12, 2024.

**Fire Prevention  
Revenue vs. Expense  
FY 2021 through 2023**

	FY2021	FY2022	FY2023
<b>Revenue:</b>			
Plans	\$108,877.00	\$190,795.00	\$282,193.98
Inspections	\$70,229.00	\$110,831.00	\$134,234.46
<b>Total Income:</b>	<b>\$179,106.00</b>	<b>\$301,626.00</b>	<b>\$416,428.44</b>
<b>Expenses:</b>			
Deputy Fire Marshal			
Salary	\$92,520.00	\$96,240.00	\$100,092.00
Benefits	\$75,813.00	\$80,409.00	\$84,000.00
Total Deputy Fire Marshal	\$168,333.00	\$176,649.00	\$184,092.00
Fire Inspector (2)			
Salary	\$160,920.00	\$167,376.00	\$174,072.00
Benefits	\$136,336.00	\$144,946.00	\$151,484.00
Total Fire Inspector	\$297,256.00	\$312,322.00	\$325,556.00
Accounting Specialist (25%)			
Salary	\$15,600.00	\$16,224.00	\$16,875.00
Benefits	\$13,933.25	\$15,077.50	\$15,494.25
Total Accounting Specialist	\$29,533.25	\$31,301.50	\$32,369.25
Administrative Assistant (25%)			
Salary	\$14,430.00	\$15,009.00	\$18,600.00
Benefits	\$13,191.50	\$14,309.25	\$16,585.25
Total Administrative Asst.	\$27,621.50	\$29,318.25	\$35,185.25
<b>Total Salaries and Benefits:</b>	<b>\$522,743.75</b>	<b>\$549,590.75</b>	<b>\$577,202.50</b>
Other Expenses:			
Minor Equipment	\$3,990.05	\$6,966.40	\$1,546.35
Office Supplies	\$675.40	\$597.85	\$859.00
Personnel Development	\$1,209.85	\$2,009.90	\$3,100.51
Publications and Media	\$2,233.00	\$688.00	\$5,570.79
Special District Expenses	\$2,350.00	\$25,857.00	\$30,278.15
Travel and Subsistence	\$15.00		\$250.00
Vehicle	\$2,369.00	\$2,371.00	\$2,568.25
Utilities	\$728.00	\$1,073.25	\$4,295.71
Total Other Expenses:	\$13,570.30	\$39,563.40	\$48,468.76
<b>Total Expenses:</b>	<b>\$536,314.05</b>	<b>\$589,154.15</b>	<b>\$625,671.26</b>
<b>Net Profit/Loss:</b>	<b>-\$357,208.05</b>	<b>-\$287,528.15</b>	<b>-\$209,242.82</b>
<b>Fire Mitigation Fees:</b>	<b>\$328,815.00</b>	<b>\$504,030.00</b>	<b>\$265,444.00</b>
Related to Growth			

## **Ordinance 24-01**

### **An Ordinance of the San Miguel Consolidated Fire Protection District Which Adopts New and Increased Miscellaneous Fees and Charges, and Making Certain Finding and Taking Certain Actions Relating Thereto**

**WHEREAS**, the San Miguel Consolidated Fire Protection District (the “District”) provides certain fire and emergency response services to persons and property within the District’s service area; and

**WHEREAS**, the District is proposing to adopt a schedule containing new and/or increased fees and charges (the “fees”) for various services provided by the District; and

**WHEREAS**, the District provided notice and held a public hearing in accordance with the requirements set forth under Health and Safety Code section 13916; and

**WHEREAS**, the District conducted a cost-of-service analysis in order to determine the amount of each fee and has made its findings available to the public for inspection at least ten (10) days prior to the date of the public hearing; and

**WHEREAS**, based on the findings of the District’s analysis, the proposed fees do not exceed the District’s reasonable costs of providing services, products, or regulatory activity (including inspections for permitting) for which they are imposed, and the fees will only be imposed on persons who are provided such services, products, or regulatory activities; and

**WHEREAS**, at the public hearing, the Board of Directors considered the proposed fees and the data supporting such fees, heard and considered all oral testimony, written materials, and written protests or objections concerning the establishment and imposition of the new or increased fees;

**NOW THEREFORE**, the Board of Directors of the San Miguel Consolidated Fire Protection District do ordain as follows:

**SECTION 1. Recitals.** The Recitals set forth above are true and correct statements and are incorporated as an operative part of this Ordinance and made findings and determinations to the Board of Directors by this reference.

**SECTION 2. Adoption.** The Board of Directors hereby adopts the fees set forth in Exhibit “A” hereto.

**SECTION 3. Findings.** The Board of Directors Council hereby finds and determines that the Fees adopted pursuant to this Ordinance (1) are imposed for a specific government activity, service, or product, provided directly to the payor; (2) are no more than necessary to recover the estimated reasonable costs of the governmental activity, service, or product, for which the Fees are imposed; and (3) the manner in which those costs are allocated to the payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity, service, or product, for which the Fees are imposed. The Fees are not taxes within the meaning of the California Constitution, article XIII C, §1(e).

**SECTION 4. Rules and Regulations.** The Board of Directors may make rules or regulations and, from time to time, may amend, revoke, or add rules and regulations not consistent with this

The ordinance, as they may deem necessary or expedient in respect to billing for the Fees adopted hereby; provided, however, that no such action shall result in any Fee being increased or exceeding the cost of providing the service, product, or regulatory activity for which it is imposed.

**SECTION 5. Severability.** If any section, subsection, clause, or phrase in this Ordinance or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provision to other persons or circumstances shall not be affected thereby. The District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

**SECTION 6. Implementation of Fees** The Board of Directors authorizes the Administrative Officer/Finance Officer, and any other appropriate District Staff as designated by the Administrative Officer/Finance Officer, to take all actions necessary to effectuate the intent of this Ordinance and to implement the Fee Schedule adopted pursuant to this Ordinance.

**SECTION 7. Further Action.** The Board Clerk is hereby ordered and directed to cause this ordinance to be published. First read at a regular meeting of the Board of Directors of the San Miguel Consolidated Fire Protection District, held on May 8, 2024. A second reading occurred at a regular meeting on June 12, 2024.

***BE IT FURTHER RESOLVED*** that this Ordinance supersedes Ordinance 2023-2 adopted July 12, 2023.

***PASSED AND ADOPTED***, and ordered published in the manner required by law, at the hearing and meeting on the 12<sup>th</sup> day of June, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Upon its passage and ratification by the County of San Diego, the Board Clerk shall transmit a copy of this Ordinance to the California Department of Housing and Community Development pursuant to Health and Safety Code Section 13869.7.

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect 30 days from and after the date of its final passage and adoption.

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



**San Miguel Fire & Rescue**  
**Proposed 2024 Fee Schedule**  
**New Fee Proposals**  
**Exhibit "A"**

Basic Description	Proposed Fee <i>(Admin Fee Included)</i>
Mapping	\$16
Fair Share (\$0.20 per square foot)	20¢/sq ft
Letters	\$171
Project Availability Form for Minor Subdivision or Minor Use Permit	\$313
Project Availability Form for Major Subdivision	\$527
TPM or Minor Subdivision Service Letter Renewal	\$313
TM or Major Subdivision Service Letter Renewal	\$527
Final Map / Mylar Review	\$313
Release of Map Covenants	\$384
Cellular Sites	\$313
Major Use Permit (P or MUP) or Site Plan (S or STP)	\$527
Fuel Modification Plans or Environmental Review – Mitigated Negative Declaration	\$527
Minor Grading Plan (5 acres or less)	\$313
Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP) Service Letter	\$313
Improvement Plans – Planned Residential Development (PRD) Service Letter	\$384
Site Plan Review (single occupancy) conceptual and consultation	\$384
Grading Plan (more than 5 acres)	\$384
New Residential Construction	\$634
Residential Addition or Remodel	\$456
Residential Plan Resubmittal/Stamp Transfer (new or remodel)	\$242
Residential Building Plans for Planned Residential Developments	\$705
Residential Building Plans for Planned Residential Developments (each additional unit)	\$384
Tenant Improvement	\$491
Detached Garages & Outbuildings	\$491
Commercial, Industrial & Multi-family Building Plans (up to 52,000 sq ft)	\$955
Commercial, Industrial & Multi-Family Building Plans (each additional 52,000 sq ft)	\$563
Commercial, Industrial & Multi-Family Building – Additional Field Inspection (after 2 <sup>nd</sup> inspection)	\$242
Commercial, Industrial & Multi-Family Plan Resubmittal/Stamp Transfer	\$313
Residential Fire Sprinkler System (13-D or 13-R)	\$491
Residential Fire Sprinkler Plans (each additional unit or riser)	\$384
Residential Fire Sprinkler Plan (resubmittal)	\$242
Commercial Fire Sprinkler System	\$990
Underground for Fire Sprinkler System or Hydrant	\$456

Commercial Fire Sprinkler or Underground Plans (resubmittal)	\$313
Commercial Sprinkler Tenant Improvement	\$491
Special Fire Protection Installations, Hood & Duct Systems, Remote Extinguishing Systems	\$491
Special Hazard Installations, High Piled Storage, Underground & Aboveground Storage Tanks, Spray Booths, Industrial Ovens, etc.	\$670
Fire Alarm System (up to 52,000 sq ft)	\$598
Fire Alarm System (over 52,000 sq ft)	\$883
Fire Alarm Resubmittal	\$242
Overtime Inspection (Charged per hour at time & a half)	\$285
Knox Installation	\$214
Expedited Plan Review	1.5 x plan review rate
Fireworks	\$741
Defensible Space Inspection	\$242
Annual Permit Inspection	\$252
Additional Inspections	\$185
Burn Permits	\$162
Licensed Care Pre-inspection (<26 residents)	\$162
Licensed Care Pre-inspection (>26 residents)	\$230
Licensed Care Initial Fire Clearance (1-6 residents)	No Charge per State Fire Marshal
Licensed Care Initial Fire Clearance (7-50 residents)	
Licensed Care Initial Fire Clearance (>50 residents)	
Annual Licensed Day Care Inspection (0-14 individuals)	\$162
Annual Licensed Day Care Inspection (15-50 individuals)	\$252
Annual Licensed Day Care Inspection (>50 individuals)	\$319
Annual Licensed Residential Care Inspection (7-30 individuals)	\$207
Annual Licensed Residential Care Inspection (>30 individuals)	\$319
Annual Apartment/Condominium Inspection (1-15 dwelling units)	\$207
Annual Apartment/Condominium Inspection (16-30 dwelling units)	\$342
Annual Apartment/Condominium Inspection (each additional 15 dwelling units)	\$162
Annual School Inspection (private schools and pre-schools)	\$274
Annual Business Inspection <3000 sq ft <b>(Change tier to 0 - 999 sq. ft.)</b>	\$118
Annual Business Inspection 3000-10,000 sq ft <b>(Change tier to 1000 - 2999 sq. ft.)</b>	\$140
Annual Business Inspection >10,000 sq ft <b>(Change tier to 3000 - 6499 sq. ft.)</b>	\$207
Annual Business Inspection 6500 - 10,000 sq ft	\$319
Annual Business Inspection 10,001 - 25,000 sq ft <b>(New tier)</b>	\$566
Annual Business Inspection >25,000 sq ft	\$790
Apparatus Stand-by Cost	\$536
Landscape Plan Reviews	\$384





## FIRE PREVENTION REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** CFD 2022-1, Annexation 2 through approval of Resolution 24-20, Resolution 24-21, and First Reading of Ordinance 24-02

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### BACKGROUND

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (“Act”) contains the statutory framework pursuant to which the San Miguel Consolidated Fire Protection District (“District”) or any other local agency may form a Community Facilities District (“CFD”) for the purpose of financing the provision of certain authorized public services or maintenance. A CFD may finance services or maintenance through the levy of special taxes within the geographic boundaries of the CFD. The District previously adopted its Local Goals and Policies relating to the formation of CFDs. On July 14, 2021, the District adopted its Policy No. 9.7, requiring new development to offset the negative fiscal impacts of such development on the District, including through forming or annexing into an existing CFD. The District retained NBS Government Finance Group (“NSB”) as its special tax consultant to study the negative fiscal impact of new development on the provision of services by the District. NBS prepared a Fiscal Impact Analysis setting forth their results, which has been reviewed by the Board in prior meetings.

On September 14, 2022, the District received their first petition for a CFD and on October 12, 2022, approved Ordinance 2022-2 Levying Special Taxes Within San Miguel Consolidated Fire Protection District. Annexation 1 was approved May 10, 2023.

### DISCUSSION

The District has received a petition from CALDERON JULIO C J & GONZALEZ SILVIA D D L (the “Owner”), relating to Parcel 584-440-66-00 located off of Grand Avenue. The Owner is the owner of Assessor Parcel Numbers 584-440-66-00 (“Property”), requesting the annexation into the Community Facilities District No. 2022-1 (“CFD 2022-1”), encompassing the Property, to finance the following public services:

- a) Fire protection and suppression services, and ambulance and paramedic services; and
- b) The administrative and incidental expenses to be incurred by the District, which includes the direct and indirect expenses incurred in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes), including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto, and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of delinquent special taxes, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on June 12, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be a commercial building. The County of San Diego is aware of the process and holding the owner's grading plans until the CFD is approved.

### **FISCAL IMPACT**

None, as the costs for the formation of CFD 2022-1 are paid through a deposit provided by the Developer and ongoing administrative costs are paid for through the levy of special taxes within CFD 2022-1.

### **ATTACHMENTS**

- Attachment A – Resolution 24-20 (Call for Election, Annexation 2)
  - Exhibit A – Official Ballot
- Attachment B – Resolution 24-21 (Results of Election, Annexation 2)
  - Exhibit A – Certificate of Election Official and Statement of Votes Cast
- Attachment C – Ordinance 24-02

### **RECOMMENDATION**

Adopt Resolution 24-20 and 24-21, and complete the First Reading of Ordinance 24-02.

## ***Resolution 24-20***

### **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 2022-1 (Annexation 2)**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has heretofore conducted proceedings for the establishment of and has established the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the Board is authorized by Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5; and

**WHEREAS**, on May 8, 2024, the Board adopted Resolution No. 24-14, a resolution of intention to annex territory to CFD No. 2022-1 pursuant to Section 53339.2 of the Act, determining that the public convenience and necessity require that certain property, consisting of approximately 0.18 acres, known as Annexation No. 2 be annexed to CFD No. 2022-1 and containing all of the matters prescribed by Section 53339.3 of the Act, and fixing 5:30 p.m. on June 12, 2024, in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978, as the time and place for a hearing upon said resolution; and

**WHEREAS**, pursuant to said resolution, the Board Clerk has published and mailed notice of the time and place of said hearing as required by Section 53339.4 of the Act; and

**WHEREAS**, on June 12, 2024, at the time and place of said hearing, the Board afforded all interested persons for or against the annexation of said property to CFD No. 2022-1 an opportunity to present testimony and to protest against the proposed annexation of said property to CFD No. 2022-1, and no protests, either oral or in writing, were received; and

**WHEREAS**, pursuant to Section 53339.7 of the Act, the Board may now submit the question of levying a special tax within the territory proposed to be annexed to CFD No. 2022-1 to the qualified electors within that territory.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Findings. The Board finds that: (i) the foregoing recitals are correct; (ii) less than twelve (12) persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1 during the ninety (90) days preceding the close of the public hearing on June 12, 2024; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory proposed to be annexed to CFD No. 2022-1 whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one (1) vote for each acre, or portion thereof, which he or she owns within the said territory, which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) pursuant to said Section 53326, the special election must be held at least ninety (90) days, but not more than one hundred eighty (180) days following the date of the adoption of this resolution, unless such time periods are waived with the unanimous waiver of the qualified electors. All of the qualified electors in the territory to be annexed waived the time limits and election formalities of the special election.

Section 2.

Call of Election. The Board hereby calls and schedules a special election for June 12, 2024, on the proposition with respect to the annual levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 for paying the cost of the services to be provided within and for the benefit of the territory proposed to be annexed to CFD No. 2022-1.

Section 3.

Propositions. The propositions to be submitted to the voters of CFD No. 2022-1 at such special election shall be as follows:

PROPOSITION A

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (“CFD No. 2022-1”), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 2 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 2 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

Section 4.

Conduct of Election. Except as otherwise provided in Section 5 hereof, said election shall be conducted by the Board Clerk of the District pursuant to the California Elections Code governing mail ballot elections, and in particular, the provisions of Division 4 (commencing with Section 4000) of said Code, insofar as they may be applicable.

Section 5.

Election Procedures. The procedures to be followed in conducting the special election on the levy of Special Taxes to pay the annual costs of the Services to the qualified electors of the territory to be annexed to CFD No. 2022-1 (the "Special Election") shall be as follows:

- a) Pursuant to said Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid, or by personal service.
- b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections, and specifically Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Board Clerk shall mail or deliver to each qualified elector an official ballot in the form attached hereto as Exhibit "A," and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of Resolution No. 24-14; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners.
- c) The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.
- d) The return identification envelope mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of

execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk.

- e) The instruction to voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on June 12, 2024.
- f) Upon receipt of the return identification envelopes, which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the special election, and shall file a statement with the Board as to the results of such canvass and the election on each proposition set forth in the official ballot.

Section 6.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 12th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

EXHIBIT "A"

OFFICIAL BALLOT

SPECIAL ELECTION

**NUMBER OF VOTES ENTITLED TO BE CAST: 1**

**SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA (ANNEXATION NO. 2)**

**JUNE 12, 2024**

**OFFICIAL BALLOT**

To vote on any measure, mark a cross (+) in the voting square before the word "YES" or before the word "NO." If you tear or deface this ballot, call Leah Harris, Administrative Officer/Finance Officer at (619) 670-0500 for assistance.

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**PROPOSITION A**

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 ("CFD No. 2022-1"), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 2 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 2 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

YES

NO

## ***Resolution 24-21***

### **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 2022-1, Annexation 2**

**WHEREAS**, the Board of Directors (the "Board") of the San Miguel Consolidated Fire Protection District (the "District") has heretofore conducted proceedings for the annexation of approximately 0.18 acres of land to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California ("CFD No. 2022-1") including conducting a public hearing pursuant to Section 53339.5 of the Government Code; and

**WHEREAS**, at the conclusion of said public hearing, the Board adopted a resolution calling a special election for June 12, 2024, and submitting to the qualified electors of the territory to be annexed, known as Annexation No. 2 to CFD No. 2022-1 the question of levying special taxes within that territory to pay the costs of certain services and the costs associated with the determination of the amount of and levy and collection of special taxes, which will be levied to provide the services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1 (the "Election Resolution").

**WHEREAS**, the Board has received a statement from the Board Clerk, who pursuant to the Election Resolution was authorized to conduct such special election and act as the election official therefor, with respect to the canvass of the ballots returned in and the results of said special election, certifying that at least two-thirds of the votes cast upon the proposition submitted to the qualified electors in said special election were in favor of such proposition.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Recitals. The above recitals are all true and correct.

Section 2.

Findings. The Board finds that: (i) there are no registered voters residing within the territory proposed to be annexed to CFD No. 2022-1 ("Annexation No. 2") at the time of the close of the public hearing on June 12, 2024, and pursuant to Section 53326 of the Government Code, the vote in said special election was, therefore, to be by the landowners owning land within Annexation No. 2, with each landowner having one vote for each acre or portion thereof of land that he or she owned within Annexation No. 2; (ii) pursuant to said Section 53326 and the Election Resolution, the Board Clerk caused to be delivered an official



ballot for the special election to the owner of the land within Annexation No. 2, with return postage prepaid; (iii) said special election has been properly conducted in accordance with all statutory requirements and the provisions of the Election Resolution; (iv) pursuant to said Section 53326, CALDERON JULIO C J & GONZALEZ SILVIA D D L, the owner of all the land within Annexation No. 2, was entitled to one (1) votes; (v) said landowner returned its ballot to the Board Clerk prior to the time set by the Board Clerk for the close of the election on June 12, 2024; (vi) the ballot returned to the Board Clerk by said landowner voted all votes of said landowner in favor of the proposition set forth therein; (vii) at least two-thirds of the votes cast in such special election on said proposition were in favor thereof, and pursuant to Sections 53328 and 53329 of the Government Code, said proposition carried; (viii) pursuant to Section 53339.8 of the Government Code, the Board is authorized to determine that Annexation No. 2 to be annexed has been added to and become a part of CFD No. 2022-1 with full legal effect; and (ix) the Board is also authorized, pursuant to said Section 53339.8, to annually levy special taxes within Annexation No. 2 to pay the costs of the services to be provided by CFD No. 2022-1.

### Section 3.

Declaration of Results. At least two-thirds of the votes voted in the special election on the proposition of the annual levy of special taxes within Annexation No. 2 to pay the costs of the services to be provided by CFD No. 2022-1 were voted in favor thereof, and such proposition carried.

### Section 4.

Annexation. Annexation No. 2 is annexed and added to and is a part of CFD No. 2022-1 with full legal effect, and the Board shall annually levy special taxes within Annexation No. 2 at the rates as specified in Resolution No. 24-14 adopted by the Board on May 8, 2024, to pay costs of certain services to be provided by CFD No. 2022-1. The boundaries of Annexation No. 2 are shown on the map entitled, "Annexation Map No. 2 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, County of San Diego, State of California," which was recorded on May 9, 2024, in the office of the County Recorder of the County of San Diego as Instrument No. 2024-7000217.

### Section 5.

Notice. Pursuant to Section 53339.8 of the Government Code and Section 3117.5 of the Streets and Highways Code, the Board Clerk shall cause to be filed with the County Recorder of the County of San Diego an amendment of the notice of special tax lien and a map of the amended boundaries of CFD No. 2022-1 including Annexation No. 2.

### Section 6.

Entry of the Election Results in the Minutes. The Board Clerk is hereby directed, pursuant to the provisions of the Elections Code of the State of California, to enter in the minutes the results of the election as set forth in said Certificate of Election Official.

### Section 7.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

---

Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

EXHIBIT "A"  
CERTIFICATE OF ELECTION OFFICIAL  
AND STATEMENT OF VOTES CAST

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT )

The undersigned, ELECTION OFFICIAL OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions of Section 53326 of the Government Code and Division 12, commencing with Section 17000 of the Elections Code of the State of California, I did canvass the returns of the votes cast at the

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1,  
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA  
SPECIAL ELECTION  
(ANNEXATION NO. 2)

in said District, held June 12, 2024.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in Annexation No. 2 to be annexed to CFD No. 2022-1 in such District, and the whole number of votes cast for the Proposition in Annexation No. 2 to be annexed to CFD No. 2022-1 in said District, and the totals of the respective columns and the totals as shown for the Proposition are full, true and correct.

1. VOTES CAST ON PROPOSITION A: YES \_\_\_  
NO \_\_\_

WITNESS my hand this 12<sup>th</sup> day of June 2024.

\_\_\_\_\_  
BOARD CLERK  
ELECTION OFFICIAL  
SAN MIGUEL CONSOLIDATED FIRE  
PROTECTION DISTRICT  
STATE OF CALIFORNIA

## **Ordinance 24-02**

### **Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Levy of Special Taxes in a Community Facilities District, Including Certain Annexation Territory Identified as Annexation 2, into San Miguel Consolidated Fire Protection District Community Facilities District 2022-1**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has established the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services, which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the rate and method of apportionment of special tax for CFD No. 2022-1 is set forth in Exhibit “C” to the Board Resolution No. 24-14, which was adopted on May 8, 2024 (the “Resolution of Intention”); and

**WHEREAS**, the District has conducted proceedings to annex territory into CFD No. 2022-1 and, with respect to the proceedings, following an election of the qualified electors in the territory proposed for annexation (the “Annexation No. 2”), the Board, on June 12, 2024, adopted a resolution which declared the results of the special election and determined that the territory proposed to be annexed is added to and part of CFD No. 2022-1.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, acting in its capacity as the legislative body of the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California, does hereby:

Section 1.

The foregoing recitals are true and correct.

Section 2.

By the passage of this Ordinance, the Board hereby authorizes and levies the special tax within CFD No. 2022-1, including the Annexation Territory, pursuant to Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”), at the rate and in accordance with the rate and method of apportionment of special tax set forth in the Resolution of Intention, which rate and method is by this reference incorporated herein. The special tax has previously been levied in the original territory of CFD No. 2022-1 pursuant to Ordinance No. 2022-2 passed and

adopted by the Board on October 12, 2022, and the special tax is hereby levied commencing in Fiscal Year 2023-24 in CFD No. 2022-1, including Annexation No. 2, and in each fiscal year thereafter to pay for the services for CFD No. 2022-1 and the costs of administering the District.

Section 3.

The General Manager of the District or designee or employee or consultant of the District is hereby authorized and directed each fiscal year to determine the specific special tax to be levied for the next ensuing fiscal year for each parcel of real property within CFD No. 2022-1, including Annexation No. 2, in the manner and as provided in the Resolution of Intention.

Section 4.

Exemptions from the levy of the special tax shall be as provided in the Resolution of Intention and the applicable provisions of the Act. In no event shall the special tax be levied on any parcel within CFD No. 2022-1 in excess of the maximum special tax specified in the Resolution of Intention.

Section 5.

All of the collections of the special tax shall be used as provided in the Act and in the Resolution of Intention, including, but not limited to, the payment of the costs of the services, the payment of the costs of the District in administering CFD No. 2022-1, and the costs of collecting and administering the special tax.

Section 6.

The special tax shall be collected in the same manner and at the same time as ordinary *ad valorem* taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for *ad valorem* taxes; provided, however, that CFD No. 2022-1 may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations. The General Manager of the District, or his or her designee, is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of San Diego in order to effect proper billing and collection of the special tax, so that the special tax shall be included on the secured property tax roll of the County of San Diego for Fiscal Year 2023-24 and for each fiscal year thereafter until no longer required to pay for the Services or until otherwise terminated by the District.

Section 7.

If for any reason any portion of this Ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel within CFD No. 2022-1, including Annexation No. 2, by a court of competent jurisdiction, the balance of this Ordinance and the application of the special tax to the remaining parcels within CFD No. 2022-1, including Annexation No. 2, shall not be affected.

Section 8.

This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the Board Clerk shall cause this Ordinance, or a summary of it, to be published in a newspaper of general circulation in the District.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

I hereby certify that the foregoing Ordinance was duly introduced at a regular public meeting of the San Miguel Consolidated Fire Protection District Board, held on June 12, 2024, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on July 10, 2024.

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Board Clerk  
San Miguel Consolidated Fire Protection District



## FIRE PREVENTION REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** CFD 2022-1, Annexation 3 through approval of Resolution 24-22, Resolution 24-23, and First Reading of Ordinance 24-03

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### BACKGROUND

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (“Act”) contains the statutory framework pursuant to which the San Miguel Consolidated Fire Protection District (“District”) or any other local agency may form a Community Facilities District (“CFD”) for the purpose of financing the provision of certain authorized public services or maintenance. A CFD may finance services or maintenance through the levy of special taxes within the geographic boundaries of the CFD. The District previously adopted its Local Goals and Policies relating to the formation of CFDs. On July 14, 2021, the District adopted its Policy No. 9.7, requiring new development to offset the negative fiscal impacts of such development on the District, including through forming or annexing into an existing CFD. The District retained NBS Government Finance Group (“NSB”) as its special tax consultant to study the negative fiscal impact of new development on the provision of services by the District. NBS prepared a Fiscal Impact Analysis setting forth their results, which has been reviewed by the Board in prior meetings.

On September 14, 2022, the District received their first petition for a CFD and on October 12, 2022, approved Ordinance 2022-2 Levying Special Taxes Within San Miguel Consolidated Fire Protection District. Annexation 1 was approved May 10, 2023.

### DISCUSSION

The District has received a petition from INLAND VALLEY INVESTMENTS, LLC (the “Owner”), relating to Parcel 483-101-08-00 located off of Victor Avenue. The Owner is the owner of Assessor Parcel Numbers 483-101-08-00 (“Property”), requesting the annexation into the Community Facilities District No. 2022-1 (“CFD 2022-1”), encompassing the Property, to finance the following public services:

- a) Fire protection and suppression services, and ambulance and paramedic services; and
- b) The administrative and incidental expenses to be incurred by the District, which include the direct and indirect expenses incurred in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes), including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto, and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on June 12, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be for fourteen (14) detached apartments. The County of San Diego is aware of the process and holding the owner's grading plans until the CFD is approved.

#### **FISCAL IMPACT**

None, as the costs for the formation of CFD 2022-1 are paid through a deposit provided by the Developer and ongoing administrative costs are paid for through the levy of special taxes within CFD 2022-1.

#### **ATTACHMENTS**

- Attachment A – Resolution 24-22 (Call for Election, Annexation 3)
  - Exhibit A – Official Ballot
- Attachment B – Resolution 24-23 (Results of Election, Annexation 3)
  - Exhibit A – Certificate of Election Official and Statement of Votes Cast
- Attachment C – Ordinance 24-03

#### **RECOMMENDATION**

Adopt Resolution 24-22 and 24-23, and complete the First Reading of Ordinance 24-03.



## ***Resolution 24-22***

### **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 2022-1 (Annexation 3)**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has heretofore conducted proceedings for the establishment of and has established the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the Board is authorized by Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5; and

**WHEREAS**, on May 8, 2024, the Board adopted Resolution No. 24-15, a resolution of intention to annex territory to CFD No. 2022-1 pursuant to Section 53339.2 of the Act, determining that the public convenience and necessity require that certain property, consisting of approximately 0.18 acres, known as Annexation No. 3 be annexed to CFD No. 2022-1 and containing all of the matters prescribed by Section 53339.3 of the Act, and fixing 5:30 p.m. on June 12, 2024, in the in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978, as the time and place for a hearing upon said resolution; and

**WHEREAS**, pursuant to said resolution, the Board Clerk has published and mailed notice of the time and place of said hearing as required by Section 53339.4 of the Act; and

**WHEREAS**, on June 12, 2024, at the time and place of said hearing, the Board afforded all interested persons for or against the annexation of said property to CFD No. 2022-1 an opportunity to present testimony and to protest against the proposed annexation of said property to CFD No. 2022-1, and no protests, either oral or in writing, were received; and

**WHEREAS**, pursuant to Section 53339.7 of the Act, the Board may now submit the question of levying a special tax within the territory proposed to be annexed to CFD No. 2022-1 to the qualified electors within that territory.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Findings. The Board finds that: (i) the foregoing recitals are correct; (ii) less than twelve (12) persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1 during the ninety (90) days preceding the close of the public hearing on June 12, 2024; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory proposed to be annexed to CFD No. 2022-1 whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one (1) vote for each acre, or portion thereof, which he or she owns within the said territory, which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) pursuant to said Section 53326, the special election must be held at least ninety (90) days, but not more than one hundred eighty (180) days following the date of the adoption of this resolution, unless such time periods are waived with the unanimous waiver of the qualified electors. All of the qualified electors in the territory to be annexed waived the time limits and election formalities of the special election.

Section 2.

Call of Election. The Board hereby calls and schedules a special election for June 12, 2024, on the proposition with respect to the annual levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 for paying the cost of the services to be provided within and for the benefit of the territory proposed to be annexed to CFD No. 2022-1.

Section 3.

Propositions. The propositions to be submitted to the voters of CFD No. 2022-1 at such special election shall be as follows:

PROPOSITION A

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 ("CFD No. 2022-1"), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 3 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 3 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

Section 4. Conduct of Election. Except as otherwise provided in Section 5 hereof, said election shall be conducted by the Board Clerk of the District pursuant to the California Elections Code governing mail ballot elections, and in particular, the provisions of Division 4 (commencing with Section 4000) of said Code, insofar as they may be applicable.

Section 5.

Election Procedures. The procedures to be followed in conducting the special election on the levy of Special Taxes to pay the annual costs of the Services to the qualified electors of the territory to be annexed to CFD No. 2022-1 (the "Special Election") shall be as follows:

- a) Pursuant to said Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid, or by personal service.
- b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections, and specifically Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Board Clerk shall mail or deliver to each qualified elector an official ballot in the form attached hereto as Exhibit "A," and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of Resolution No. 24-15; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners.
- c) The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.
- d) The return identification envelope mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of

execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk.

- e) The instruction to voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on June 12, 2024.
- f) Upon receipt of the return identification envelopes, which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the special election, and shall file a statement with the Board as to the results of such canvass and the election on each proposition set forth in the official ballot.

Section 6.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 12th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

---

Shayna Rians, Board Clerk

---

Jesse A. Robles, Board President

EXHIBIT "A"

OFFICIAL BALLOT

SPECIAL ELECTION

**NUMBER OF VOTES ENTITLED TO BE CAST: 1**

**SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA (ANNEXATION NO. 3)**

**JUNE 12, 2024**

**OFFICIAL BALLOT**

To vote on any measure, mark a cross (+) in the voting square before the word "YES" or before the word "NO." If you tear or deface this ballot, call Leah Harris, Administrative Officer/Finance Officer at (619) 670-0500 for assistance.

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**PROPOSITION A**

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 ("CFD No. 2022-1"), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 3 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 3 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

- YES
- NO

## ***Resolution 24-23***

### **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 2022-1, Annexation 3**

**WHEREAS**, the Board of Directors (the "Board") of the San Miguel Consolidated Fire Protection District (the "District") has heretofore conducted proceedings for the annexation of approximately 1.05 acres of land to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California ("CFD No. 2022-1") including conducting a public hearing pursuant to Section 53339.5 of the Government Code; and

**WHEREAS**, at the conclusion of said public hearing, the Board adopted a resolution calling a special election for June 12, 2024, and submitting to the qualified electors of the territory to be annexed, known as Annexation No. 3 to CFD No. 2022-1 the question of levying special taxes within that territory to pay the costs of certain services and the costs associated with the determination of the amount of and levy and collection of special taxes, which will be levied to provide the services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1 (the "Election Resolution").

**WHEREAS**, the Board has received a statement from the Board Clerk, who pursuant to the Election Resolution was authorized to conduct such special election and act as the election official therefor, with respect to the canvass of the ballots returned in and the results of said special election, certifying that at least two-thirds of the votes cast upon the proposition submitted to the qualified electors in said special election were in favor of such proposition.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Recitals. The above recitals are all true and correct.

Section 2.

Findings. The Board finds that: (i) there are no registered voters residing within the territory proposed to be annexed to CFD No. 2022-1 ("Annexation No. 3") at the time of the close of the public hearing on June 12, 2024, and pursuant to Section 53326 of the Government Code, the vote in said special election was, therefore, to be by the landowners owning land within Annexation No. 3, with each landowner having one vote for each acre or portion thereof of land that he or she owned within Annexation No. 3; (ii) pursuant to said Section 53326 and the Election Resolution, the Board Clerk caused to be delivered an official ballot for the special election to the owner of the land within Annexation No. 3, with return postage prepaid; (iii) said special election has been properly conducted in accordance

with all statutory requirements and the provisions of the Election Resolution; (iv) pursuant to said Section 53326, INLAND VALLEY INVESTMENTS LLC, the owner of all the land within Annexation No. 3, was entitled to two (2) votes; (v) said landowner returned its ballot to the Board Clerk prior to the time set by the Board Clerk for the close of the election on June 12, 2024; (vi) the ballot returned to the Board Clerk by said landowner voted all votes of said landowner in favor of the proposition set forth therein; (vii) at least two-thirds of the votes cast in such special election on said proposition were in favor thereof, and pursuant to Sections 53328 and 53329 of the Government Code, said proposition carried; (viii) pursuant to Section 53339.8 of the Government Code, the Board is authorized to determine that Annexation No. 3 to be annexed has been added to and become a part of CFD No. 2022-1 with full legal effect; and (ix) the Board is also authorized, pursuant to said Section 53339.8, to annually levy special taxes within Annexation No. 3 to pay the costs of the services to be provided by CFD No. 2022-1.

Section 3.

Declaration of Results. At least two-thirds of the votes voted in the special election on the proposition of the annual levy of special taxes within Annexation No. 3 to pay the costs of the services to be provided by CFD No. 2022-1 were voted in favor thereof, and such proposition carried.

Section 4.

Annexation. Annexation No. 3 is annexed and added to and is a part of CFD No. 2022-1 with full legal effect, and the Board shall annually levy special taxes within Annexation No. 3 at the rates as specified in Resolution No. 24-15 adopted by the Board on May 8, 2024, to pay costs of certain services to be provided by CFD No. 2022-1. The boundaries of Annexation No. 3 are shown on the map entitled, "Annexation Map No. 3 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, County of San Diego, State of California," which was recorded on May 9, 2024, in the office of the County Recorder of the County of San Diego as Instrument No. 2024-7000218.

Section 5.

Notice. Pursuant to Section 53339.8 of the Government Code and Section 3117.5 of the Streets and Highways Code, the Board Clerk shall cause to be filed with the County Recorder of the County of San Diego an amendment of the notice of special tax lien and a map of the amended boundaries of CFD No. 2022-1 including Annexation No. 3.

Section 6.

Entry of the Election Results in the Minutes. The Board Clerk is hereby directed, pursuant to the provisions of the Elections Code of the State of California, to enter in the minutes the results of the election as set forth in said Certificate of Election Official.

Section 7.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

---

Shayna Rians, Board Clerk

---

Jesse A. Robles, Board President



EXHIBIT "A"  
CERTIFICATE OF ELECTION OFFICIAL  
AND STATEMENT OF VOTES CAST

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT )

The undersigned, ELECTION OFFICIAL OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions of Section 53326 of the Government Code and Division 12, commencing with Section 17000 of the Elections Code of the State of California, I did canvass the returns of the votes cast at the

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1,  
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA  
SPECIAL ELECTION  
(ANNEXATION NO. 3)

in said District, held June 12, 2024.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in Annexation No. 3 to be annexed to CFD No. 2022-1 in such District, and the whole number of votes cast for the Proposition in Annexation No. 3 to be annexed to CFD No. 2022-1 in said District, and the totals of the respective columns and the totals as shown for the Proposition are full, true and correct.

1. VOTES CAST ON PROPOSITION A: YES \_\_\_  
NO \_\_\_

WITNESS my hand this 12<sup>th</sup> day of June 2024.

\_\_\_\_\_  
BOARD CLERK  
ELECTION OFFICIAL  
SAN MIGUEL CONSOLIDATED FIRE  
PROTECTION DISTRICT  
STATE OF CALIFORNIA

## **Ordinance 24-03**

### **Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Levy of Special Taxes in a Community Facilities District, Including Certain Annexation Territory Identified as Annexation 3, into San Miguel Consolidated Fire Protection District Community Facilities District 2022-1**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has established the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services, which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the rate and method of apportionment of special tax for CFD No. 2022-1 is set forth in Exhibit “C” to the Board Resolution No. 24-15, which was adopted on May 8, 2024 (the “Resolution of Intention”); and

**WHEREAS**, the District has conducted proceedings to annex territory into CFD No. 2022-1 and, with respect to the proceedings, following an election of the qualified electors in the territory proposed for annexation (the “Annexation No. 3”), the Board, on June 12, 2024, adopted a resolution which declared the results of the special election and determined that the territory proposed to be annexed is added to and part of CFD No. 2022-1.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, acting in its capacity as the legislative body of the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California, does hereby:

Section 1.

The foregoing recitals are true and correct.

Section 2.

By the passage of this Ordinance, the Board hereby authorizes and levies the special tax within CFD No. 2022-1, including the Annexation Territory, pursuant to Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”), at the rate and in accordance with the rate and method of apportionment of special tax set forth in the Resolution of Intention, which rate and method is by this reference incorporated herein. The special tax has previously been levied in the original territory of CFD No. 2022-1 pursuant to Ordinance No. 2022-2 passed and

adopted by the Board on October 12, 2022, and the special tax is hereby levied commencing in Fiscal Year 2023-24 in CFD No. 2022-1, including Annexation No. 3, and in each fiscal year thereafter to pay for the services for CFD No. 2022-1 and the costs of administering the District.

Section 3.

The General Manager of the District or designee or employee or consultant of the District is hereby authorized and directed each fiscal year to determine the specific special tax to be levied for the next ensuing fiscal year for each parcel of real property within CFD No. 2022-1, including Annexation No. 3, in the manner and as provided in the Resolution of Intention.

Section 4.

Exemptions from the levy of the special tax shall be as provided in the Resolution of Intention and the applicable provisions of the Act. In no event shall the special tax be levied on any parcel within CFD No. 2022-1 in excess of the maximum special tax specified in the Resolution of Intention.

Section 5.

All of the collections of the special tax shall be used as provided in the Act and in the Resolution of Intention, including, but not limited to, the payment of the costs of the services, the payment of the costs of the District in administering CFD No. 2022-1, and the costs of collecting and administering the special tax.

Section 6.

The special tax shall be collected in the same manner and at the same time as ordinary *ad valorem* taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for *ad valorem* taxes; provided, however, that CFD No. 2022-1 may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations. The General Manager of the District, or his or her designee, is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of San Diego in order to effect proper billing and collection of the special tax, so that the special tax shall be included on the secured property tax roll of the County of San Diego for Fiscal Year 2023-24 and for each fiscal year thereafter until no longer required to pay for the Services or until otherwise terminated by the District.

Section 7.

If for any reason any portion of this Ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel within CFD No. 2022-1, including Annexation No. 3, by a court of competent jurisdiction, the balance of this Ordinance and the application of the special tax to the remaining parcels within CFD No. 2022-1, including Annexation No. 3, shall not be affected.

Section 8.

This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the Board Clerk shall cause this Ordinance, or a summary of it, to be published in a newspaper of general circulation in the District.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

I hereby certify that the foregoing Ordinance was duly introduced at a regular public meeting of the San Miguel Consolidated Fire Protection District Board, held on June 12, 2024, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on July 10, 2024.

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Board Clerk  
San Miguel Consolidated Fire Protection District



## FIRE PREVENTION REPORT

**DATE:** June 12, 2024

**TO:** Board of Directors

**FROM:** Jon Newman, Fire Marshal

**SUBJECT:** Intent to Annex Territory to Community Facilities District No. 2022-1 and Adopting Map of the Area Proposed to be Annexed Thereto through Resolution 24-24 (Annexation 4)

### **BACKGROUND**

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (“Act”) contains the statutory framework pursuant to which the San Miguel Consolidated Fire Protection District (“District”) or any other local agency may form a Community Facilities District (“CFD”) for the purpose of financing the provision of certain authorized public services or maintenance. A CFD may finance services or maintenance through the levy of special taxes within the geographic boundaries of the CFD.

The District previously adopted its Local Goals and Policies relating to the formation of CFDs. On July 14, 2021, the District adopted its Policy No. 9.7, requiring new development to offset the negative fiscal impacts of such development on the District, including through forming or annexing into an existing CFD. The District retained NBS Government Finance Group (“NSB”) as its special tax consultant to study the negative fiscal impact of new development on the provision of services by the District. NBS prepared a Fiscal Impact Analysis setting forth their results, which has been reviewed by the Board in prior meetings.

On September 14, 2022, the District received their first petition for a CFD and on October 12, 2022, approved Ordinance 2022-2 Levying Special Taxes Within San Miguel Consolidated Fire Protection District. Annexation 1 was approved May 10, 2023.

### **DISCUSSION**

The District has received a petition from BPI 1 E&P LLC (the “Owner”), relating to Parcel 584-160-52-00 located off of Paradise Valley Rd. The Owner is the owner of Assessor Parcel Numbers 584-160-52-00 (“Property”), requesting the annexation into the Community Facilities District No. 2022-1 (“CFD 2022-1”), encompassing the Property, to finance the following public services:

- a) Fire protection and suppression services, and ambulance and paramedic services; and
- b) The administrative and incidental expenses to be incurred by the District, which include the direct and indirect expenses incurred in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes), including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto, and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on July 10, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be a gas station with convenience store and carwash.

### **FISCAL IMPACT**

None, as the costs for the formation of CFD 2022-1 are paid through a deposit provided by the Developer and ongoing administrative costs are paid for through the levy of special taxes within CFD 2022-1.

### **ATTACHMENTS**

- Attachment A – Resolution 24-24
  - Exhibit A – Description of Services
  - Exhibit B – Legal Description of Property
  - Exhibit C – Rate and Method of Apportion of Special Taxes for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 with Annexation Map
  - Attachment 1 – Maximum Special Tax Rates
- Attachment B – Boundary Map
- Attachment C – Property Owner Petition to the Board

### **RECOMMENDATION**

Approve Resolution 24-24.

## ***Resolution 24-24***

### **Resolution of Intention of The Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Intention to Annex Territory to Community Facilities District No. 2022-1 and Adopting a Map of the Area Proposed to be Annexed Thereto (Annexation 4)**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has established the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the territory which is included in CFD No. 2022-1 is described on the map of CFD No. 2022-1 recorded in Book 50 of Maps of Assessment and Community Facilities Districts, page(s) 41 in the office of the County Recorder for the County of San Diego, State of California; and

**WHEREAS**, the Board has received a written petition from BPI 1 E&P, LLC, the owner of certain real property within the District requesting that such property be annexed to CFD No. 2022-1 in order that they may be developed and receive the benefit of services, which will be financed by the annual levy of special taxes on said property for the purpose set forth in Exhibit “A” (the “Services”); and agreeing to the annual levy of special taxes on said property sufficient to pay the costs of such Services and costs incidental thereto; and

**WHEREAS**, the Board is authorized by Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District, California, as follows:

**Section 1.**

**Recitals.** The above recitals are true and correct and are hereby incorporated into this resolution.

**Section 2.**

**Name of District.** The name of the existing community facilities district is the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

**Section 3.**

**Intention.** The Board declares its intention to conduct proceedings pursuant to said Article 3.5 of the Act for territory proposed for annexation designated “Annexation No. 4”

to CFD No. 2022-1 as described in Exhibit “B” attached hereto. The Board determines that the public convenience and necessity require that such territory be annexed to CFD No. 2022-1.

Section 4.

Description of Territory Proposed To Be Annexed; Annexation Map.

Annexation No. 4 to be annexed to CFD No. 2022-1 is described in Exhibit “B” attached hereto and by this reference made a part hereof. Such territory is also shown and described on the map thereof entitled “Annexation Map No. 4 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, San Diego County, State of California” which is on file with the Board Clerk (the “Annexation Map”).

Section 5.

Types of Services; Incidental Expenses. Services authorized to be financed by CFD No. 2022-1 are set forth in Exhibit “A.” The District shall also finance costs associated with the determination of the amount of and the levy and collection of special taxes which are levied to provide such Services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1.

Section 6.

Special Taxes. Except where funds are otherwise available, special taxes sufficient to pay the costs of the Services provided for in Section 5 above and the annual administrative expenses of the District and CFD No. 2022-1 in determining, apportioning, levying and collecting such special taxes, shall be annually levied within CFD No. 2022-1. Pursuant to Section 53340 of the California Government Code, the special taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. However, under no circumstances shall the special tax levied against any parcel subject to the levy of the special tax pursuant to the rates and method of apportionment be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within CFD No. 2022-1 by more than ten percent (10%). The rate and method of apportionment of said special taxes shall be as set forth in Exhibit “C” attached hereto and by this reference made a part hereof.

Section 7.

Adoption of Annexation Map. Pursuant to Section 3110.5 of the Streets and Highways Code, the Board adopts the Annexation Map as the map of the area proposed to be annexed to CFD No. 2022-1. Pursuant to Section 3111 of said Code, the Board Clerk shall file the original of the Annexation Map in his or her office and shall file a copy of the Annexation Map with the County Recorder of the County of San Diego no later than 15 days prior to the date of the hearing specified in Section 10 hereof.

Section 8.

Exempt Properties. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal, and local governments shall be exempt from the levy of special taxes of CFD No. 2022-1.



Section 9.

Necessity. The Board finds that the Services described in Section 5 hereof are necessary to meet increased demands placed upon the District as a result of development occurring within the boundaries of the proposed annexation of territory to CFD No. 2022-1.

Section 10.

Hearing on Annexation of Territory. A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 pm on July 24, 2024, or as soon thereafter as the Board may consider the matter, in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978.

Section 11.

Notice. The Board Clerk shall publish a notice of the time and place of said hearing as required by Section 53322 of the California Government Code, and shall also give notice of the time and place of said hearing by first-class mail to each registered voter and to each landowner within the proposed community facilities district as prescribed by Section 53322.4 of said Code. Said notice shall be published at least seven (7) days and mailed at least fifteen (15) days before the date of the hearing, and shall contain the information required by said Section 53322.

Section 12.

Description of Voting Procedures. The voting procedures to be followed in conducting the election on the proposition with respect to the levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 shall be as follows:

- a) If at the time of the close of the public or protest hearing (hereinafter referred to as the "protest hearing") at least 12 persons are registered to vote within the territory proposed to be annexed to CFD No. 2022-1, the election shall be conducted by the Board Clerk, and shall be held on a date selected by the Board in conformance with the provisions of Section 53326 of the California Government Code ("Section 53326") and pursuant to the applicable provisions of law regulating elections of the District, insofar as they may be applicable, and pursuant to Section 53326 the ballots for the election shall be distributed to the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 by mail with return postage prepaid and the election shall be conducted as a mail ballot election.
- b) If at the time of the close of the protest hearing, and for at least the preceding 90 days, less than 12 persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1, and pursuant to Section 53326, the vote is therefore to be by the landowners of that territory, with each landowner of record at the close of the protest hearing having one vote for each acre or portion of an acre of land that he or she owns, the election shall be conducted by the Board Clerk as follows:

1. The election shall be held on the earliest date following the conclusion of the protest hearing upon which it can be held pursuant to Section 53326 which may be selected by the Board, or such earlier date as the owners of land within the territory proposed to be annexed to CFD No. 2022-1 and the Board Clerk agree and concur is acceptable.
2. Pursuant to Section 53326, the election may be held earlier than 90 days following the close of the protest hearing if the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 waive the time limits for conducting the election set forth in Section 53326 by unanimous written consent and the Secretary of the Board concurs in such earlier election date as shall be consented to by the qualified electors.
3. Pursuant to Section 53326, ballots for the election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid or by personal service.
4. Pursuant to applicable provisions of law regulating elections of the District, which govern the conduct of mail ballot elections, and Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Secretary of the Board shall mail or deliver to each qualified elector an official ballot in a form specified by the Board in the resolution calling the election, and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a statement pursuant to Section 9401 of the said Code, an impartial analysis by the District's Legal Counsel pursuant to Section 9280 of the said Code with respect to the ballot proposition contained in the official ballot, ballot arguments and rebuttals, if any, pursuant to Sections 9281 to 9287, inclusive, of said Code, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of this resolution; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners of the territory proposed to be annexed to CFD No. 2022-1 and shall be so stated in the resolution adopted by the Board calling the election.
5. The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter, and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the

landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the proposition set forth in the official ballot as marked thereon in the voting square opposite such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.

6. The return identification envelope delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk.
7. The information-to-voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on the date of the election.
8. Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the election, and shall file a statement with the Board at its next regular meeting regarding the results of such canvass and the election.

The procedures set forth in this section for conducting the election may be modified as the Board may determine to be necessary or desirable by a resolution subsequently adopted by the Board.

Section 13.

Certification. The Board Clerk shall certify the passage and adoption of this resolution.

Section 14.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

## EXHIBIT A

### DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.

EXHIBIT B

LEGAL DESCRIPTION OF PROPERTY

The Property is identified as San Diego County, Assessor's Parcel Numbers:

- 584-160-52

EXHIBIT C  
RATE AND METHOD OF APPORTION OF SPECIAL TAXES  
FOR SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1  
TAX ZONE NO. 1

The Special Tax shall be levied in Annexation No. 4 in accordance with the Rate and Method of Apportionment of Special Tax for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 pursuant to the rate for Tax Zone No. 1 set forth in Attachment No. 1 thereto. The Rate and Method of Apportionment of Special Tax is attached hereto and incorporated herein by this reference.

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1

ATTACHMENT 1  
MAXIMUM SPECIAL TAX RATES

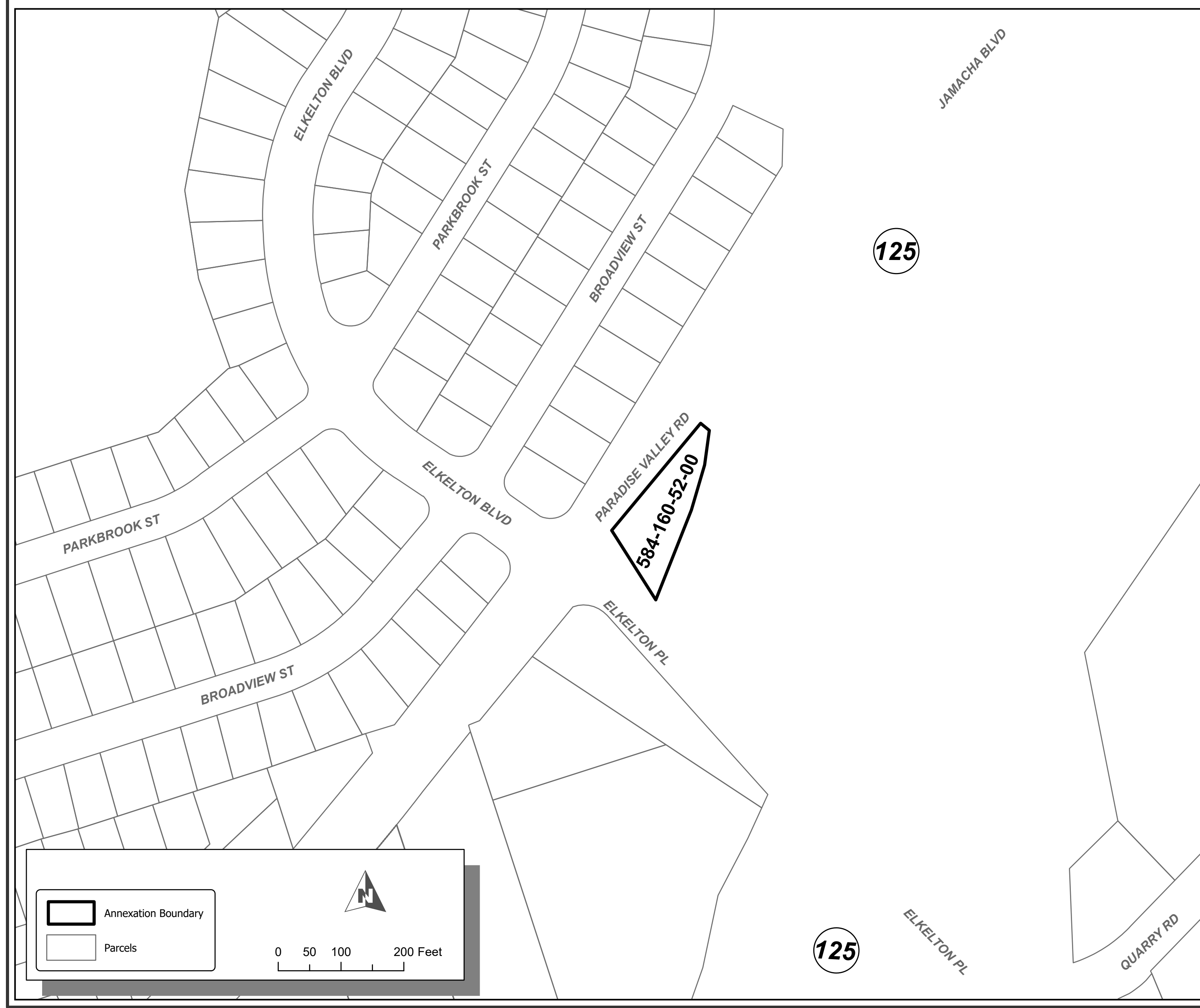
<b>Tax Zone</b>	<b>APNs</b>	<b>Property Type</b>	<b>Special Tax Rate</b>	<b>Per</b>	<b>Base Year</b>
1	584-160-52	Commercial	\$189.19	1,000 Feet of Building Square Footage	2023/24



# ANNEXATION MAP NO. 4 OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1 ANNEXATION NO. 4

Attachment B 3.2.9

COUNTY OF SAN DIEGO  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SECRETARY OF THE BOARD  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF ANNEXATION NO. 4 TO SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, AT A MEETING THEREOF, HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_.

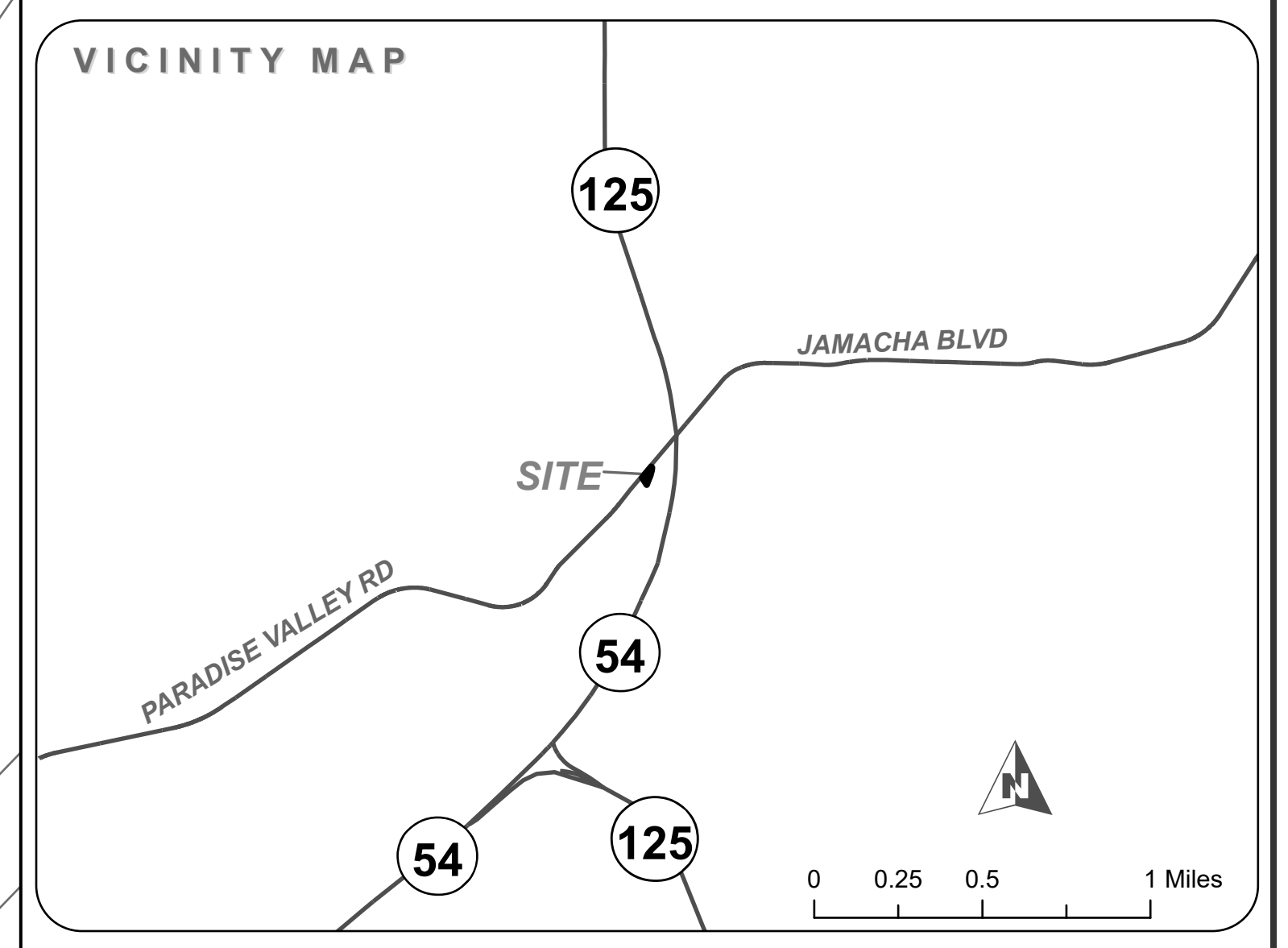
\_\_\_\_\_  
SECRETARY OF THE BOARD  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA



FILED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT THE HOUR OF \_\_\_\_ O'CLOCK \_\_\_\_ M, IN BOOK \_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE \_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AS FILE NO. \_\_\_\_\_.

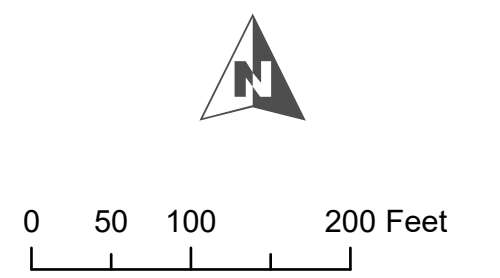
\_\_\_\_\_  
JORDAN Z. MARKS  
COUNTY RECORDER  
COUNTY OF SAN DIEGO, CALIFORNIA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "MAP OF PROPOSED BOUNDARIES OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA" FILED THE 22ND DAY OF AUGUST, 2022, AT THE HOUR OF 3:56 O'CLOCK P.M. IN BOOK 50 OF MAP OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 41 AND AS INSTRUMENT NO. 2022-7000403 IN THE OFFICE OF THE COUNTY RECORDER FOR THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.



 Annexation Boundary  
 Parcels



Source: San Diego County GIS  
Geographic Coordinate Reference: GCS North American 1983  
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet



EXHIBIT "A"

DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

- APN: 584-160-52

**PETITION TO THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT REQUESTING INITIATION OF PROCEEDINGS FOR THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2022-1, AND CONSENTING TO THE LEVY OF SPECIAL TAXES TO PAY THE ANNUAL COSTS OF SERVICES (ANNEXATION NO. 4 TO CFD 2022-1)**

1. BPI 1 E&P, LLC, (“Owner”), requests that the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) initiate proceedings pursuant to Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) for the annexation of the property described in Exhibit “A” attached hereto (the “Property”) to “San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1, County of San Diego, State of California” (the “CFD”) for the purpose of providing for the funding, through the levy of special taxes, of the services set forth in Exhibit “B” attached hereto.

2. Owner represents to the Board of Directors that it is the owner of all of the Property.

DATED: 5/29, 2024

BPI1E&P, LLC

Signature:  \_\_\_\_\_

Printed Name: Joseph Brikho

Title: Member

EXHIBIT "B"

DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.



## OPERATIONS REPORT

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Rich Durrell, Operations Division Chief  
**SUBJECT:** Type I Apparatus Refurbishment

### BACKGROUND

San Miguel Fire District, over the last several years, has had to look at different approaches to purchasing apparatus; with fire truck manufacturers experiencing supply chain and staffing issues, this has unfortunately set back the purchasing and build process by 2-3 years once ordered. With the District's aging fleet and a significant increase in maintenance cost to keep them on the road it was determined to refurbish 2 of 5 of our 2005-2007 Pierce engines. The cost and wait time of a new apparatus, compared to refurbishing one we already have in our fleet, provides us with a build time of just nine months and saves us 50-60% off the cost of a new apparatus. We currently have two apparatuses in the refurbishment process – one mid-build and the other just completed pre-build inspections. We anticipate delivery of the first refurbished engine in July 2024, with the second in December 2024. Additionally, we expect the three new Type I KME apparatuses (the last one approved for purchase on June 14, 2023) to be delivered in January 2025. With the new and refurbished apparatus mentioned above, we are still running a 2005 and two 2007 Type I Pierce apparatus as frontline engines with over 150,000 miles on them. Due to their age, these apparatuses have incurred significant maintenance and repair costs and reduced reliability, significantly adding to more out-of-service time.

#### Our Current Type I Apparatus Fleet:

1113	E23	2005 Pierce	157,000 miles
1117	E22	2007 Pierce	165,223 mile
1116	E21	2007 Pierce	145,000 miles
1131	E18	2106 Spartan	80,934 miles
1132	E19	2016 Spartan	36,234 miles
1134	E15	2019 Pierce	69,363 miles
1135	E16	2019 Pierce	51,948 miles

#### Our Current Type I Reserve Apparatus Fleet:

One (1) District Type I Ferrara  
 One (1) Cal OES Type I  
 Two (2) borrowed Type I KMEs

*Two (2) 2005 Pierces are Currently being refurbished.*

**DISCUSSION**

To maintain the fleet replacement schedule and service levels and not fall behind the uncertainty of the heavy fleet apparatus industry, the District should consider the approval of a third refurbishment. With greater reduced build times and cost, this action would improve our fleet's status and enhance the District's capacity much quicker than relying on the traditional methods provided by the fire truck manufacturing industry. This option will also improve our future reserve apparatus fleet and bolster the depth and reliability of the fleet overall.

The Vehicle Replacement Fund's current balance is \$2,945,309 as of May 8, 2024.

**FISCAL IMPACT**

\$450,000 out of the Vehicle Replacement Fund.

**ATTACHMENTS**

Attachment A – Resolution 24-25

**RECOMMENDATION**

Approve Resolution 24-25 for refurbishing a 2007 Pierce Type I apparatus not exceeding the above amount and authorize the Fire Chief to execute the contract following all District procurement policies and procedures. Legal Counsel will review the final contract.

**Resolution 24-25**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for Purchase of  
Type I Apparatus Refurbishment**

**WHEREAS**, the District is working on maintaining the fleet replacement schedule;

**WHEREAS**, the fleet industry is experiencing significant delays in the build process, not expecting delivery 2-3 years after order placement; and

**WHEREAS**, the District has two previous refurbishments in process; and

**WHEREAS**, the cost to refurbish a Type I apparatus will be \$450,000, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$450,000.00, for the refurbishment of a Type I apparatus.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## OPERATIONS REPORT

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**DATE:** June 14, 2024  
**TO:** Board of Directors  
**FROM:** Rich Durrell, Operations Division Chief  
**SUBJECT:** Purchase of Command Vehicle

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### BACKGROUND

The District currently relies on three command vehicles: one frontline BC Vehicle, one reserve BC vehicle, and the Training Chief's command vehicle. These vehicles are frequently deployed as the primary command vehicle during emergencies, providing redundancy, enhanced accountability, and oversight within the incident command system to bolster firefighter safety. The command vehicles are equipped with IT and communication tools, essential to successfully manage and support major incidents. However, the Training Chief's command vehicle, a 2016 Ford F-250 (Vehicle 1028), has been wrecked and repaired, accumulating over 97,000 miles. Showing signs of aging, it's becoming less dependable with rising maintenance costs. The Training Chief utilizes this vehicle as the primary duty backfill behind B6, responding to and managing emergencies, offering District-wide support and coverage, and establishing another layer of operational depth and accountability at the BC level. Additionally, the Training Chief is actively engaged in the community, conducting training drills, attending meetings, and responding as a strike team leader. They also play a crucial role in providing training to District employees, managing multi-company drills, overseeing testing, and evaluating District personnel. The current B6 Reserve is 11 years old and accumulates high mileage.

### DISCUSSION

Central Zone has three 24-hour Battalion Chiefs on duty (B6 San Miguel, B2 Santee, and B3 Heartland Fire Rescue). If all three are assigned to a working fire in San Miguel, there are no Battalion Chiefs left to cover the rest of Central Zone. San Miguel Chief Officers respond and either initially fill ICS positions or relieve other department Battalion Chiefs to re-establish Central Zone coverage.

To ensure comprehensive response coverage across District, Zone, and Strike Team commitment obligations, the District requires a total of three command vehicles: one primary, one reserve, and one designated for the Training Chief. This setup facilitates primary coverage for B6, offers an extra vehicle for Strike Team deployments, serves as a backup for regular maintenance and repairs, and ensures immediate backfill and district coverage by the Training Chief until further support can be arranged. This strategy effectively furnishes three BC command vehicles to oversee our 50-square-mile District during significant incidents such as wildfires, earthquakes, and floods. To fulfill these requirements, the District plans to reassign command vehicles. The new 2024 Chevrolet 2500 is expected to be *in service* in July 2024 as B6 Primary. The current B6 primary will become B6 Reserve, the current B6 Reserve and Training Chief vehicles will be reallocated to bolster our utility fleet, and the purchase authorized via Resolution 24-XX will be assigned to the Training Chief.



Current Command Vehicles

<b>CURRENT ASSIGNMENT</b>	<b>NEW ASSIGNMENT</b>	<b>VEHICLE</b>	<b>MILEAGE</b>
B6 Primary	B6 Reserve	2019 Ford F-250	63,123
B6 Reserve	Utility Fleet	2013 Ford F-250	82,918
Training Chief	Utility Fleet	2016 Ford F-250	95,143
<b>Not in Service</b>	<b>B6 Primary</b>	<b>2024 Chevrolet 2500</b>	<b>400</b>

Emergency Command Staff Vehicle

Due to their size and configuration, GMC/Chevrolet trucks are a common choice for fire department command vehicles, both locally and statewide. This vehicle would have emergency response capabilities, standard 800 MHz, and VHF mobile and portable radio systems. Purchasing this one vehicle substantially improves our command and staff fleet depth and flexibility.

<b>MAKE/MODEL</b>	<b>DEALERSHIP</b>	<b>PRICE</b>	<b>TAX/LICENSE</b>	<b>AVAILABILITY</b>
GMC 2500 SLT	South Bay GMC	\$84,300	Not included	Six months wait
GMC 2500 SLT	Quality Chevrolet (Escondido)	\$82,400	Not included	Six months wait
Chevrolet 2500 SLT	Chrysler Idaho	\$75,000	Included	In stock

Emergency Command Equipment (Operations) would be an additional \$25,000

Purchasing this vehicle would allow the 2013 Ford F-250 command vehicle to be placed in the utility fleet (3 trucks) to provide critical District coverage during times of increased incident activity, strike team responses, facilitation of maintenance and repairs, and enhancement of the emergency command vehicle fleet capabilities to provide adequate district-wide coverage.

**FISCAL IMPACT**

The cost for one (1) Emergency Command Vehicle is estimated at \$100,000. \$75,000 of the price will be paid out of the Fire Mitigation Fee Fund (approved by the Board of Directors on May 8, 2024), with the remaining amount to be purchased through the Vehicle Replacement Fund.

**ATTACHMENTS**

Attachment A – Resolution 24-26

**RECOMMENDATION**

Approve Resolution 24-26 for the procurement of one (1) Emergency Command Vehicle and authorize the Fire Chief to execute the purchase.

**Resolution 24-26**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for Purchase of a Command Vehicle and  
Granting the Fire Chief Authority to Enter into Procurement Process**

**WHEREAS**, the District maintains multiple Command Vehicles including a primary Battalion 6, a Reserve Battalion 6, and a Training Chief vehicle; and

**WHEREAS**, the necessity for a new Command Vehicle assigned to the Training Battalion Chief has been identified; and

**WHEREAS**, the cost to purchase the new Command Vehicle will be approximately \$100,000.00, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$100,000.00, for the purchase of a new Command Vehicle.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## FIRE PREVENTION REPORT

**DATE:** June 14, 2024  
**TO:** Board of Directors  
**FROM:** Rich Durrell, Operations Division Chief  
 Jon Newman, Fire Marshal  
**SUBJECT:** Resolution 24-27 – Purchase Fire Prevention Vehicles

### BACKGROUND

Prevention currently has one assigned staff vehicle (2018 Ford Explorer) for a Division staff of three. The previous two staff vehicles have been surplus due to high mileage and various repair and maintenance issues. To meet the continued demands of the community, Prevention currently utilizes a Ford Expedition with 225,000 miles from Logistics and a Ford Focus from Administrative staff. When these vehicles are out of service and needed by their respective Division, Prevention is not able to perform their regular job duties or provide necessary service to the community.

On May 8, 2024, the Board of Directors approved Resolution 24-08, noting Fire Prevention vehicles as an appropriate use of Fire Mitigation Funds.

### DISCUSSION

Two new hybrid, medium-duty trucks are needed to ensure Prevention can perform regular job duties and provide prompt service to the community. The purchase of these vehicles will allow for increased fleet reliability, less repair and fuel costs, and provide the latest safety features when operating in the steep and hilly topography of the District. Additionally, these vehicles would double as utility trucks in significant incidents or threats to the District.

#### Current Prevention Vehicles

ASSIGNMENT	VEHICLE	MILEAGE
Fire Marshal	2018 Ford Explorer	32,337
Fire Inspector 1	None	
Fire Inspector 2	None	

### FISCAL IMPACT

The cost for two (2) hybrid Ford F150s is estimated at \$60,000 each, totaling \$120,000. \$90,000 of the price will be paid out of the Fire Mitigation Fee Fund (approved by the Board of Directors on May 8, 2024), with the remaining amount to be purchased through the Vehicle Replacement Fund.

### ATTACHMENTS

Attachment A – Resolution 24-27

### RECOMMENDATION

Approve Resolution 24-27 for the procurement of two Prevention staff vehicles and authorize the Fire Chief to execute the purchase.

**Resolution 24-27**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for the Purchase of (2) Fire  
Prevention Vehicles and Granting the Fire Chief Authority to  
Enter into Procurement Process**

**WHEREAS**, the District currently maintains one Fire Prevention vehicle, and has been utilizing other division's vehicles, due to the surplus of previous vehicles due to age and maintenance costs; and

**WHEREAS**, the necessity for two (2) vehicles assigned to the Fire Prevention Division has been identified; and

**WHEREAS**, the cost to purchase the new Command Vehicle will be approximately \$120,000, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$120,000, for the purchase of two (2) new Fire Prevention Division vehicles.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## HEALTH & SAFETY REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Tobin Riley, Division Chief  
**SUBJECT:** ZOLL Cardiac Monitor Purchase – Resolution 24-28

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### BACKGROUND

This report continues a purchase plan approved at the Sept 13, 2023, Board Meeting. The Board approved a three-year purchase plan to update the Cardiac Monitors on a ten-year replacement cycle.

SMFR provides advanced life support (ALS) to the residents we serve, which represents approximately 75% of our responses. Every frontline SMFR apparatus carries a ZOLL X Cardiac Monitor, the most used equipment in our inventory and a required item by San Diego County EMS. The District must replace its aging ZOLL X Cardiac Monitor Defibrillators inventory. In FY 24-25, five ZOLL monitors will reach SMFR's monitor replacement cycle, which is ten years.

### DISCUSSION

The ZOLL X monitor performs the following critical diagnostic functions:

- Cardiac rhythm identification and monitoring
- Heart rate monitoring
- Blood Pressure acquisition
- Oxygen saturation and carbon monoxide monitoring
- Cardiac Pacing
- Cardiac Defibrillation
- Time stamping of drug therapy
- Incident audio recording for quality assurance

SMFR's current inventory consists of nine frontline monitors (T14, E15, E16, E18, E19, E21, E22, E23, and OE410) and four reserve monitors used for backfilling (due to strike team assignments), up staffing (during inclement weather), and as a backup during monitor repairs.

ZOLL Medical Corporation does not have a recommendation for replacing cardiac monitors but has noted an increase in service calls at the five-year mark. The American Heart Association's 2004 *"Estimated Useful Lives of Depreciable Hospital Assets"* lists the life expectancy of a defibrillator at five years. *"The Department of the Army Technical Bulletin"* lists the life expectancy of a defibrillator at eight years.

After evaluating SMFR's ZOLL monitor inventory and history of repairs, SMFR has implemented a ten-year replacement cycle for its cardiac monitors.

The replacement plan for eight cardiac monitors is as follows:

FY23-24: Three monitors - PURCHASE COMPLETED

FY24-25: Three monitors - CURRENT REQUEST

FY25-26: Two monitors - FUTURE REQUEST

	ZOLL X Monitors (13)	Year Purchased	Replacement Year (10 yrs.)	Trade-In Value	Estimated Cost (2022 pricing)
1	AR14E008487	2023	2033	\$5500	\$45000
2	AR14E008479	2023	2033	\$5500	\$45000
3	AR14E008480	2023	2033	\$5500	\$45000
4	AR14E008481	2014	2024	\$5500	\$45000
5	AR14E008483	2014	2024	\$5500	\$45000
6	AR14E008485	2014	2024	\$5500	\$45000
7	AR14E008477	2014	2024	\$5500	\$45000
8	AR14E008492	2014	2024	\$5500	\$45000
9	AR18C031042	2018	2028	\$5500	\$45000
10	AR19I043086	2019	2029	\$5500	\$45000
11	AR19I043090	2019	2029	\$5500	\$45000
12	AR20K052527	2020	2030	\$5500	\$45000
13	AR20K052527	2020	2030	\$5500	\$45000

**FISCAL IMPACT**

\$150,000.00 out of the Capital Equipment Reserve Fund.

**ATTACHMENTS**

Attachment A – Quote from Zoll

Attachment B – Resolution 24-28

**RECOMMENDATION**

Approve Resolution 24-28 for the procurement of Zoll Monitors and authorize the Fire Chief to execute the purchase.

San Miguel Consolidated Fire District  
2850 Via Orange Way  
Spring Valley, CA 91978

ZOLL Customer No: 114969

Travis Embleton  
(619) 971-2304  
travis6405@hotmail.com

Quote No: Q-82740  
Version: 1

Issued Date: May 14, 2024  
Expiration Date: June 30, 2024

Terms: NET 30 DAYS

FOB: Shipping Point  
Freight: Prepay & Add

Prepared by: Catherine Prophet  
EMS Territory Manager  
cprophet@zoll.com  
949-436-4369

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1		601-2431112-01	<p><b>X Series Advanced Monitor/Defibrillator - 12-Lead ECG, Pacing, SpO2, SpCO, EtCO2, BVM, NIBP, Audio, CPR Expansion Pack, Remote View</b></p> <p>Includes: TBI Dashboard, 4 trace tri-mode display monitor/ defibrillator/ printer, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5in ( 16.5cm) diagonal screen. Accessories Included: MFC cable and CPR connector, A/C power cord, One (1) roll printer paper, 6.6 Ah Li-ion battery, Operators Manual, Quick Reference Guide, and One (1)-year EMS warranty.</p> <p>Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • Interpretative 12-Lead ECG (Full 12 ECG lead view with both dynamic and static 12-lead mode display. 12-Lead OneStep ECG cable - includes 4-Lead limb lead cable and removable precordial 6-Lead set) • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Cable included. (Accuvent disposable sensors sold separately) • Welch Allyn NIBP with Smartcuff. 10 foot Dual Lumen hose and SureBP Reusable Adult Medium Cuff • Masimo SpO2 &amp; SpCO with Signal Extraction Technology (SET), Rainbow SET® • EtCO2 Oridion Microstream Technology. Microstream tubing set sold separately •</p>	3	\$57,232.00	\$42,924.00	\$128,772.00
2	839741	8000-0580-01	<p><b>Six Hour Rechargeable, SurePower II Smart Battery</b></p>	6	\$1,001.00	\$331.65	\$1,989.90



**ZOLL Medical Corporation**

269 Mill Road  
 Chelmsford, MA 01824-4105  
 Federal ID# 04-2711626

Phone: (800) 348-9011  
 Fax: (978) 421-0015  
 Email: esales@zoll.com

San Miguel Consolidated Fire District  
 Quote No: Q-82740 Version: 1

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
3		8000-000393-01	<b>X Series Carry Case, Premium</b>	3	\$443.00	\$443.00	\$1,329.00
4		8778-89044-WF	<p><b>X Series - Worry-Free Service Plan - 4 Years On-Site At Time of Sale</b></p> <p>Includes: Annual preventive maintenance, 27% discount on new cables, 27% discount on additional SurePower II Batteries, discount on parameter upgrades, SurePower II Battery replacement upon failure, and accidental damage coverage (see comments). Shipping and use of a Service Loaner during repairs, no charge shipping. Extended warranty is a continuation of the EMS One Year Product Limited Warranty. • ACCIDENTAL DAMAGE COVERAGE: Includes one device outer housing replacement per year per device. This coverage excludes devices that are deemed beyond repair and/or catastrophic damage. Cosmetic damage that does not affect the integrity of the device would not require outer housing replacement. • BATTERY REPLACEMENT PROGRAM: Batteries must be maintained per ZOLL recommended maintenance program - Batteries are replaced upon failure, one for one, throughout the term of the ExpertCare Service contract, should the SurePower II battery or SurePower Charger display a fault - Batteries must be evaluated and confirmed of failure through ZOLL Technical Support and/or an on-site field service technician. - Up to three batteries per device will be covered for batteries acquired from ZOLL in last 24 months for batteries that fail during the Worry-Free service contract period. (When Service Contract purchased post-sale) - For batteries acquired from ZOLL over 24 months ago, one battery per device will be covered for batteries that fail during the Worry-Free service contract period. (When Service Contract purchased post-sale)</p>	3	\$8,485.00	\$7,636.50	\$22,909.50
5	839741	8000-001392	<b>Masimo rainbow® RC-4 - 4FT, Reusable EMS Patient Cable</b>	3	\$313.00	\$178.85	\$536.55
6	839741	8000-000371	<b>rainbow® DCI® SpO2/SpCO/SpMet Adult Reusable Sensor with connector (3 ft)</b>	3	\$1,076.00	\$566.15	\$1,698.45
7		6008-9901-61	<p><b>ZOLL X Series Trade In Allowance (EMS Group)</b></p> <p>See Trade Unit Considerations.</p>	3		(\$5,000.00)	(\$15,000.00)

Subtotal: \$142,235.40

**Total: \$142,235.40**

Contract Reference	Description
839741	Reflects San Diego County 2019 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in San Diego County 2019 shall apply to the customer's purchase of the products set forth on this quote.

**Trade Unit Considerations**





## ZOLL Medical Corporation

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011

Fax: (978) 421-0015

Email: [esales@zoll.com](mailto:esales@zoll.com)

San Miguel Consolidated Fire District  
Quote No: Q-82740 Version: 1

Trade-In values valid through June 30, 2024 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/about-zoll/invoice-terms-and-conditions> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on June 30, 2024. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to [esales@zoll.com](mailto:esales@zoll.com) or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

San Miguel Consolidated Fire District  
Quote No: Q-82740 Version: 1

**Order Information (to be completed by the customer)**

- Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)
- Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

- Yes      PO Number: \_\_\_\_\_      PO Amount: \_\_\_\_\_  
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)
- No      (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

**San Miguel Consolidated Fire District**

Authorized Signature:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Resolution 24-28**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for Purchase of Zoll X Cardiac Monitors and  
Granting the Fire Chief Authority to Enter into Procurement Process**

**WHEREAS**, the District maintains Zoll X Cardiac Monitor Defibrillators on all frontline apparatus, and four reserve monitors; and

**WHEREAS**, the District has a replacement schedule that calls for the replacement of Zoll X Cardiac Monitor Defibrillators after ten (10) years; and

**WHEREAS**, the District is now in Phase 2 of a three-year staggered purchase plan, looking to purchase three (3) monitors in Fiscal Year 2024-2025; and

**WHEREAS**, the cost to purchase the replacement equipment will be approximately \$143,000.00, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$150,000.00, for the purchase of Zoll X Cardiac Monitor Defibrillators.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## HEALTH & SAFETY REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Tobin Riley, Division Chief  
**SUBJECT:** Safety Clothing Purchase – Resolution 24-29

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### BACKGROUND

Current industry standards (NFPA 1971) require employees to be properly fitted for structural gear, and every suppression employee is issued two sets of structural gear per the CalOSHA labor code. Each employee has two sets of structural gear to ensure worn clothing can be cleaned properly after use, reducing employee exposure to carcinogens.

In 2017, the District made a large purchase of safety clothing, which has been adequate up to this point. Similar to other equipment and manufacturers experiencing extended production and delivery times, the procurement of structure gear is also delayed, which creates a logistical concern for outfitting our employees.

### DISCUSSION

A staggered purchase plan has been established over the next three years to ensure adequate structure gear is on hand. San Miguel's seven-person PPE committee considered NFPA 1851 and manufacturer recommendations when developing our current ten-year replacement cycle, which also needs to plan for structure gear that may become damaged beyond repair within its ten-year lifespan.

A three-year purchase plan has been established to outfit suppression personnel with serviceable gear.

- This purchase plan is for structure gear only.
- The PPE committee has established a priority list of those needing gear.
- Purchase 25 sets of structure ensemble in FY24/25.
- Purchase 25 sets of structure ensemble in FY25/26.
- Purchase 25 sets of structure ensemble in FY26/27.
- The cost of PPE has increased dramatically over the last few years, and the attached quote will **expire on 6/30/24**.
- SMFR has established specifications for structure PPE from the manufacturer Lion.

### FISCAL IMPACT

\$105,000.00 from the Capital Equipment Reserve Fund.

### ATTACHMENTS

Attachment A - Quote from All Star Fire Equipment, Inc.  
Attachment B - Resolution 24-29

### RECOMMENDATION

Approve Resolution 24-29 for the procurement of Personal Protective Equipment (turnouts) and authorize the Fire Chief to execute the purchase.



## Sales Quote

12328 Lower Azusa Road \* Arcadia, California 91006 \* Phone 626-652-0900 \* Fax 626-652-0920

May 29, 2024

**To:** San Miguel FD  
**Attn:** Bill Zepeda  
**E-Mail:** [wzepeda@sanmiguelfire.org](mailto:wzepeda@sanmiguelfire.org)

**EXPIRES 6-30-24**

Per your request, we are pleased to quote on the following:

Qty	Unit	Description	Price	Extension
		<b>PSGQ28860-A</b>		
25	Ea	Lion CVBM-C7 6.0 oz. Natural PBI Max V-Force Bi-Swing Turnout Coat per San Miguel Spec.	\$2,420.35	\$60,508.75
25	Ea	Lion PVFM-C7 6.0 oz. Natural PBI Max V-Force Belted Turnout Pants per San Miguel Spec.	\$1,401.65	\$35,041.25
25	Ea	Lion EZ H-Back Quick Adjust, Stretch Suspenders w/ leather tabs, Red	\$51.00	\$1,275.00
		<b>Terms:</b> Net 30 <b>FOB:</b> Destination <b>Delivery:</b> 100 Days		
			Subtotal	\$96,825.00
			7.750%	\$7,503.94
			S & H	\$0.00
			<b>Total</b>	<b>\$104,328.94</b>

Thalia Reyes, Inside Sales  
[thaliar@allstarfire.com](mailto:thaliar@allstarfire.com)

**Resolution 24-29**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for Purchase of Personal Protective  
Equipment (Structure Gear) and Granting the Fire Chief Authority to  
Enter into Procurement Process**

**WHEREAS**, the District adheres to NFPA 1971 industry standard that each suppression employee be issued two sets of structure gear; and

**WHEREAS**, the District has a replacement schedule that calls for the replacement of Personal Protective Equipment after 10 years, or earlier if damaged beyond repair, and the last major purchase of this equipment occurred in 2017; and

**WHEREAS**, ongoing manufacturer and production delays continue to create challenges in obtaining necessary equipment in a timely manner; and

**WHEREAS**, the cost to purchase the replacement equipment will be approximately \$110,000.00, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$105,000.00 for the purchase of Personal Protective Equipment (Structure Gear) through All Star Fire Equipment, Inc.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## HEALTH & SAFETY REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Tobin Riley, Division Chief  
**SUBJECT:** Station 21 Retaining Wall / Water Damage – Resolution 24-30

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### BACKGROUND

Fire Station 21 was built in the late 1950s. A retaining wall on the station's west side holds back approximately two to three feet of soil. Following the above-average rain experienced over the past year, water has seeped through this wall and into the workout room, with one instance of significant water intrusion, which required emergency mitigation to remove the water. With drywall exposed to this moisture, this poses a potential health and safety risk to personnel.

### DISCUSSION

The existing retaining wall requires fortification or replacement. Assuming the current wall has structural integrity, the work plan would include:

- Hand digging the soil down to expose the wall
- Scraping the existing wall clean
- Evaluating the integrity of the current concrete wall
- Applying waterproofing material
- Creating proper drainage using drainpipes and rocks

An updated request will be presented if the existing wall cannot be salvaged. This project will undergo a formal proposal process (RFP).

### FISCAL IMPACT

\$50,000 from the Facilities Replacement/Renovation Fund budget.

### ATTACHMENTS

Attachment A – Resolution 24-30

### RECOMMENDATION

Approve Resolution 24-30 authorizing the estimated expenditure from the Facilities Replacement/Renovation Fund. Staff will complete further research, as well as an RFP, and provide an update to the Board of Directors as the process moves forward.

**Resolution 24-30**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the Expenditure of Funds for Station 21 Retaining Wall Repair and  
Granting the Fire Chief Authority to Enter into Request for Proposal Process**

**WHEREAS**, the retaining wall on the west side of Station 21 has been identified as posing a health and safety risk; and

**WHEREAS**, the existing wall will be fortified and repaired through a Request for Proposal process; and

**WHEREAS**, the cost of wall repairs should not exceed \$50,000, which has been accounted for in the FY2024/2025 preliminary budget; and

**WHEREAS**, should the existing wall not be salvageable, an updated request and Resolution shall be brought before the Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$50,000, for the repair of the west side retaining wall at Station 21.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary proposal process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President





## FIRE CHIEF REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Andy Lawler, Fire Chief  
**SUBJECT:** Nurse Navigator

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### **BACKGROUND**

In March 2022, El Cajon City Council set aside \$300,000 to fund a one-year pilot program – El Cajon Community Care (Nurse Navigator). The program provides appropriate care levels to callers seeking medical assistance through the 9-1-1 system for non-emergency medical conditions by connecting the caller with a nurse and accessing the right resources. The call is initially accepted through the normal EMD process once 9-1-1 is accessed and then transferred to Nurse Navigator for the appropriate final disposition.

In July 2022, Chief Brainard discussed the pilot program with this Board. The discussion included the purpose and benefits of the program, and ultimately, staff would monitor the El Cajon pilot program. At that same time, the Fire Chief discussed moving to ProQA with dispatch. Later, in September 2022, the Board moved to ProQA, meaning an ambulance would only respond to Alpha and Omega calls.

A comprehensive report was released after the one-year pilot program using Nurse Navigator. The report found the program to be an overall success in terms of appropriate patient disposition, 9-1-1 system relief, and cost savings to hospitals and first responder agencies.

Last month, Grossmont Healthcare District and Sharp Grossmont Hospital entities voted to contribute \$200,000 to the program. Subsequently, all Central Zone agencies discussed the program and unanimously expressed their desire to move forward with Nurse Navigator.

### **Findings of the pilot program study:**

- Nurse Navigator serviced over 500 callers.
- 96% of the cases managed did not clinically require a rapid response from first responders, reducing response costs and maintaining availability for more serious responses.
- 44% perceived that they had a life-threatening emergency.
- 33% had no other transportation options.
- 21% did not know other options or could not get an appointment.

### **DISCUSSION**

As stated, ProQA is currently being utilized by Central Zone to manage appropriate response delivery. However, even a non-emergent response still results in, at a minimum, a BLS ambulance response and possible transport. With steadily rising call volumes, extended off-load delays, apparatus wear and tear costs, and out-of-service times, all Central Zone agencies feel it is imperative to move towards triage enhancements. This is being presented to the Board of Directors as a one-year pilot program and discuss future terms of the program at the end of the one year.

**CENTRAL ZONE NURSE NAVIGATOR – COST SHARE PROPOSAL**

<b>Agency</b>	<b>2023 Incident Count</b>	<b>Percentage of Incidents</b>	<b>Projected FY 25 Fee</b>	<b>Projected Quarterly Assessments</b>
ALPINE	1797	3%	\$2,692.34	\$673.08
BONITA	1611	2%	\$2,413.66	\$603.42
EL CAJON	17928	27%	\$26,860.44	\$6,715.11
LA MESA	9685	15%	\$14,510.45	\$3,627.61
LAKESIDE	7200	11%	\$10,787.32	\$2,696.83
LEMON GROVE	4614	7%	\$6,912.88	\$1,728.22
SAN MIGUEL	14642	22%	\$21,937.22	\$5,484.31
SANTEE	7384	11%	\$11,063.00	\$2,765.75
VIEJAS	739	1%	\$1,107.20	\$276.80
SYCUAN	533	1%	\$798.56	\$199.64
BARONA	612	1%	\$916.92	\$229.23
TOTAL	66745	100%	\$100,000.00	\$25,000.00

**FISCAL IMPACT**

\$25,000 annually out of the General Fund.

**ATTACHMENTS**

- A. New Position/New Program Request Form
- B. Resolution 24-31

**RECOMMENDATION** Approve Resolution 24-31 and authorize the Fire Chief to execute the one (1) year pilot program agreement.



# SMFR

## NEW POSITION/PROGRAM REQUEST FORM

NAME	<u>Andy Lawler</u>	DATE	<u>06/12/2024</u>
TITLE/RANK	<u>Fire Chief</u>	DIVISION	<u>Operations</u>

NAME/TITLE OF REQUEST Nurse Navigator (One Year Pilot Program)

### STRATEGIC GOAL(S) THIS PROPOSAL ADDRESSES

Nurse Navigator will provide an additional layer of call screening through HCFA dispatching, thus providing the appropriate level of response and care for the residents of San Miguel. Through decreased responses, there will be less wear and tear and out-of-service times for apparatus and a taxed ambulance system. This will also reduce the risk of accidents from code 3 driving. Recent studies have shown reductions in cost to first responder agencies and receiving Emergency Department facilities because patients within the Alpha and Omega determinants are directed to an appropriate care facility.

### DESCRIPTION OF REQUEST

Nurse Navigator is a nationally recognized program in which lower-level, non-emergent calls (Alpha/Omega) are initially screened through the normal EMD process. After the screening and determination that the call is non-emergent, it is sent to a Nurse for a series of lengthy questions. The patient is then directed to the appropriate care.

San Miguel has closely evaluated the program that has existed over the past year in the City of El Cajon. The following is some background information on its formation and support thereof:

In March 2022, El Cajon City Council set aside \$300,000 to fund a one-year pilot program – El Cajon Community Care (Nurse Navigator). In July 2022, Chief Brainard discussed the pilot program with this Board. The discussion included the purpose and benefits of the program, and ultimately, staff would monitor the El Cajon pilot program. At that same time, the Fire Chief discussed moving to ProQA with dispatch. Later, in September 2022, the Board moved to ProQA, meaning an ambulance would only respond to Alpha and Omega calls.

A comprehensive report was released after the one-year pilot program using Nurse Navigator. The report found the program to be an overall success in terms of appropriate patient disposition, 9-1-1 system relief, and cost savings to hospitals and first responder agencies.

Last month, Grossmont Healthcare District and Sharp Grossmont Hospital entities voted to contribute \$200,000 to the program. Subsequently, all Central Zone agencies discussed the program and unanimously expressed their desire to move forward with Nurse Navigator.

After closely evaluating the study, its potential impacts on District responses, and finances, staff has determined that the program benefits the community, first responder agencies, and receiving emergency departments. Therefore, it is my recommendation that you participate in the program. At this point in time, it will still be considered a pilot program for San Miguel and will be analyzed carefully for its performance over the next year.

## JUSTIFICATION OF REQUEST

### Findings of the pilot program study:

- Nurse Navigator serviced over 500 callers.
- 96% of the cases managed did not clinically require a rapid response from first responders, reducing response costs and maintaining availability for more serious responses.
- 44% perceived that they had a life-threatening emergency.
- 33% had no other transportation options.
- 21% did not know other options or could not get an appointment.
- Nearly \$300,000 in savings to ED departments (patients diverted to other sites).

**BUDGET**

<b>NAME OF ITEM</b>	<b>COST TO PURCHASE/HIRE</b>	<b>CONTINUING COST</b>	<b>FUNDING ALLOCATION</b>	<b>ADDITIONAL INFORMATION</b>
<b>TOTAL</b>			<b>GRAND TOTAL</b>	

**FISCAL SUSTAINABILITY**

Confirm the proposed Position/Program adheres to the Board of Directors Manual Subsection 807.1 (Fiscal Sustainability):

- All tasks and programs must conform to the District’s Mission
- Roles and responsibilities of all members of the District must be clearly defined and understood
- All tasks and programs must have clearly defined priorities and expectations
- Being proactive rather than reactive
- Abandoning personal agendas for the welfare of the District
- Cooperation of partnerships and relationships, internally and externally, to promote and improve efficiency and maximize effectiveness
- Involving all members of the District in the budget process. Ultimately, everyone is responsible for the fiscal soundness of the District

**Resolution 24-31**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the New Program and  
Granting the Fire Chief Authority to Enter into Procurement Process**

**WHEREAS**, the District began utilizing ProQA through dispatching services in September 2022; and

**WHEREAS**,; the District has discussed a program called Nurse Navigator through the last couple of years and has reviewed a comprehensive report on the program that was implemented with the City of El Cajon; and

**WHEREAS**, Central Zone agencies discussed the program and unanimously expressed their desire to move forward with the Nurse Navigator Program as a one (1) year pilot program; and

**WHEREAS**, the annual cost to be part of the Nurse Navigator program is \$25,000, which has been accounted for in the FY2024/2025 preliminary budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds, not to exceed \$25,000 to enter into a one (1) year pilot program agreement for Nurse Navigator.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the Fire Chief or designee to enter into and execute the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President



## FINANCE REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Diana DeRobertis, Administrative Analyst  
Leah Harris, Administrative Officer/Finance Officer  
**SUBJECT:** CalPERS Lump Sum Payment versus Monthly Payment

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### BACKGROUND

As discussed at the November 12, 2014, Board meeting, the CalPERS Board of Administration approved structural changes requiring all employers' pension liabilities to be 100% funded, named the Unfunded Annual Liability (UAL). This created a liability that was due for payment on a yearly basis. CalPERS has created amortization schedules for these payments through valuation reports.

### DISCUSSION

With the new investment portfolio through California (CA) CLASS, staff reviewed the interest costs versus interest earned in investing to see if there was a positive financial impact on keeping the money paid to CalPERS in July for Fiscal Year 2024/2025 in the investment fund. After conducting this analysis, it is determined that continuing to pay the CalPERS UAL as one lump sum at the beginning of the fiscal year provides the most benefit. The monthly interest received from CA CLASS would be less than the savings we receive by paying CalPERS up front rather than monthly installments. This is based on current and projected yield rates from CA CLASS' projection tool.

### FISCAL IMPACT

Payment out of the General Fund for the CalPERS Lump Sum Unfunded Annual Liability in the amount of \$1,658,061 for all four (4) retirement classifications.

### ATTACHMENTS

Attachment A – Resolution 24-32

### RECOMMENDATION

Approve Resolution 24-32, giving authorization to pay line item 24 of the Fiscal Year 2024/2025 Proposed Preliminary Budget prior to the adoption of the final budget, as a lump sum amount versus monthly payments.

**Resolution 24-33**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Approving the CalPERS Unfunded Annual Liability Payment as a Lump Sum**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District, County of San Diego (hereinafter referred to as “District”) is required to make yearly payments to CalPERS to offset the cost of the Unfunded Annual Liability (UAL) either as a lump sum payment or monthly payments; and

**WHEREAS**, the District’s Finance staff reviewed the interest costs versus interest earned in investing to see if there was a positive financial impact on keeping the money paid to CalPERS in July for Fiscal Year 2024/2025 in the investment fund; and

**WHEREAS**, the District’s Finance staff has determined that continuing to pay the CalPERS UAL as one lump sum at the beginning of the fiscal year provides the most benefit to the department.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District hereby approve the expenditure of funds of \$1,658,061 for the payment to CalPERS for all four retirement classifications.

**BE IT FURTHER RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District authorizes the payment through the necessary procurement process.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

\_\_\_\_\_  
Shayna Rians, Board Clerk

\_\_\_\_\_  
Jesse A. Robles, Board President





## FINANCE REPORT

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**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Leah Harris, Administrative Officer/Finance Officer  
**SUBJECT:** Adoption of Fiscal Year 2024-2025 Preliminary Budget

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### BACKGROUND

The District, by law, is required to adopt a preliminary budget by June 30, 2024. Approving the preliminary budget does not authorize the implementation of new programs or positions unless requested through an action item and approved by resolution; it simply allows the District to continue operating into the new Fiscal Year. The 2024-2025 Preliminary Budget is presented for your review and approval through a resolution. Once we receive the following items, the final budget will be developed for Board review and approval by October 1, 2024.

- 1) Closeout 2023-2024 Fiscal Year
- 2) Property Tax Estimates for 2024-2025

### DISCUSSION

At the Special Finance Committee meeting on May 28, 2024, the Finance Committee reviewed the draft preliminary budget in depth and requested justifications on several line items. The attached document considers all the Finance Committees' recommendations.

### FISCAL IMPACT

None; allows the District to continue paying necessary expenses into the new Fiscal Year.

### ATTACHMENTS

Attachment A – SMFR 2024-25 Proposed Preliminary Budget For Adoption Consideration  
Attachment B – Resolution 24-33

### RECOMMENDATION

Approve Resolution 24-33 for the approval of the proposed preliminary budget for the 2024/2025 Fiscal Year.



Fiscal Year 2024/2025 **Proposed** Preliminary Budget  
For the Board of Directors Consideration

Regular Board Meeting  
June 12, 2024

# Budget Process Timeline



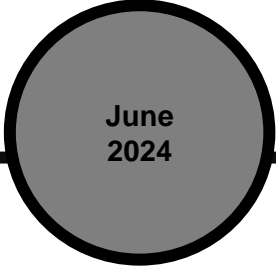
## Phase I

*Implementation of new fiscal year's budgetary workbook*



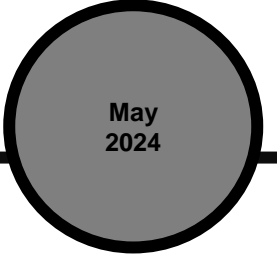
## Phase II

*Draft preliminary budget submitted to Finance Committee for review*



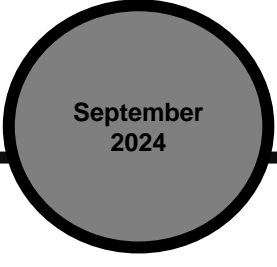
## Phase III

*Preliminary Budget adoption and Fiscal Year closeout completion*



## Phase IV

*Revenue Forecasting completed. Projections reviewed and approved by the Fire Chief*



## Phase V

*Final Budget reviewed by Finance Committee & approved by BOD*

# SAN MIGUEL FIRE & RESCUE



## Final Budget Components

The District aims to complete a comprehensive budget document that fully represents the department's financial information, fiscal planning, and goals. Below are items that will be included in the Fiscal Year 2024/2025 budget. The intent is to continue to provide impactful information to the citizens we proudly serve and always strive to follow our vision, ***Service Beyond Expectations***.

- Vision/Mission Statement	- Revenue Information
- Fire Chief Statement	o Descriptions
- Executive Staff Statement	o Projections
- Organizational Chart	o Percent Breakdowns
- Budget Summary	- Expenses
- District Goals	o Trends
- Long-Term Forecasting/Strategies	o Priorities
- Long-Term Planning	o Percent Breakdowns
- Fund Management Information (Reserve Funds)	- Liabilities
o Reserve Fund Expenditures	o Strategies
o Replacement Schedule (5 Years)	- Budget Details by Division/Program
o Cash Flow	o Justifications Included

***A full List of Items to be included in the Final Budget can be found in the Board of Directors Policy Manual under section 817 Comprehensive Budget/Balanced Budget***

# SAN MIGUEL FIRE & RESCUE



## Pending/Deferred Budget Requests

Finance Staff met with Executive Staff and Program/Committee Leads throughout March and April regarding budgetary requests. These one-on-one meetings helped staff look at the current and future needs of the department from different perspectives. From there, the District held its first All Personnel Budget Workshop on May 15 & 16, 2024. It included an overview of the budgetary process from a regulation standpoint and a comprehensive look at the internal budgeting process, including a review of all budget requests. From here, the District will conduct future budgetary workshops during the final budget process to discuss in-depth revenue, expense line items, reserve funds, etc.

**Below is a list of items that were considered in the preliminary budget.  
It was determined that more information was needed before deciding to add to the budget.**

DIVISION	REQUEST
Health and Safety	Cold Plunge
Health and Safety	Infrared Sauna
Health and Safety	Ballistic Equipment
Reserve Firefighter Program	Paramedic School Sponsorship for Reserve Program
Training	Firefighter / Academy Sponsorship
Explorer Program	EMT Scholarship for Explorer Program
To Be Determined	New Position (Classification Unknown)

All other items brought forward during the budget process were included in the preliminary budget. Many requests were added to current line items and did not need to be separated. Those consisted of an increase in overtime for training and development of Programs/Committees and support costs for the Peer Support, Community Outreach, and CERT Programs. A new position has been considered for the past two years. Fire Chief Lawler has determined that a Staff Capacity Assessment is needed to determine what type of position would be most beneficial at this time for the District as a whole. The goal is to complete this assessment for each classification and determine high-level priorities and intent for each, including a workload review and Division Assessment for any proposed staffing increase. The objective is to complete this before the final budget and submit the request for a new position to the District's Negotiations Committee for consideration in the final budget.

# SAN MIGUEL FIRE & RESCUE



## *Budget Summary Revenue Narrative*

**Line 1 Property Taxes:** Many discussions have been held throughout the year regarding property tax revenue. The District completed a comprehensive property tax analysis, and it was determined that the Preliminary Budget's property tax revenue should be based on actual trends. Once valuation assessments are completed and analyzed, this will be updated during the final budget. Finance Staff will be breaking this line item down in the Quarterly Financial Updates to show delinquent assessments. The District will see a decrease in property tax by approximately \$52,000 due to the January 2024 flooding in San Diego.

**Line 2 Benefit Assessments Revenue:** The Preliminary Budget is based on the approved resolutions from the May 8, 2024, Regular Board Meeting. These revenues are analyzed and provided to the Board of Directors before any Benefit Assessment increase is approved.

**Line 3 AMR Contract and Other Miscellaneous Revenue:** Includes plan check fees, inspection fees, AMR contract and miscellaneous reimbursements.

**Line 4 Interest Income:** This income mainly consists of the County Investment Pool and the Public Agency Self-Insurance System (PASIS). The Final Budget will have consideration of any revenue generated from interest earned by the investments in CA CLASS.

# SAN MIGUEL FIRE & RESCUE



## *Detailed Expense Budget Narrative*

The Detailed Expense Budget is shown by Division and account code to help pull actual expenditure data into the budget. This format will be beneficial in moving forward with continued transparency, allowing Finance Staff to analyze trends and determine the financial information needed to implement the new accounting software.

**Line 1-2 Director Fees:** Meeting fees for the Board of Directors and Medicare/Social Security payroll liabilities. Decrease of budget due to budgeting based on trends.

**Line 3 Prior Director Benefits:** Past Directors' Health Insurance costs have decreased due to actual benefit payments for the year.

**Line 4 Retiree Benefits:** Retiree health insurance costs have decreased due to Retirees enrolling in Medicare and some coming off the plan.

**Line 5-6 Employee Salaries:** Based on approved Salary Schedules for FY 2023/2024 through the MOUs and Terms of Employment. This line item is based on salaries only and not a rolled-up cost. No significant increases will be seen until new salary rates are determined. Salaries are budgeted as actuals based on each employee.

**Line 7-13 Employee Overtime:** Increases in overtime due to budget requests from the Peer/Chaplain Support Program and the Community Outreach Program for annual meetings. Fire Prevention overtime increased due to work completed yearly for mandatory inspections outside of regular working hours. The Finance Staff moved FLSA out of employee salaries to better track actual costs and increased overtime based on a trend analysis considering an average of three years of overtime usage, excluding any COVID-19 overtime and strike team/overhead assignments. The District assists the State of California during major wildfires and emergency responses throughout California. These costs are reimbursed and offset through the Overtime Trend Analysis included in the Quarterly Financial Statements.

**Line 14 Employee Benefits (Health Insurance):** Health Insurance costs are averaged by yearly increases based on actual CalPERS costs.

**Line 15-18 Employee Benefits (Retirement – Normal Costs):** Increases/Decreases are based on salaries related to Classic and PEPRA classifications and the CalPERS rates for the year. As Classic members retire, the normal costs will decrease, and the PEPRA costs will increase with attrition. Finance staff will code these costs separately to present accurate information.

**Line 19 Employee Benefits (Dental Insurance):** Dental Insurance costs increase/decrease based on actuals.

**Line 20 Employee Benefits (Uniform Allowance):** Uniform Allowance per Memorandum of Understanding for employees.

**Line 21 Employee Benefits (Vision Insurance):** Vision Insurance costs increase/decrease based on actuals.

**Line 22 Employee Benefits (Paramedic/EMT Recertification):** Paramedic/EMT Recertification per Memorandum of Understanding for employees.

**Line 23 Financial Emergency Plan:** This line item assists in planning for economic downturns and is tied to the Emergency Financial Plan. For more information, see the Board of Director Financial Management Policy. This amount will change with the 2024/2025 Salary Schedules as a rolled-up cost.

**Line 24-25 UAL-Pension Payment:** These costs are associated with the annual required payments to CalPERS for the Unfunded Annual Liability (UAL) and 1959 Survivor Benefits. The CalPERS Valuation Report for the District provides more detailed information. These documents are located on our website under District Financial Information. Refer to the Finance Report (**Agenda item 3.3.8**) for more details.

**Line 26-27 Pension Bond – Reserve:** These costs are associated with the strategy to pay off part of the CalPERS UAL through a private Lease Revenue Bond to help stabilize increasing annual pension costs. The District continues researching strategies to ensure long-term financial stability for pension costs.

**Line 28-30 Communications:** This includes increased fees/equipment costs for radios and computer service equipment. Equipment is being replaced on an ongoing basis.

**Line 31-32 Equipment Maintenance:** This includes maintaining all fire equipment at the stations and apparatus'.

**Line 33-34 Facilities Maintenance:** This includes the ongoing maintenance of all station facilities (eight fire stations and HQ Administrative Building).

**Line 35 Fuel:** This includes the fuel expense for all District operations. The increase is based on trend analysis and future cost assumptions per economic monitoring.

**Line 36 Fleet Maintenance:** This includes the costs for all fleet maintenance and repairs for the District. Line item 36 has increased due to the shift of the expenses from professional services (the fleet maintenance contract ended). These costs will be monitored and analyzed monthly.

**Line 37 Housekeeping Supplies:** Based on actuals and trend analysis.

**Line 38 Medical Supplies:** Based on actuals and trend analysis.

**Line 39-40 Insurance:** The final budget will provide Liability insurance rates reflecting any premium increases anticipated for the year. The District continues to monitor and assess its need to increase the budget for Workers' Compensation. The District uses a trend of three years of actuals spent for this line item. FAIRA and PASIS JPA continue to provide the most competitive rates and the best coverage for Fire/EMS services.



**Line 41-49 Minor Equipment:** Administrative Staff requests an increase in line item 42 due to the Enterprise Resource Planning System request, which will allow one system for all administrative needs. No other analytical platform would be needed for Administrative Support Services. Fire Prevention Software (line 43) and Operations Inventory and Analytics Software (line 44) do not have an increase in the line item from last year; however, for better line-item acknowledgment, we moved the software costs under minor equipment and out of line item 84-86 Memberships and Subscriptions. The request for line 51 to be increased is based on replacement costs on an as-needed basis for fire service equipment.

**Line 50 Physical Fitness Equipment:** All stations have been assessed, and each station will be put on a replacement schedule for the equipment—no increase is being requested.

**Line 51 Office Supplies:** Office supplies for all District needs. The division/Program/Committee does not separate these costs because it does not need those analytics separated.

**Line 52-55 Personnel Development:** Personnel Development includes education/tuition reimbursements, discretionary training for all personnel, and training for programs/committees when approved.

**Line 56-57 Wellness Services:** Costs associated with the Wellness Program, available to all employees, and the Employee Assistance Program, which provides services for all employees through several different avenues. Wellness in the fire service continues to be at the forefront of discussions within the District and throughout California.

**Line 58-65 Professional Services:** These services include dispatching, legal counsel, audit fees, support services costs (i.e., fees paid to the COSD, scanning projects), monitoring fees for bond issuance, training annual assessments, and training fees. Line 63 did include the previous fleet maintenance contract but was removed, and fleet costs are now under Line 36 Fleet Maintenance. A new line item has been included for Nurse Navigator (line 59). The entire Central Zone is adopting Nurse Navigator, becoming a nationally recognized program. The purpose of the Nurse Navigator is to divert non-emergency calls to a nurse so that the 9-11 System is not overstressed. This will help reduce call volumes throughout the Central Zone. Refer to the Fire Chief Report (**Agenda item 3.3.7**) for more information.

**Line 66 Property Tax Refunds:** This line item accounts for any refund fees reduced from property tax received through the County of San Diego Tax Apportionment. These costs are separated to ensure accurate reporting of property tax revenue.

**Line 67 Property Tax Administrative Cost:** This line item accounts for any administrative fees reduced from property tax received through the County of San Diego Tax Apportionment. These costs are separated to ensure accurate reporting of property tax revenue.

**Line 68-71 Publications and Media:** Required publications (public notices and hearings) and media necessities (flyer's, programs) separated by Division. The District is working to transition some administrative management items into the correct division (i.e., RFP notice costs for facilities will be moved into the Health & Safety Division under the Facilities Management Program).

**Line 72-73 Rents and Leases:** Equipment rent and leases for miscellaneous equipment (copier/printer) and Station 19 Lease of Property, which has a 5% CPI increase.

**Line 74-76 Safety Clothing:** No increase in safety clothing budget per trend analysis and yearly needs.

**Line 77-81 Uniforms:** Uniform Reimbursement per Memorandum of Understanding and Terms of Employment for employees.

**Line 82-93 District Support Costs:** Miscellaneous support costs for providing necessary services for each division of the District. These include permitting fees, election costs, membership and subscription fees, and recruitment materials.

**Line 94-96 Travel Expenses:** These line items are for meeting costs associated with miscellaneous associations that personnel are assigned to and travel costs for professional development for conferences for all divisions. This line item has been put into one line item for better tracking of the expenses, and a member of the Executive Staff must approve all travel.

**Line 97-106 Utilities:** The increase is based on actuals and trend analysis. Finance Staff are separating all utilities per station for continued trend analysis based on actuals.

	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	
Account Description	FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount	Percent
<b>Total Expense by Division</b>					
<i>Board of Directors</i>	62,200	62,200	55,800	(6,400)	-10.3%
<i>Salaries and Benefits</i>	19,948,113	21,833,050	22,779,070	946,020	4.3%
<i>Admin Support Services</i>	1,790,360	1,796,420	1,892,050	95,630	5.3%
<i>Fire Prevention</i>	28,860	33,100	42,600	9,500	28.7%
<i>Operations</i>	2,810,500	3,264,500	3,476,050	211,550	6.5%
<i>Health &amp; Safety</i>	376,900	554,300	654,450	100,150	18.1%
<b>Total Budget Expense by Division/Program</b>	<b>\$ 25,016,933</b>	<b>\$ 27,543,570</b>	<b>\$ 28,900,020</b>	<b>\$ 1,356,450</b>	<b>4.9%</b>

## San Miguel Fire & Rescue 2024/2025 Proposed Budget Summary

	2022-2023 FINAL Budget	2023-2024 FINAL Budget	2024-2025 PROPOSED Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
<b>Operating Revenues</b>					
1 Property Taxes	\$ 23,749,500	\$ 25,198,200	\$ 26,447,700	\$ 1,249,500	5.0%
2 Benefit Assessments	2,814,800	2,932,000	3,039,151	107,151	3.7%
<b>Total Operating Revenues</b>	<b>26,564,300</b>	<b>28,130,200</b>	<b>29,486,851</b>	<b>1,356,651</b>	<b>4.8%</b>
<b>Non-Operating Revenues</b>					
3 AMR Contract and Other Miscellaneous	1,311,000	1,361,000	1,376,300	15,300	1.1%
4 Interest Income	10,000	10,000	10,200	200	2.0%
<b>Total Non-Operating Revenues</b>	<b>1,321,000</b>	<b>1,371,000</b>	<b>1,386,500</b>	<b>15,500</b>	<b>1.1%</b>
<b>Total Revenues</b>	<b>\$ 27,885,300</b>	<b>\$ 29,501,200</b>	<b>\$ 30,873,351</b>	<b>\$ 1,372,151</b>	<b>4.7%</b>
<b>Operating Expenses</b>					
<b>Salaries and Benefits Costs</b>					
5 Director Fees	20,000	20,000	14,600	(5,400)	-27.0%
6 Prior Directors Benefits	21,700	24,000	17,333	(6,667)	-27.8%
7 Retiree Benefits	1,032,300	1,503,100	1,057,127	(445,973)	-29.7%
8 Employee Salaries	9,566,633	10,072,950	10,228,800	155,850	1.5%
9 Employee Overtime	2,134,200	2,736,100	3,413,900	677,800	24.8%
10 Employee Benefits	3,154,200	3,553,600	3,889,549	335,949	9.5%
11 Financial Emergency Plan	208,705	332,500	332,500	-	0.0%
12 UAL - Pension Payment	1,416,775	1,420,000	1,658,061	238,061	16.8%
13 Pension Bond	1,058,850	1,260,700	1,439,600	178,900	14.2%
14 Pension Restructuring – Reserve	1,541,150	1,339,300	1,160,400	(178,900)	-13.4%
<b>Total Salaries and Benefits Costs</b>	<b>\$ 20,154,513</b>	<b>\$ 22,262,250</b>	<b>\$ 23,211,870</b>	<b>\$ 949,620</b>	<b>4.3%</b>

## San Miguel Fire & Rescue 2024/2025 Proposed Budget Summary

	2022-2023 FINAL Budget	2023-2024 FINAL Budget	2024-2025 PROPOSED Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
<b>Services and Supplies</b>					
15 Professional Services	2,071,600	2,138,100	1,920,500	(217,600)	-10.2%
16 Special District Expense	312,410	285,950	208,250	(77,700)	-27.2%
17 Maintenance	560,550	654,750	1,045,000	390,250	59.6%
18 Insurance	870,000	907,260	907,260	-	0.0%
19 Equipment	573,400	659,800	852,500	192,700	29.2%
20 Utilities	274,800	404,700	500,500	95,800	23.7%
21 Supplies	75,560	90,560	90,600	40	0.0%
22 Personnel Development	80,800	95,800	117,350	21,550	22.5%
23 Rents and Leases	43,300	44,400	46,190	1,790	4.0%
<b>Total Service and Supplies</b>	<b>\$ 4,862,420</b>	<b>\$ 5,281,320</b>	<b>\$ 5,688,150</b>	<b>\$ 406,830</b>	<b>7.7%</b>
<b>Total Expenses</b>	<b>\$ 25,016,934</b>	<b>\$ 27,543,571</b>	<b>\$ 28,900,020</b>	<b>\$ 1,356,449</b>	<b>4.9%</b>
<b>Net Income before Reserve Related Activities</b>	<b>\$ 2,868,366</b>	<b>\$ 1,957,629</b>	<b>\$ 1,973,331</b>	<b>\$ 15,702</b>	<b>0.8%</b>
Fire Mitigation Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous Reserve Revenue	-	-	-	-	0.0%
Interest Reserve Revenue	-	-	-	-	0.0%
<b>Total Reserve Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Reserve Expenditures</b>	<b>3,504,000</b>	<b>5,263,000</b>	<b>5,752,000</b>	<b>489,000</b>	<b>9.3%</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>\$ (635,634)</b>	<b>\$ (3,305,371)</b>	<b>\$ (3,778,669)</b>	<b>\$ (473,298)</b>	

\*Budget % increase/ decrease is budget \$ increase/decrease divided by prior year final budget

## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount	
			<b>Director Fees (5020)</b>	<b>21,700</b>	<b>21,700</b>	<b>15,800</b>	<b>(5,900)</b>	<b>-27.2%</b>
1	1	Board of Directors	Board of Directors Meetings	20,000	20,000	14,600	(5,400)	-27.0%
2	1	Board of Directors	Board of Directors Medicare/Social Security	1,700	1,700	1,200	(500)	-29.4%
			<b>Prior Director Benefits (5010)</b>	<b>20,000</b>	<b>22,300</b>	<b>16,133</b>	<b>(6,167)</b>	<b>-27.7%</b>
3	1	Salaries and Benefits	Salaries and Benefits Past Directors - Health Insurance	20,000	22,300	16,133	(6,167)	-27.7%
			<b>Retiree Benefits (5012)</b>	<b>1,032,300</b>	<b>1,503,100</b>	<b>1,057,127</b>	<b>(445,973)</b>	<b>-29.7%</b>
4	1	Salaries and Benefits	Salaries and Benefits Health Insurance - Retirees	1,032,300	1,503,100	1,057,127	(445,973)	-29.7%
			<b>Employee Salaries (5050)</b>	<b>9,566,633</b>	<b>10,072,950</b>	<b>10,228,800</b>	<b>155,850</b>	<b>1.5%</b>
5	1	Salaries and Benefits	Salaries and Benefits Base Salaries - Safety	8,600,580	9,087,580	9,141,400	53,820	0.6%
6	1	Salaries and Benefits	Salaries and Benefits Base Salaries - Non-Safety	800,553	810,500	891,500	81,000	10.0%
			<b>Employee Overtime (5040)</b>	<b>2,134,200</b>	<b>2,736,100</b>	<b>3,413,900</b>	<b>677,800</b>	<b>24.8%</b>
7	1	Salaries and Benefits	Salaries and Benefits Suppression Overtime	1,728,800	2,109,800	2,526,300	416,500	19.7%
8	1	Admin Support Services	Community Outreach Community Outreach Overtime	7,000	10,000	10,000	-	0.0%
9	1	Salaries and Benefits	Salaries and Benefits FLSA	220,700	218,800	470,600	251,800	115.1%
10	3	Fire Prevention	Prevention Prevention Overtime	2,500	2,500	7,000	4,500	180.0%
11	5	Board of Directors	Board of Directors Administrative Overtime	500	500	-	(500)	-100.0%
12	2	Operations	Ops Management Facilities Overtime	10,000	10,000	10,000	-	0.0%
13	3	Operations	Training Program District Training (All)	164,700	384,500	390,000	5,500	1.4%
			<b>Employee Benefits (5031)</b>	<b>1,306,200</b>	<b>1,425,700</b>	<b>1,773,500</b>	<b>347,800</b>	<b>24.4%</b>
14	1	Salaries and Benefits	Salaries and Benefits Health Insurance - Employees	1,306,200	1,425,700	1,773,500	347,800	24.4%
			<b>Employee Benefits (5032)</b>	<b>1,688,200</b>	<b>1,947,800</b>	<b>1,929,700</b>	<b>(18,100)</b>	<b>-0.9%</b>
15	1	Salaries and Benefits	Salaries and Benefits Retirement - Safety - Classic	955,500	1,174,300	1,021,000	(153,300)	-13.1%
16	1	Salaries and Benefits	Salaries and Benefits Retirement - Safety - PEPPA	652,300	677,700	802,100	124,400	18.4%
17	1	Salaries and Benefits	Salaries and Benefits Retirement - Non-Safety - Classic	34,800	54,200	58,600	4,400	8.1%
18	1	Salaries and Benefits	Salaries and Benefits Retirement - Non-Safety - PEPPA	45,600	41,600	48,000	6,400	15.4%

## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent	
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount		
19	1	Salaries and Benefits	Salaries and Benefits	<b>Employee Benefits (5033)</b>	<b>84,300</b>	<b>84,300</b>	<b>90,549</b>	<b>6,249</b>	<b>7.4%</b>
				Dental Insurance	84,300	84,300	90,549	6,249	7.4%
20	1	Salaries and Benefits	Salaries and Benefits	<b>Employee Benefits (5036)</b>	<b>56,700</b>	<b>71,000</b>	<b>71,000</b>	-	<b>0.0%</b>
				Uniform Allowance	56,700	71,000	71,000	-	0.0%
21	1	Salaries and Benefits	Salaries and Benefits	<b>Employee Benefits (5037)</b>	<b>10,400</b>	<b>10,400</b>	<b>10,400</b>	-	<b>0.0%</b>
				Vision Insurance	10,400	10,400	10,400	-	0.0%
22	1	Salaries and Benefits	Salaries and Benefits	<b>Employee Benefits (5038)</b>	-	<b>6,000</b>	<b>6,000</b>	-	<b>0.0%</b>
				Paramedic Recertification	-	6,000	6,000	-	0.0%
23	2	Salaries and Benefits	Salaries and Benefits	<b>Financial Emergency Plan (5201)</b>	<b>208,705</b>	<b>332,500</b>	<b>332,500</b>	-	<b>0.0%</b>
				Financial Emergency Plan	208,705	332,500	332,500	-	0.0%
24	1	Salaries and Benefits	Salaries and Benefits	<b>Pension Benefit Costs (5030)</b>	<b>1,425,175</b>	<b>1,428,400</b>	<b>1,666,461</b>	<b>238,061</b>	<b>16.7%</b>
				Unfunded Liability CalPERS Payment	1,416,775	1,420,000	1,658,061	238,061	16.8%
25	1	Salaries and Benefits	Salaries and Benefits	Retirement - 1959 Survivor Benefit	8,400	8,400	8,400	-	0.0%
26	1	Salaries and Benefits	Salaries and Benefits	<b>Pension Bond - Reserve (5030)</b>	<b>2,600,000</b>	<b>2,600,000</b>	<b>2,600,000</b>	-	<b>0.0%</b>
				Pension Restructuring - LRB	1,058,850	1,260,700	1,439,600	178,900	14.2%
27	1	Salaries and Benefits	Salaries and Benefits	Pension Restructuring – Reserve	1,541,150	1,339,300	1,160,400	(178,900)	-13.4%
28	1	Operations	Ops Management	<b>Communications (6010)</b>	<b>196,000</b>	<b>240,000</b>	<b>260,000</b>	<b>20,000</b>	<b>8.3%</b>
				RCS Backbone Maintenance & Fees	119,000	135,000	150,000	15,000	11.1%
				Radio Equipment and Maintenance	52,000	80,000	80,000	-	0.0%
29	2	Operations	Ops Management	Computer Service & Equipment	25,000	25,000	30,000	5,000	20.0%
30	1	Operations	Ops Management						
31	4	Admin Support Services	Admin Management	<b>Equipment Maintenance (6020)</b>	<b>95,300</b>	<b>101,700</b>	<b>101,000</b>	<b>(700)</b>	<b>-0.7%</b>
				Scanner/Plotter Maintenance	600	1,000	1,000	-	0.0%
32	2	Operations	Ops Management	Fire Equipment Maintenance	94,700	100,700	100,000	(700)	-0.7%

## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount	
			<b>Facilities Maintenance (6030)</b>	<b>176,200</b>	<b>189,000</b>	<b>189,000</b>	<b>-</b>	<b>0.0%</b>
33	2	Health & Safety	Facilities Management	167,200	180,000	180,000	-	0.0%
34	3	Health & Safety	Facilities Management	9,000	9,000	9,000	-	0.0%
			<b>Fuel (6031)</b>	<b>175,000</b>	<b>250,000</b>	<b>300,000</b>	<b>50,000</b>	<b>20.0%</b>
35	1	Operations	Fleet Management	175,000	250,000	300,000	50,000	20.0%
			<b>Fleet Maintenance (6040)</b>	<b>114,050</b>	<b>114,050</b>	<b>445,000</b>	<b>330,950</b>	<b>290.2%</b>
36	1	Operations	Fleet Management	114,050	114,050	445,000	330,950	290.2%
			<b>Housekeeping Supplies (6050)</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>0.0%</b>
37	3	Health & Safety	Facilities Management	30,000	35,000	35,000	-	0.0%
			<b>Medical Supplies (6070)</b>	<b>25,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>0.0%</b>
38	1	Operations	Ops Management	25,000	35,000	35,000	-	0.0%
			<b>Insurance (6060)</b>	<b>870,000</b>	<b>907,260</b>	<b>907,260</b>	<b>-</b>	<b>0.0%</b>
39	1	Admin Support Services	Admin Management	270,000	307,260	307,260	-	0.0%
40	1	Admin Support Services	Admin Management	600,000	600,000	600,000	-	0.0%
			<b>Minor Equipment (6080)</b>	<b>216,900</b>	<b>237,300</b>	<b>410,000</b>	<b>172,700</b>	<b>72.8%</b>
41	3	Admin Support Services	Admin Management	10,000	10,000	10,000	-	0.0%
42	4	Admin Support Services	Admin Management	10,000	-	71,000	71,000	100.0%
43	2	Fire Prevention	Prevention	300	300	22,000	21,700	7233.3%
44	4	Operations	Ops Management	10,000	10,000	50,000	40,000	400.0%
45	4	Health & Safety	Facilities Management	10,000	10,000	10,000	-	0.0%
46	4	Health & Safety	Facilities Management	1,000	1,000	1,000	-	0.0%
47	3	Operations	Training Program	24,000	35,000	35,000	-	0.0%
48	5	Operations	Explorer Program	1,000	1,000	1,000	-	0.0%
49	2	Operations	Ops Management	150,600	170,000	210,000	40,000	23.5%

## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent	
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount		
			<b>Physical Fitness (6083)</b>	<b>8,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>0.0%</b>	
50	4	Health & Safety	Facilities Management	Physical Fitness Equipment	8,000	15,000	15,000	-	0.0%
			<b>Office Supplies (6090)</b>	<b>20,560</b>	<b>20,560</b>	<b>20,600</b>	<b>40</b>	<b>0.2%</b>	
51	3	Admin Support Services	Admin Management	Office Supplies/Equipment	20,560	20,560	20,600	40	0.2%
			<b>Personnel Development (6100)</b>	<b>50,200</b>	<b>65,200</b>	<b>69,350</b>	<b>4,150</b>	<b>6.4%</b>	
52	1	Operations	Training Program	Education Reimb - All Employees	20,000	35,000	35,000	-	0.0%
53	4	Operations	Training Program	Discretionary Training Offset	25,000	25,000	25,000	-	0.0%
54	5	Operations	Explorer Program	Enrollment Fees & Training	2,800	2,800	2,800	-	0.0%
55	3	Health & Safety	Peer/Chaplain Support	Training & Outreach	2,400	2,400	6,550	4,150	172.9%
			<b>Wellness Services (6105)</b>	<b>145,600</b>	<b>149,000</b>	<b>149,000</b>	<b>-</b>	<b>0.0%</b>	
56	2	Health & Safety	Facilities Management	Wellness Program	123,600	127,000	127,000	-	0.0%
57	1	Health & Safety	Facilities Management	Employee Assistance Program	22,000	22,000	22,000	-	0.0%
			<b>Professional Services (6110)</b>	<b>1,526,000</b>	<b>1,589,100</b>	<b>1,321,500</b>	<b>(267,600)</b>	<b>-16.8%</b>	
58	1	Operations	Ops Management	HCFA Dispatching	841,100	860,000	903,000	43,000	5.0%
59	1	Operations	Ops Management	Nurse Navigator	-	-	25,000	25,000	100.0%
60	1	Admin Support Services	Admin Management	Consulting Costs (All)	75,000	75,000	75,000	-	0.0%
61	2	Admin Support Services	Admin Management	Legal Counsel	80,000	100,000	100,000	-	0.0%
62	1	Admin Support Services	Admin Management	Administrative Support Services	110,600	80,600	80,000	(600)	-0.7%
63	1	Operations	Ops Management	Professional Services	334,800	387,000	40,000	(347,000)	-89.7%
64	2	Operations	Training Program	HTF Annual Assessment	71,000	73,000	85,000	12,000	16.4%
65	2	Operations	Training Program	FTES Tuition	13,500	13,500	13,500	-	0.0%
			<b>Property Tax Refunds (6115)</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>50,000</b>	<b>33.3%</b>	
66	1	Admin Support Services	Admin Management	Refunds - Property Taxes	150,000	150,000	200,000	50,000	33.3%
			<b>Property Tax Admin Cost (6116)</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0.0%</b>	
67	1	Admin Support Services	Admin Management	Property Tax - Admin Charges	250,000	250,000	250,000	-	0.0%



## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount	
<b>Publications and Media (6120)</b>				<b>24,560</b>	<b>25,400</b>	<b>25,400</b>	<b>-</b>	<b>0.0%</b>
68	3	Admin Support Services	Admin Management	600	12,600	12,600	-	0.0%
69	1	Fire Prevention	Prevention	6,260	8,500	8,500	-	0.0%
70	1	Operations	Ops Management	500	500	500	-	0.0%
71	3	Operations	Training Program	17,200	3,800	3,800	-	0.0%
<b>Rents and Leases (6130)</b>				<b>43,300</b>	<b>44,400</b>	<b>46,190</b>	<b>1,790</b>	<b>4.0%</b>
72	1	Admin Support Services	Admin Management	8,600	8,600	8,600	-	0.0%
73	1	Admin Support Services	Admin Management	34,700	35,800	37,590	1,790	5.0%
<b>Safety Clothing (6140)</b>				<b>152,500</b>	<b>167,500</b>	<b>167,500</b>	<b>-</b>	<b>0.0%</b>
74	1	Operations	Ops Management	137,000	152,000	152,000	-	0.0%
75	3	Operations	Reserve FF Program	13,800	13,800	13,800	-	0.0%
76	5	Health & Safety	Peer/Chaplain Support	1,700	1,700	1,700	-	0.0%
<b>Uniforms (6145)</b>				<b>31,000</b>	<b>37,300</b>	<b>52,700</b>	<b>12,400</b>	<b>33.2%</b>
77	5	Admin Support Services	Admin Management	-	6,300	14,000	7,700	122.2%
78	5	Fire Prevention	Prevention	-	-	4,500	4,500	100.0%
79	5	Operations	Ops Management	31,000	31,000	31,000	-	0.0%
80	5	Health & Safety	Peer/Chaplain Support	-	-	200	200	100.0%
81	5	Operations	Explorer Program	-	-	3,000	3,000	100.0%
<b>District Support Costs (6150)</b>				<b>253,750</b>	<b>220,150</b>	<b>137,050</b>	<b>(83,100)</b>	<b>-37.7%</b>
82	1	Operations	Fleet Management	-	-	10,000	10,000	100.0%
83	1	Board of Directors	Board of Directors	40,000	40,000	40,000	-	0.0%
84	2	Admin Support Services	Admin Management	104,700	70,700	20,000	(50,700)	-71.7%
85	2	Fire Prevention	Prevention	19,700	21,700	500	(21,200)	-97.7%
86	1	Operations	Ops Management	36,100	36,100	10,000	(26,100)	-72.3%
87	5	Operations	Training Program	200	200	5,000	4,800	2400.0%
88	5	Operations	Training Program	10,050	10,050	10,050	-	0.0%
89	4	Operations	Reserve FF Program	21,700	19,700	19,700	-	0.0%
90	4	Operations	Explorer Program	1,400	1,800	1,800	-	0.0%

## San Miguel Fire & Rescue 2024/2025 Proposed Budget

Priority	Division	Program	Account Description	2022/2023	2023/2024	2024/2025	Increase/ (Decrease)	Percent	
				FINAL Budget	FINAL Budget	PROPOSED Budget	Budget FY 24 vs Budget FY 25 Amount		
91	5	Health & Safety	Peer/Chaplain Support	Supplies & Misc Expenses	2,000	2,000	2,000	-	0.0%
92	4	Admin Support Services	Community Outreach	Program Development	17,000	17,000	16,000	(1,000)	-5.9%
93	4	Operations	CERT	Support Costs	900	900	2,000	1,100	122.2%
<b>Meeting &amp; Travel Expenses (6160)</b>				<b>33,700</b>	<b>33,700</b>	<b>51,100</b>	<b>17,400</b>	<b>51.6%</b>	
94	5	Admin Support Services	Admin Management	Administrative Meetings	1,000	1,000	1,000	-	0.0%
95	4	Fire Prevention	Prevention	Southern California FPO Meetings	100	100	100	-	0.0%
96	1	Admin Support Services	Admin Management	Professional Development	32,600	32,600	50,000	17,400	53.4%
<b>Utilities (6170)</b>				<b>274,800</b>	<b>404,700</b>	<b>500,500</b>	<b>95,800</b>	<b>23.7%</b>	
97	2	Admin Support Services	Admin Management	iPad & IT	7,400	7,400	7,400	-	0.0%
98	1	Operations	Ops Management	Cell Phone Service & Equip	267,400	248,100	248,100	-	0.0%
99	1	Health & Safety	Facilities Management	Utilities - Station 14	-	26,300	30,000	3,700	14.1%
100	1	Health & Safety	Facilities Management	Utilities - Station 15	-	41,600	60,000	18,400	44.2%
101	1	Health & Safety	Facilities Management	Utilities - Station 16	-	18,600	25,000	6,400	34.4%
102	1	Health & Safety	Facilities Management	Utilities - Station 18	-	14,200	50,000	35,800	252.1%
103	1	Health & Safety	Facilities Management	Utilities - Station 19	-	8,500	15,000	6,500	76.5%
104	1	Health & Safety	Facilities Management	Utilities - Station 21	-	7,400	15,000	7,600	102.7%
105	1	Health & Safety	Facilities Management	Utilities - Station 22	-	21,700	30,000	8,300	38.2%
106	1	Health & Safety	Facilities Management	Utilities - Station 23	-	10,900	20,000	9,100	83.5%
<b>Total Budget Expense</b>				<b>\$ 25,016,933</b>	<b>\$ 27,543,570</b>	<b>\$ 28,900,020</b>	<b>\$ 1,356,450</b>	<b>4.9%</b>	
<b>Total Expense by Division</b>									
Board of Directors				62,200	62,200	55,800	(6,400)	-10.3%	
Salaries and Benefits				19,948,113	21,833,050	22,779,070	946,020	4.3%	
Admin Support Services				1,790,360	1,796,420	1,892,050	95,630	5.3%	
Fire Prevention				28,860	33,100	42,600	9,500	28.7%	
Operations				2,810,500	3,264,500	3,476,050	211,550	6.5%	
Health & Safety				376,900	554,300	654,450	100,150	18.1%	
<b>Total Budget Expense by Division/Program</b>				<b>\$ 25,016,933</b>	<b>\$ 27,543,570</b>	<b>\$ 28,900,020</b>	<b>\$ 1,356,450</b>	<b>4.9%</b>	



# SAN MIGUEL FIRE & RESCUE

Account Balances as of May 22, 2024			
Account Name	Holding Entity	Reserve Fund Type	Cash Amount
Fixed Equipment	County of San Diego	Assigned Account	1,482,750
*Contingency Reserves	County of San Diego	Assigned Account	184,489
*Uncompensated Leave	County of San Diego	Assigned Account	11,807
Capital Equipment	County of San Diego	Assigned Account	844,072
Facilities	County of San Diego	Assigned Account	4,276,168
Vehicle Depreciation	County of San Diego	Assigned Account	2,945,309
Workers' Compensation	County of San Diego	Assigned Account	529,301
Fire Mitigation Fees	County of San Diego	Restricted	695,517
Contingency	CLASS	Assigned Account	10,798,628
District Liabilities	CLASS	Assigned Account	1,541,343
Compensated Absences	CLASS	Assigned Account	1,043,326
		<b>Total:</b>	<b>\$24,352,709</b>
* Contingency and Uncompensated Leave from County will be transferred to CLASS Accounts			

# SAN MIGUEL FIRE & RESCUE



## *Reserve Fund Expenditure Narrative*

Per the Board of Director Policy Manual, Subsection 802.1 Fiscal Management and Responsibility, some Reserve Fund purchases require Board of Director approval prior to moving forward with the procurement process. These items have been placed on the agenda under "Action Item" for approval.

All Facilities Replacement/Renovation Requests are per the Facilities Condition Assessment and must be bid at prevailing wage. These items will follow the formal bid process and be sent out as a Request For Proposal ("RFP").

### **Contingency Reserve Fund:**

The Administrative Division is transitioning its Accounting Software to an Enterprise Resource Planning System (ERP) approved by the BOD in Fiscal Year 2022-2023. After multiple demos, research, and discussions with other special districts, it was determined that a consultant would be needed to implement the system. This cost includes the implementation fees from the software vendor as well. The new system will also reduce software costs in other administrative areas within the budget. The yearly amount of this system is approximately \$71,000, which has been budgeted through the General Fund. This system will move many manual related tasks to the new system, including, but not limited to: time off requests, timesheet approvals, requisition requests/approvals, online payment source for customers, line-item budgetary tracking to actuals, forecasting trends, budgetary request submission, human resources components, grant tracking, workers' compensation claim tracking, more automation in payroll processing, including the overtime analysis. All these components are currently being done using spreadsheets by administrative staff. Expenditures for this request will be on an as-needed basis, not to exceed \$100,000.

### **Vehicle Replacement Fund:**

Type I Engine Refurbishment – See the Operations Report (**Agenda Item 3.3.1**) for more information on this budget item request.

Emergency Command Vehicle – See the Operations Report (**Agenda Item 3.3.2**) for more information on this budget item request.

Staff Vehicles (Fire Prevention) – See the Fire Prevention Report (**Agenda Item 3.3.3**) for more information on this budget item request.

Apparatus – Major Repairs are budgeted ongoing for emergency repairs if needed throughout the year to stabilize the General Fund.

### **Capital Equipment Fund:**

(3) Zoll X Series Advanced Cardiac Monitors – See the Health & Safety Report (**Agenda Item 3.3.4**) for more information on this budget item request.

Personal Protective Equipment (PPE) – See the Health & Safety Report (**Agenda Item 3.3.5**) for more information on this budget item request.

A scanner/printer is being requested to replace outdated equipment and allow plans to be scanned as the district progresses toward a fully digitized plan check process.

### **Fixed Equipment Fund:**

Solar Equipment installation was budgeted for Fiscal Year 2023/2024; however, this project is not anticipated to be completed by the close of the fiscal year.

Station Alerting Upgrades was budgeted for Fiscal Year 2023/2024; however, this project is not anticipated to be completed by the end of the fiscal year.

If needed, Overhead Door Replacement and Asphalt/Concrete Work is based on emergency replacement.

### **Facilities Replacement/Renovations Fund:**

**\*\* With the ongoing Facilities Replacement and Renovations, the District will have dropped below its minimum funding reserve amount for Fiscal Year 2024/2025. There is enough money for the requested budgeted items; however, it brings the reserve fund to less than \$250,000. This is before any end-of-the-year transfers occurring for Fiscal Year 2023/2024. Chief Lawler is working on funding opportunities for facilities replacement/renovations.**

Station 21 Physical Fitness Room/Wall Repair - See the Health & Safety Report (**Agenda Item 3.3.6**) for more information on this budget item request.

Station 23's Bathrooms need to be remodeled per the Facilities Condition Assessment. This request is being reviewed and will be brought forward for consideration of an RFP at a later date.

Station 23 Fencing Project to provide security around the station. This request is being reviewed and will be brought forward for consideration of an RFP at a later date.

Shop Dedication Project for Bob Houston, San Miguel Mechanic. Mechanic Bob Houston was a pillar in the fire mechanic industry, and the shop's dedication will allow his memory to be honored.

HQ/Station 15 Landscaping is requested as the next renovation phase. This request is being reviewed and will be brought forward for consideration of an RFP at a later date.

Station 18 Renovation Final Phase of II, beginning phases of III & IV.

Facility Major Repairs/Emergency Needs are done on an as-needed basis.

# SAN MIGUEL FIRE & RESCUE

## 2024/2025 Proposed Reserve Fund Expenditures

**THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR  
THERE IS NO GUARANTEE THESE ITEMS WILL BE PROCURED**

	2023/2024 FINAL Budget	2024/2025 PROPOSED Budget	<u>Comments/Justification</u>
<b>Contingency Reserve Fund</b>			
Enterprise Resource Planning System (ERP) Implementation		100,000	Implementation of ERP System
Board Room & Conference Room IT Equipment	200,000	-	
<b>Total Contingency Reserve Expenditures</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	
<b>Vehicle Replacement Fund</b>			
Type 1 Engine Refurbishment (Request for Refurbishment #3)		450,000	New Request
Apparatus Type 1 Engine	975,000	-	
Type 1 Engine Equipment	300,000	-	
Emergency Response Vehicle (Fully Outfitted, including lights)	130,000	-	
Type 1 Engine Refurbishment (Requested in FY 22/23)	325,000	-	
Type 1 Engine Refurbishment (New Request)	350,000	-	
Apparatus - Major Repairs	50,000	50,000	
<b>Total Vehicle Replacement Expenditures</b>	<b>\$ 2,130,000</b>	<b>\$ 500,000</b>	
<b>Capital Equipment Fund</b>			
(3) Zoll X Series Advanced Cardiac Monitors	135,000	150,000	
Personal Protective Equipment (PPE)		110,000	
Scanner/Printer		10,000	
<b>Total Capital Equipment Expenditures</b>	<b>\$ 135,000</b>	<b>\$ 270,000</b>	
<b>Fixed Equipment Fund</b>			
Station 16 & 21 HVAC System Upgrade	40,000	-	Completed Last Fiscal Year
Solar Equipment (Stations 14)	80,000	80,000	In Progress From Last Fiscal Year
Solar Equipment (Stations 22)	80,000	80,000	In Progress From Last Fiscal Year
Solar Equipment (Stations 23)	40,000	40,000	In Progress From Last Fiscal Year
Station Alerting Replacement (Stations 14,15,19,21,22,23)	300,000	300,000	In Progress From Last Fiscal Year

## SAN MIGUEL FIRE & RESCUE 2024/2025 Proposed Reserve Fund Expenditures

**THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR  
THERE IS NO GUARANTEE THESE ITEMS WILL BE PROCURED**

Overhead Door Replacement	22,000	22,000	Emergency Replacement (if needed)
Asphalt/Concrete Work	15,000	30,000	Emergency Replacement (if needed)
Lease Payment - Solar Equipment	236,000	-	Paid off in Last Fiscal Year
<b>Total Fixed Equipment Expenditures</b>	<b>\$ 813,000</b>	<b>\$ 552,000</b>	
<b>Facilities Replacement/Renovation Fund</b>			
Station 21 Physical Fitness Room/Wall Repair		50,000	Per Facilities Condition Assessment
Station 23 Bathrooms Remodel		100,000	Per Facilities Condition Assessment
Station 23 Fencing Project		55,000	Per Facilities Condition Assessment
Shop Dedication Project		5,000	Request to Complete Dedication Project
HQ/Station 15 - Exterior Renovation/Landscaping		150,000	Request to finish HQ/Station 15 Renovation
Station 16 Renovation	1,000,000	-	In Progress From Last Fiscal Year
Facility - Major Repairs/Emergency Needs	100,000	100,000	For major/emergency repairs
Station 23 Kitchen Remodel	75,000	-	
Station 18 Renovation	810,000	3,500,000	Phase II, III, and IV
<b>Total Facilities Replacement/Renovations Expenditures</b>	<b>\$ 1,985,000</b>	<b>\$ 4,210,000</b>	
<b>Fire Mitigation Fee Fund</b>			
(2) Fire Prevention Vehicles		120,000	Approved by BOD through Fire Mitigation Fee Plan
Emergency Response Vehicle (Fully Outfitted, including lights)			Approved by BOD through Fire Mitigation Fee Plan
<b>Total Fire Mitigation Fee Expenditures</b>	<b>\$ -</b>	<b>\$ 120,000</b>	
<b>Total Reserve Fund Expenditures</b>	<b>\$ 5,263,000</b>	<b>\$ 5,752,000</b>	

**Per the Board of Director Policy Manual, Subsection 802.1 Fiscal Management and Responsibility, some Reserve Fund purchases require Board of Director approval prior to moving forward with the procurement process. These items have been placed on the agenda under "Action Item" for approval.**

# SAN MIGUEL FIRE & RESCUE



## *Fiscal Year 2024-2025 Preliminary Budget*

### ***Acknowledgments***

**Fire Chief Lawler and Executive Staff want to give a shout-out!**

The budget process would not be possible without the following individuals/groups:

- ❖ San Miguel Firefighters Association Local 1434
  - ❖ Program/Committee Leads
  - ❖ Chief Officers Association
- ❖ Administrative Analyst Diana DeRobertis
- ❖ Accounting Specialist Laura Fernandez
- ❖ Fire Services Officer Arthur Camarena

**Special Thank You to the Communities we proudly serve!**

***SERVICE BEYOND EXPECTATIONS***



**Resolution 24-33**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Adopting the Preliminary Budget for Fiscal Year 2024-2025**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District, County of San Diego (hereinafter referred to as "District") is required to adopt a preliminary budget, on or before July 1 of each year, as per Section 13890 of the Health and Safety Code; and

**WHEREAS**, the District, Finance Committee, Executive Staff, and Committee/Program Leads have made recommendations and submitted the proposed preliminary budget for review and adoption at a publicly noticed meeting; and

**WHEREAS**, the District has determined that there will be enough revenue and fund balances to meet total expenditures for Fiscal Year 2024/2025 adequately.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Consolidated Fire Protection District, a public agency in the County of San Diego, California, does hereby adopt the preliminary budget for the Fiscal Year 2024/2025 with a total expenditure requirement of \$28,900,020.

**BE IT FURTHER RESOLVED** that the Final Budget will be adopted in accordance with California Government Code prior to October 1, 2024.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

\_\_\_\_\_  
Shayna Rians, Board Clerk

\_\_\_\_\_  
Jesse A. Robles, Board President



## OPERATIONS REPORT

**DATE:** June 12, 2024  
**TO:** Board of Directors  
**FROM:** Rich Durrell, Operations Division Chief  
**SUBJECT:** Surplus of Vehicles

### BACKGROUND

Vehicle 1014 (VIN # 1GNFK23089R223270) is a 2009 Chevy Tahoe currently utilized as a utility vehicle. At 15 years old and 208,441 miles, challenges in maintaining this vehicle include increased maintenance, outdated safety and accident-avoidance features, and diminished reliability.



Vehicle 1019 (VIN # 1FDWE35LEEHB10591) is a 2006 Ford Expedition utilized by Fire Prevention. At 18 years old with 197,236 miles, challenges in maintaining this vehicle include increased maintenance, outdated safety and accident-avoidance features, and diminished reliability.



Vehicle 1025 (VIN # 1GNSK2E0XCR163570) is a 2012 Chevy Tahoe utilized as a utility vehicle. At 12 years old with 149,603 miles, challenges in maintaining this vehicle include increased maintenance, outdated safety and accident-avoidance features, and diminished reliability.



### DISCUSSION

Considering age, mileage, and increased cost for repairs, it is recommended to surplus Vehicles 1014, 1019, and 1025. All vehicles will have San Miguel decals and identifiers removed, and any useful equipment that can be repurposed will be removed and evaluated for future use.

### FISCAL IMPACT

Surplus vehicles 1014, 1019, and 1025 selling for the best-offered price.

### ATTACHMENTS

- A. Resolution 24-34

### RECOMMENDATION

Approve Resolution 24-34.

**Resolution 24-34**

**A Resolution of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Authorizing the Liquidation of Surplus Equipment**

**WHEREAS**, The San Miguel Consolidated Fire Protection District (hereinafter referred to as District) owns and operates motor vehicles that facilitate the provision of services and conduct of business; and

**WHEREAS**, From time to time, through normal use, some vehicles become obsolete, unreliable, and excessively costly to maintain; and

**WHEREAS**, District staff has identified the following as being obsolete, unreliable, and/or excessively costly to maintain:

2009 Chevrolet Tahoe (VIN # 1GNFK23089R223270)

2006 Ford Expedition (VIN # 1FDWE35LEEHB10591)

2012 Chevrolet Tahoe (VIN # 1GNSK2E0XCR163570)

**NOW, THEREFORE, BE IT RESOLVED**, That the Board of Directors finds the vehicles listed above to be no longer needed by the District and, therefore, are deemed surplus; and

**BE IT FURTHER RESOLVED** That the Board of Directors authorizes staff to liquidate said vehicles in an appropriate manner.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

## FIRE CHIEF REPORT

June 12, 2024

### STAFF INVOLVEMENT

- Chief Durrell, Captain Burkard, and Fire Services Officer Camarena traveled to the Firetrucks Unlimited facility for an apparatus refurbishment update in Henderson, NV.
- AO/FO Harris, BC Riley, and Executive Assistant/Board Clerk Rians attended the CSDA dinner in San Diego.
- BOD President Robles, Chief Lawler, Battalion Chief Nava, and Captain Hays attended CSDA Legislative Days in Sacramento (Nine meetings attended).
- Chiefs Quinlan and Chief Riley attended a station design conference in Glendale, AZ.
- Fire Marshal Newman, Firewise Bried, Crest Community Assoc, 5/16/2024, Crest, CA, Joint presentation with Cal Fire on how to become a Firewise Community.
- FM Newman, Private Road Sinkhole Access Meeting, 5/30/2024, El Cajon, CA, Met with County Parks to coordinate access to obstructed homes during sinkhole repair.

### IMPORTANT LEGISLATION

**H.R 7525** (Special Districts Grant Accessibility Act) -Cleared Accountability Committee 38-2. Special Districts to be federally recognized. Waiting for House floor vote.

**S.B. 1164** Property Taxation-New Construction Exclusion-Accessory Dwelling Units. Exempts the construction of an ADU from being classified as “newly constructed” or “new construction” for the purposes of property taxation if the unit’s construction is finalized on or after January 1, 2025, and before January 1, 2030.

### POLITICAL PARTNERSHIPS

- Consistently meeting with Chairwoman Vargas and staff, specific to sleeping cabins.
- Congressman ISSA released his support of the \$2.8 million request for Station 18, which sits with House Appropriations and is 90% completed. Over 60 projects were submitted, and 15 moved forward.
- Congresswoman Jacobs released her support of the request for \$1,075,000 for a new Type I engine, which sits with House Appropriations 90% completed. Over 50 projects were submitted, and 15 moved forward.

### COMMUNITY OUTREACH

- **May 19** - Boy Scout Troop visit to Station 22
- **May 22** - Operation Survival at Cuyamaca College. This event allowed high school students to receive hands-on experience with first responder skills. The district hosted a booth with sidewalk CPR and a ropes & knots station where we taught students basic knots used for rescue procedures as well as hoisting tools aloft. Students ranged from juniors to seniors from multiple high schools including El Capitan, Valhalla, and Granite Hills. This inaugural event exposed students to possible career paths after high school. We were able to promote our Reserve Firefighter and Explorer programs during the event.

### OTHER

- Board – Requesting letter of support for AB 7525
- FDAC white paper (Fire District funding challenges) authored by FDAC, CAL Chiefs, League of Cities. Requesting Board edits for FDAC committee. Requesting the Board edits.

## **Resolution 24-35**

### ***A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District relating to the Industrial Disability Retirement of Fire Chief Criss Brainard (Section 21156, Government Code)***

**Whereas**, the San Miguel Consolidated Fire Protection District (hereinafter referred to as the District) is a contracting agency of the Public Employees' Retirement System;

**Whereas**, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he is classified as a local safety member, is disabled for purposes of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law;

**Whereas**, an application for a service pending industrial disability retirement of Criss Brainard employed by the District in the position of Fire Chief, has been filed with the California Public Employees' Retirement System and was received by the District on or about April 12, 2024, and

**Whereas**, the Board of Directors has reviewed the medical and other evidence relevant to such alleged disability at the Board meeting conducted on June 12, 2024.

**Now, Therefore, be it Resolved**, that the Board of Directors finds and determines that Criss Brainard is incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his usual duties in the position of Fire Chief effective February 3, 2024.

**Be it Further Resolved** that the Board of Directors finds and determines that such disability is a result of injury or disease arising out of and in the course of employment as a local safety member.

**Be it Further Resolved** that neither Brainard nor the District has applied to the Workers' Compensation Appeals Board for a determination pursuant to Government Code section 21166 whether such disability is industrial.

**Be it Further Resolved** that the member was last on paid status on February 2, 2024. Brainard received Labor Code 4850 benefits. There is no dispute as to the expiration of his rights under Government Code section 21164. Brainard retired from the District effective February 3, 2024.

**Be it Further Resolved** that there is not a possibility of third-party liability.

**Be it Further Resolved** that the District is not aware of Brainard pursuing any claim against any person or entity for the same injuries that also entitle Brainard to a disability retirement from CalPERS.

**Be it Further Resolved** that Advance Disability Pension Payments will not be made.

Because Brainard's work restrictions would preclude him from performing his usual and customary job duties as a Fire Chief, the medical evidence supports an industrial disability retirement at this time.

**Be it Further Resolved** that the District certifies under penalty of perjury that this determination was based on competent medical opinion.

**Be it Further Resolved** that there is competent medical opinion certifying that the disability is expected to be permanent.

**Be it Further Resolved** that the District certifies under penalty of perjury that this determination was not used as a substitute for the disciplinary process.

**Be it Further Resolved** that Brainard has filed a workers' compensation claim for his disabling condition and the claim was accepted by the insurance carrier.

**Be it Further Resolved** that Brainard is competent to act on his own behalf in legally binding retirement matters.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Shayna Rians, Recording Secretary

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Jesse A. Robles, Board President