

**The San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, December 13, 2023, 5:30 pm**

MINUTES

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

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

BOARD MEMBERS ABSENT Director Nelson

STAFF PRESENT Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Battalion Chief Christiansen, Administrative Officer/Finance Officer Harris, Deputy Fire Marshal Jon Newman, Fire Services Officer Camarena, and Executive Assistant/Board Clerk Rians.

Director Pierce led the Pledge of Allegiance

APPROVAL OF AGENDA

Director Pierce requested Action Agenda Item #12 be moved in front of Information Agenda Item #5. By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of December 13, 2023, was posted at District Headquarters on Friday, December 8, 2023, at 5:00 p.m.

PUBLIC COMMENT - None

SPECIAL PRESENTATION

Chief Quinlan conducted a badge-pinning ceremony for personnel:
Corey Powell, Matt Richards, and Steven Michel – Promoted to Engineer Paramedic
Nick Nava – Promoted to Battalion Chief

Director Muns arrived at 5:37 p.m.

President Robles adjourned the meeting to Closed Session at 5:40 p.m.

CLOSED SESSION AGENDA ITEMS

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

President Robles reconvened the meeting to Open Session at 6:51 p.m.

CONSENT AGENDA ITEMS

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

3. Approve the Minutes – Regular Meeting of November 8, 2023
4. Approve Board Member Stipend Payments

INFORMATIONAL AGENDA ITEMS

5. San Miguel Meeting Guide – Executive Assistant/Board Clerk Rians presented an updated Meeting. The 2024 Commissions and Committees selections will be determined at the January meeting, and the finalized Meeting Guide will be posted on our website and provided to the Board shortly after.
6. Zone 1 Contract Update – The Fire Chief will present an informational update on the Zone 1 Contract. A 'Request for Proposal' (RFP) process was discussed. By Board consensus, Chief Brainard was directed to begin discussions with potential partners.

ACTION AGENDA ITEMS

7. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Executive Chiefs and Executive Staff for the term of January 1, 2024 – December 31, 2024.

Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor with Director Nelson absent), the Terms of Employment for Unrepresented Executive Chiefs and Executive Staff for the term of January 1, 2024 – December 31, 2024, was approved.

8. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Fire Prevention Management Staff for the term of January 1, 2024 – December 31, 2024.
The updated Terms of Employment reclassifies the Deputy Fire Marshal to Fire Marshal.

Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor with Director Nelson absent), the Terms of Employment for Unrepresented Fire Prevention Management Staff for the term of January 1, 2024 – December 31, 2024, was approved.

9. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Employees for the term of January 1, 2024 – December 31, 2024.

Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor with Director Nelson absent), the Terms of Employment for Unrepresented Employees for the term of January 1, 2024 – December 31, 2024, was approved.

10. Memorandum of Agreement (MOA) between San Diego County Fire Protection District and San Miguel Consolidated Fire Protection District for Emergency Medical Service – The Board of Directors will receive information and may take action on the agreement request.

Tabled.

11. San Diego Regional Fire Foundation (SDRFF) Fire Department Grant – The Board of Directors will receive information and may take action on a grant request for a Type 3 Apparatus.

Chief Durrell shared specifics on this grant request, which assists the District in acquiring a new brush engine.

Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor with Director Nelson absent), the District's grant request with a percentage of matching funds was approved.

12. Station 16 Renovation – The Board of Directors will receive information and may take action on the request to separate Station 16's Renovation into two Public Works projects for the best interest of the District.

Upon a motion by Director Pierce, second by Director McKenna, and vote (unanimously in favor with Director Nelson absent), the separation of RFPs (one for Station 16 roof repairs, another for solar on Stations 14, 16, 22 and 23) was approved.

13. Allocation of 2022/2023 General Fund Reserve – The Board of Directors may accept the recommendation of where to allocate General Fund Revenue into Reserve Funds.

Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor with Director Nelson absent), the allocation of General Fund Revenue was approved as recommended.

14. Election of Board Officers – The Board will elect Board Officers pursuant to Board Policy Manual item 201.1. The Officers of the Board are the President, Vice President, and Secretary.

Director McKenna nominated Director Robles for Board President. With no other nominations, Director Robles was elected Board President by vote (unanimously with Director Nelson absent).

Director Robles nominated Director McKenna for Board Vice President. With no other nominations, Director McKenna was elected Board Vice President by vote (unanimously with Director Nelson absent).

Director Robles nominated Director Pierce for Board Secretary. With no other nominations, Director Pierce was elected Board Secretary by vote (unanimously with Director Nelson absent).

REPORTS

15. Committee Reports

Director Woodruff attended his first CSDA meeting and shared that the discussion was enlightening.

16. Directors' Reports

Directors Pierce, Raddatz, and Robles commented on the valuable FDAC training held on December 8 & 9. Director Woodruff commended personnel on the toy drive. Directors

McKenna and Robles thanked Local 1434 for hosting the annual holiday party. Director Robles shared that the Land Acknowledgment agenda item from last month's meeting is still being worked on, and he will be attending Supervisor Joel Anderson's 'Open House' tomorrow if anyone would like to join.

17. Chief's Report

Action Plan Recap from November 8, 2023, Board Meeting

- Land Acknowledgment Resolution **Tabled for a future Board Meeting.**
- Staff to prepare a 'Thank You' letter for Assemblywoman Waldron – **Completed.**
- Committee Chairs and Commission Representatives to bring back recommendations for policy guidelines – **Due January 2024 Board Meeting.**
 - Board Clerk Rians to revamp the Commissions and Committees reference document **Draft provided for Agenda Item #5 tonight.**
- Chief Brainard directed to request funds from Assemblywoman Dr. Weber for thermal imaging cameras. **Letter submitted.**
- December meeting - Memorandum of Agreement between SDCFPD and SMCFPD for Emergency Medical Services – **Agenda Item #10 tonight.**
- Board – Draft Policy – Maui Fire and assisting on non-OES incidents without being "public gift of funds" **Referred to policy committee and Firefighters Association (Local 134).**

ASA (Ambulance Service Area)

- Medic 24 (Harbison Canyon Station 24) begins 12-hour shifts on 12/28/2023.

Skin Cancer Screening

- 236 Fire personnel screened (73 referred for possible biopsy) over 3 days.

QA on all District Contracts

- Staff reviewing and evaluating all District contracts (Wellness, Fleet, etc.).

Fill the Boot at Steele Canyon and Monte Vista HS

- Raised \$5,000 for the toy parade and blessed several SMG families.

FDAC 2-day workshop hosted by San Miguel December 8 & 9

Significant Incidents

- Nov 18 – 9034 Ildica - Mass shooting/MCI - 7 patients
- Nov 23 – Hwy 94/Vista Sage 38 acres veg fire homes threatened Central Zone and State resources – No structural damage

18. Association of San Miguel Chief Officers Communications

Battalion Chief Christiansen shared that he, Chiefs Durrell, and Nava all attended the 2-day FDAC training at HQ. Firefighter Paramedic testing is being conducted with 15 applicants in the process, and an Engineer Academy is in the works for late January/early February.

19. Association of San Miguel Firefighters Communications

Captain Hays shared that fundraising efforts for Ashley Durrell have been successful. Local 1434 recently connected with the SabesWings Foundation, which may lead to further partnerships to help with other fundraising efforts like the annual golf tournament. Hays also spoke about the successful holiday party, continued partnership with Noah Homes, and

commendation for Chaplain Helewa following the passing of Sycuan Fire Captain Sabas.

20. Correspondence

Chief Brainard shared hand-written 'Thank You' letters from students at College Preparatory Middle School. The students also conducted a toy drive and delivered hundreds of toys to Headquarters.

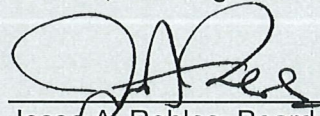
ACTION PLAN RECAP

- Zone 1 Contract review/update and bring back at January meeting.
 - Addition of map and cleanup of wording throughout
- Memorandum of Agreement (MOA) between San Diego County Fire Protection District and San Miguel Consolidated Fire Protection District for Emergency Medical Service to be brought back at the January meeting.

*The next Board Meeting will be a Regular Meeting on **January 10, 2024, at 5:30 p.m.**, District Headquarters*

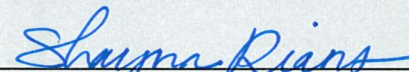
President Robles adjourned the meeting at 8:17 pm.

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on January 10, 2024.



Jesse A. Robles, Board President

Attest:



Shayna Rians, Board Clerk