

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, June 8, 2022, 5:30 pm
District Board Room (2nd Floor)
2850 Via Orange Way, Spring Valley, CA 91978**

AGENDA

CALL TO ORDER

APPROVAL OF 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 be taken out of order and the Board agrees to do so.)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The public may 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. Items from Board members or Staff may not be discussed by the Board, but, if appropriate, will be placed on a future Board agenda. To facilitate business proceedings, a three (3) minute period shall be allotted to each person addressing the Board. Any writings or documents provided to a majority of the members of the San Miguel Consolidated Fire Protection District regarding any item on this agenda will be made available for public inspection in the San Miguel Consolidated Fire Protection District Headquarters located at 2850 Via Orange Way, Spring Valley, California, during normal business hours.

Compliance with the Americans with Disabilities Act (US Code Title 42) – Assistance for Those with Disabilities: If you have a disability and need accommodation to participate in the meeting, please call (619-670-0500) or email (info@sanmiguelfire.org) and Recording Secretary Shayna Rians will make necessary arrangements.

SPECIAL PRESENTATION

San Miguel Leadership will conduct Badge-pinning for Fire Personnel followed with an intermission to commemorate the ceremony.

Open session will resume after a brief recess for a Community Outreach event downstairs.

CONSENT AGENDA ITEMS

1. Approve the Minutes: Regular Meeting of May 11, 2022
2. Approve Board Member Stipend Payments.
3. Approve Resolution 22-12 – 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 2022/2023.
4. Approve Resolution 22-13 – 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 2022/2023.
5. Approve Resolution 22-14 – 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 Inspection be Performed in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

INFORMATIONAL ITEMS

6. Finance Committee Update – The Finance Committee will give an update from their last meeting.

ACTION AGENDA ITEMS

7. Proposed Preliminary Budget – The Board of Directors will discuss and may take action on adopting the 2022/2023 Preliminary Budget.
8. CalPERS Lump Sum Payment – The Board of Directors may take action on approving the CalPERS Lump Sum Payment instead of Monthly Payments.

INFORMATIONAL ITEMS

9. Wildland/Weather Update Presented by Chief Browning.

REPORTS

10. Committee Reports
11. Directors' Reports
12. Chief's Report
13. Association of San Miguel Chief Officers Communications
14. Association of San Miguel Firefighters Communications
15. Correspondence

CLOSED SESSION AGENDA ITEMS

16. Closed Session – Legal Counsel Performance Evaluation (Government Code §54957)
17. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
18. Closed Session – Conference with Legal Counsel – Potential Litigation
(Subdivision (b) of Government Code §54956.9) – Number of Cases: 1

ACTION PLAN RECAP

NEXT MEETING – Regular Meeting, July 13, 2022, 5:30 pm, District Headquarters

ADJOURNMENT

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, May 11, 2022, 5:30 pm**

MINUTES

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

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

BOARD MEMBERS ABSENT None

STAFF PRESENT Division Chief Lawler, Administrative Officer/Finance Officer Harris, Administrative Analyst Herron, Administrative Assistant Rians, Deputy Fire Marshal Napier, and Fire Inspector Israels.

APPROVAL OF AGENDA

Director Nelson requested Agenda Item #12 be discussed before Agenda Item #11. By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of May 11, 2022, was posted at District Headquarters on Friday, May 6, 2022, at 5:00 pm.

Director Raddatz led the Pledge of Allegiance.

PUBLIC COMMENT

None

CONSENT AGENDA ITEMS

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

1. Approve the Minutes: Special Meeting of April 13, 2022
Regular Meeting of April 13, 2022
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
5. Review Quarterly Employee Reimbursement Report.
6. Approve Resolution 22-06 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act.
7. Approve Resolution 22-07 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Suppression and Emergency Services (Crest Area) for Fiscal Year 2022/2023.

8. Approve Resolution 22-08 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Protection and Emergency Medical Services (Bostonia Area) for Fiscal Year 2022/2023.
9. Approve Resolution 22-09 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District 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 2022/2023.
10. Approve Resolution 22-10 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District 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 2022/2023.

ACTION AGENDA ITEMS

11. Resolution 22-11 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Execution and Delivery of a Lease Agreement in an Aggregate Principal Amount Not to Exceed \$26,000,000 for the Purpose of Refunding Some or All of the District's Unfunded Accrued Liability and Authorizing the Execution of Necessary Documents and Certificates and Related Actions.

Administrative Officer/Finance Officer (AO/FO) Harris gave an overview of the where the District was in the process and explained that the strategy that has been presented in previous meetings has not changed and the approval of the resolution will allow the Fire Chief and Staff to execute necessary document for the Unfunded Annual Liability restructuring.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), Resolution 22-11 was approved.

INFORMATIONAL ITEMS

12. Finance Committee Update – The Finance Committee will give an update from their last meeting.

Directors Nelson, Raddatz and Robles shared that the Finance Committee met and reviewed long-term financial information including discussions of unfunded accrued liability, reserve funding, policies, a 5-year capital plan, a facilities analysis, and funding philosophies. The committee accepted a calendar presented by AO/FO Harris to schedule annual events/reports and plans to bring back a more expansive informational item update in the near future. Future Finance Committee meetings are slated for the last Wednesday of the month and will be canceled if not needed.
13. Quarterly Financial Update – AO/FO Harris presented the 3rd Quarter Financials to the Board of Directors and discussed in detail long-term financial management and planning. AO/FO Harris stated that the preliminary budget will be approved by June 30, 2022, allow the District to continue operating day to day, with a final budget adopted no later than October 1, 2022. She reviewed the Statement of Revenues and Expenses for the Period Ending March 31, 2022, and went into detail regarding format changes being implemented on the financials, including the addition of the Benefit Assessment financials.

REPORTS

14. Committee Reports

Director Muns attended a Heartland Communications special meeting. The JPA is currently without a Director; therefore, the meeting was called to approve revising the salary for the vacant position, as well as hiring a previous Director as interim until the vacancy is filled.

Director Pierce will attend a CSDA meeting next week.

Director McKenna shared that on April 13, 2022, the Station 21 AdHoc Committee met with representatives of Mt. Helix Park Foundation. Those in attendance from the Foundation were as follows: Norm Hapke, President, Krista Powers, Executive Director, Chris Kilrain, Chief Financial Officer, Andrew Zlotnik, Counsel, and Robert Ball, Board Member. Director McKenna also shared that the Prop E Committee onboarding took place May 4, 2022.

15. Directors' Reports

Directors McKenna and Pierce attended and participated in Local 1434's softball game.

16. Chief's Report

Division Chief Lawler presented the Chief's Report in Chief Brainard's absence.

Action Plan Recap from April 13, 2022, Board Meeting

- Key Performance Measures to be presented on a semi-annual basis moving forward
- Based on data availability, KPM's will be provided to the Board in August covering the previous Fiscal Year with the Fire Chief's year-end report and in February covering the first six-months of the new Fiscal Year.
- A quarterly newsletter to be implemented with the help of Director Robles

Significant Incidents

- None to report

COVID

- Two cases within the last month

Community Outreach and Public Education Development

- Staff has been working with Local 1434 members to grow the program since the reduction of events due to COVID shutdowns
- Division Chief Lawler shared that 25 apparatus were requested to Orange County, and that Battalion Chief Durrell is responding as Strike Team Leader

17. Association of San Miguel Chief Officers Communications

Battalion Chief Durrell shared that San Miguel assisted with North County JPA's Captain's Exam. Central Zone is already being requested for strike teams and Battalion Chief Durrell shared that the Wildland Drill, headed by Captain Nick Nava, went very well. Improved communication with the Regional Cooperative Care Partnership (RCCP) is helping personnel on the floor and three new Lucas devices for CPR are in service to test the product. Heartland Communications is in the middle of a CAD upgrade and all personnel are aware and working through the upgrade.

18. Association of San Miguel Firefighters Communications

Captain Hays shared that Probationary Firefighters Mancillas and Martinez both welcomed new babies into the San Miguel family this month. Engineer Hille returned from Ukraine and has helped form a network of firefighters that can be requested to deploy for natural disasters. Captain Hays

shared that although Local 1434 was not victorious in their softball tournament, everyone had a good time. The Padres game on June 12 is currently at capacity but there is a waitlist.

19. Correspondence
No correspondence.

President McKenna adjourned the meeting to Closed Session at 6:24 pm.

CLOSED SESSION AGENDA ITEMS

20. Closed Session – Conference with Legal Counsel – Potential Litigation
(Subdivision (b) of Government Code §54956.9) – Number of Cases: 1

President McKenna reconvened the meeting to Open Session at 7:44 pm.

ACTION PLAN RECAP

- Finance Committee to provide informational item update at a future meeting.

*The next Board Meeting will be a Regular Meeting, **June 8, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 7:44 pm.

Prepared and submitted by:
Shayna Rians
Board Recording Secretary



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: June 8, 2022
To: Board of Directors
From: Shayna Rians, Administrative Assistant
Subject: Board Member Stipend Payments

Background

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

Recommendation

Approve the attached board member monthly meeting stipend forms for May 2022.

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Jim Ek

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	
TOTAL MEETING STIPEND		\$173.25	

Section II - Training and Local Meetings/Events

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

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

Date	Description	Amount

Section IV - Summary

<p>Signature: _____</p> <p>Date: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Total Stipend Paid:</td><td style="text-align: right;">\$173.25</td></tr> <tr><td>Total Expense Claim:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Mileage:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Amount Due:</td><td style="text-align: right;">\$173.25</td></tr> </table>	Total Stipend Paid:	\$173.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$173.25
Total Stipend Paid:	\$173.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$173.25								
<p>Approved at Board Meeting on: 6/8/2022</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

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			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%;"> <tr><td>Total Stipend Paid:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Expense Claim:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Mileage:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Amount Due:</td><td style="text-align: right;">\$0.00</td></tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
Total Stipend Paid:	\$0.00								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: <u>6/8/2022</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: May 2022

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
05/05/22	Heartland Communications Special Meeting	\$100.00	x
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	x
05/26/22	Heartland Communications	\$100.00	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

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

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

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Stipend Paid:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Amount Due:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
Total Stipend Paid:	\$0.00								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: 6/8/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	
05/25/22	Finance Committee Meeting	\$100.00	
TOTAL MEETING STIPEND		\$273.25	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			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%;"> <tr> <td>Total Stipend Paid:</td> <td style="text-align: right;">\$273.25</td> </tr> <tr> <td>Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td style="text-align: right;">\$273.25</td> </tr> </table>	Total Stipend Paid:	\$273.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$273.25
Total Stipend Paid:	\$273.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$273.25								
Approved at Board Meeting on: <u>6/8/2022</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	
05/16/22	CSDA San Diego Chapter Meeting	\$100.00	
TOTAL MEETING STIPEND		\$273.25	

Section II - Training and Local Meetings/Events

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

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

Date	Description	Amount

Section IV - Summary

Signature: _____	Total Stipend Paid:	\$273.25
	Total Expense Claim:	\$0.00
Date: _____	Total Mileage:	\$0.00
	Total Amount Due:	\$273.25
Approved at Board Meeting on: 6/8/2022 _____		

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	x
05/25/22	Finance Committee Meeting	\$100.00	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			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%;"> <tr> <td>Total Stipend Paid:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
Total Stipend Paid:	\$0.00								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: <u>6/8/2022</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District Board Member Monthly Meeting Stipend Form

Name: Jesse Robles

Month/Year: May 2022

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
05/11/22	Prepare for and Attend Regular Meeting	\$173.25	
05/25/22	Finance Committee Meeting	\$100.00	
TOTAL MEETING STIPEND		\$273.25	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			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 style="text-align: right;">Total Stipend Paid:</td> <td style="text-align: right;">\$273.25</td> </tr> <tr> <td style="text-align: right;">Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Amount Due:</td> <td style="text-align: right;">\$273.25</td> </tr> </table>	Total Stipend Paid:	\$273.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$273.25
Total Stipend Paid:	\$273.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$273.25								
Approved at Board Meeting on: <u>6/8/2022</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: June 8, 2022
To: Board of Directors
From: Leah Harris, Administrative Officer/Finance Officer
Subject: 2022/2023 Temporary Transfer of Funds

Background

Beginning with Fiscal Year 2007/2008 the District began borrowing funds from the San Diego County Treasurer as a means of augmenting our 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 give the District the ability to borrow up to \$22,075,350 for Fiscal Year 2022/2023.

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 amount includes the three service benefit fees and the parcel tax. The County also recommends that the numbers they provide should not be used to budget property tax revenue.

Fiscal Impact

The cost to borrow money from the County is the interest rate that is currently earned on funds invested (estimated of the range interest rates for Fiscal Year 2022/2023 is 2.0% - 2.5%)

Recommendation

Adopt Resolution 22-12 authorizing the transfer of funds from the County of San Diego.

Resolution 22-12

**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 2022/2023**

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 \$22,075,350 to provide funds for meeting obligations incurred for maintaining said District for the 2022/2023 Fiscal Year; and

WHEREAS, the taxes and benefit fees accruing to said District during Fiscal Year 2022/2023 are estimated to be \$25,971,000 and 85% of said taxes and fees are \$22,075,350.

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 \$22,075,350 during the 2022/2023 Fiscal Year.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 8th day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Theresa McKenna, Board President



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: June 8, 2022
To: Board of Directors
From: Leah Harris, Administrative Officer/Finance Officer
Subject: 2022/2023 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 the consolidation of the San Miguel and East County Fire Districts, LAFCO established the Gann Limit for San Miguel 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>
2018/2019	\$30,825,768	3.89%
2019/2020	\$32,058,799	4.00%
2020/2021	\$33,325,122	3.95%
2021/2022	\$35,044,384	4.9%
2022/2023	\$37,558,328	6.6%

Fiscal Impact

None.

Recommendation

Adopt Resolution 22-13 establishing the 2022/2023 Gann Limit at \$37,558,328.

Resolution 22-13

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 2022/2023

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 2022/2023 appropriations of proceeds of tax subject to limitation established in compliance with Article XIII B of the Constitution of the State of California is \$37,558,328.
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, 2022.

Determination of Appropriation Limitation: 2022/2023

2021/2022 Appropriation Limitation:	\$35,044,384
Adjustments:	
Per Capita Personal Income:	1.0755
Population Change:	0.997
Adjustment Factor: (per capita population change)	1.071736
2022/2023 Appropriation Limitation:	\$37,558,328

PASSED AND ADOPTED by the Board of the Directors of the San Miguel Consolidated Fire Protection District this 8th day of June, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Theresa McKenna, President



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: June 8, 2022
To: Board of Directors
From: W. Brent Napier, Deputy 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, but 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 purposes of this section, “administering authority” means a city council, county board of supervisors, or district board, as the case may be.

The San Miguel Fire Protection District has 325 State-mandated residential and educational occupancies, of which 325 have been inspected in the last twelve months from the period starting June 10, 2021 and ending June 8, 2022. That is a completion rate of 100%.

Fiscal Impact

None.

Recommendation

It is recommended that the Board of Directors:

1. Accept the Report as presented; and
2. Approve Resolution 22-14 accepting the 2021-2022 California State Fire Marshal mandated inspection report.

Resolution 22-14

**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 41 Group E occupancies, buildings, structures and/or facilities.

During the period June 10, 2021 – June 8, 2022, the San Miguel Consolidated Fire Protection District completed the annual inspection of all 41 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 284 Group R (and their associated sub-categories) occupancies of this nature.

During the period June 10, 2021 – June 8, 2022, the San Miguel Consolidated Fire Protection District completed the annual inspection of 284 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 8th day of June, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Theresa McKenna, President



San Miguel Fire & Rescue

Service Beyond Expectations

Finance Committee Report

Date: June 8, 2022
To: Board of Directors
From: Finance Committee
Subject: Fiscal Year 2022/2023 Proposed Preliminary Budget

Background

The District, by law, is required to adopt a preliminary budget by June 30, 2022. Approving the preliminary budget does not authorize implementation of new programs or positions; it simply allows the District to continue operating into the new Fiscal Year. The 2022/2023 Preliminary Budget is presented for your review and approval.

Once we receive the following items, the final budget will be developed for Board review and approval by September 21, 2022.

- 1) Close out 2021/2022 Fiscal Year
- 2) Property Tax Estimates for 2022/2023

Discussion

The Finance Committee reviewed in depth the draft preliminary budget at the May 25, 2022, meeting and requested justifications on several line items. The attached document has taken all the Finance Committees recommendations into consideration.

Fiscal Impact

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

Recommendation

Adopt the proposed preliminary budget for the 2022/2023 Fiscal Year.



Fiscal Year 2022/2023 Preliminary Budget
For Board of Directors Approval

Regular Meeting
June 8, 2022

San Miguel Fire & Rescue
Draft Preliminary Budget Summary

	2021-2022 FINAL Budget	2021-2022 Actual thru 4/30/22	2022-2023 PROPOSED Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
Operating Revenues					
Property Taxes	\$ 22,023,024	\$ 20,881,793	\$ 22,243,254	\$ 220,230	1%
Benefit Assessments	2,665,918	2,438,866	2,814,142	148,224	6%
Total Operating Revenues	24,688,942	23,320,659	25,057,396	368,454	1%
Non-Operating Revenues					
AMR Contract and Other Miscellaneous	1,482,533	5,241,540	1,312,650	(137,383)	-9%
Interest Income	32,293	12,992	10,000	(22,293)	-69%
Total Non-Operating Revenues	1,514,826	5,254,532	1,322,650	(159,676)	-11%
Total Revenues	\$ 26,203,768	\$ 28,575,191	\$ 26,380,046	\$ 208,779	0%
Operating Expenses					
Salaries and Benefits Costs					
Director Fees	20,000	9,289	20,000	-	0%
Director Benefits	1,700	21,425	1,700	-	0%
Employee Salaries	9,441,845	7,311,875	9,497,825	51,180	1%
Employee Overtime	2,046,703	3,179,300	2,127,000	80,297	4%
Employee Benefits	7,493,772	6,546,244	6,787,300	(706,472)	-9%
Total Salaries and Benefits Costs	\$ 19,004,020	\$ 17,068,133	\$ 18,433,825	\$ (574,995)	-3%
Services and Supplies					
Professional Services	2,082,890	1,769,502	2,107,500	(4,190)	0%
Special District Expense	219,300	302,122	341,530	120,210	55%
Maintenance	523,800	484,950	565,850	42,050	8%
Insurance	820,000	705,256	870,000	50,000	6%
Equipment	474,900	241,640	534,900	65,000	14%
Utilities	283,900	330,717	286,200	2,300	1%
Supplies	71,400	54,541	75,560	4,160	6%
Personnel Development	30,600	33,110	30,600	2,600	8%
Rents and Leases	41,400	35,442	43,300	1,900	5%
Total Service and Supplies	\$ 4,615,790	\$ 3,957,279	\$ 4,930,640	\$ 284,030	6%
Total Expenses	\$ 23,619,811	\$ 21,025,412	\$ 23,364,465	\$ (290,965)	-1%
Net Income before Reserve Related Activities	\$ 2,583,957	\$ 7,549,779	\$ 3,015,581	\$ 499,743	19%

SAN MIGUEL FIRE & RESCUE

Budget Summary Revenue Justifications

Line 1 Property Taxes: Preliminary Budget is based off a 1% increase from previous budgeted amount. This will be updated during the final budget once valuation assessments are completed.

YTD (Year to date) is 75% of budget – the majority of property taxes are received in December and April, and as such, this line item can appear high or low depending upon time of the year.

Line 2 Benefit Assessments Revenue: YTD is 75% of budget – the majority of assessments are received in April, and as such, this line item will appear low depending upon the time of the year.

Line 3 AMR Contract and Other Miscellaneous Revenue: Includes plan check fees, inspection fees, AMR contract and rental fees of various facilities, and miscellaneous reimbursements. The District is anticipating a loss of revenue of approximately \$120,000 due to the termination of the First Responder Pool of Funds Contract through the County of San Diego and the loss of rental income for the cell tower located at Station 23.

YTD is over budget due to COVID 19 fiscal relief monies received from the State of California Department of Finance for \$2.1M, along with OES Reimbursement \$1.2M not budgeted for and offset by employee overtime and miscellaneous reimbursements not budgeted for.

Line 4 Interest Income: Mostly consists of County Investment Pool and the Public Agency Self Insurance System (PASIS). It is anticipated that we will receive less interest income in the upcoming Fiscal Year.

YTD will trend over or under budget depending on the market. YTD is 40% of budget due to lower interest rates than anticipated.

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		<i>Comments/Justification</i>
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Salaries and Benefits								
Employee Benefits (5030)								
1	1	Health Insurance - Employees	1,183,300	1,281,300	1,316,900	35,600	2.8%	Increase per MOU & Increase in Premiums
2	1	Health Insurance - Retirees & Directors	792,700	797,000	1,051,100	254,100	31.9%	Retirees Added to Health Insurance
3	1	Vision Insurance	10,400	10,400	10,400	-	0.0%	
4	1	Dental Insurance	84,300	84,300	84,300	-	0.0%	
5	1	Medicare (District Portion - 1.45%)	143,600	156,700	161,500	4,800	3.1%	Based on Salaries
6	1	Retirement - Safety (23.62%) - Classic	1,063,300	988,700	953,100	(35,600)	(3.6%)	Based on Salaries & CalPERS Rates
7	1	Retirement - Safety (13.98%) - PEPRA	471,000	571,800	628,900	57,100	10.0%	Based on Salaries & CalPERS Rates
8	1	Retirement - Non-Safety (15.41%) - Classic	39,200	30,000	34,800	4,800	16.0%	Based on Salaries & CalPERS Rates
9	1	Retirement - Non-Safety (7.77%) - PEPRA	31,500	44,300	44,800	500	1.1%	Based on Salaries & CalPERS Rates
10	1	Retirement - Unfunded Liability CalPERS Payment	3,027,600	3,579,772	1,500,000	(2,079,772)	(58.1%)	UAL Restructuring
11	1	Pension Restructuring - Lease Revenue Bond	-	-	1,100,000	1,100,000	100.0%	UAL Restructuring
12	1	Retirement - 1959 Survivor Benefit	8,400	8,400	8,400	-	0.0%	
13	1	Paramedic Recertification	42,300	43,200	-	(43,200)	(100.0%)	Removed from MOU & part of Paramedic Classifications
14	1	Uniform Allowance	57,500	54,600	54,600	-	0.0%	
Total Employee Benefits			\$ 6,955,100	\$ 7,650,472	\$ 6,948,800	\$ (701,672)	(9.2%)	
Employee Overtime (5040)								
15	1	Scheduled Overtime (17 shifts)	1,496,300	1,677,200	1,728,800	51,600	3.1%	Based on FY 2021/2022 Salary Schedules
16	1	FLSA	178,800	198,303	213,500	15,197	7.7%	Based on FY 2021/2022 Salary Schedules
Total Employee Overtime			\$ 1,675,100	\$ 1,875,503	\$ 1,942,300	\$ 66,797	3.6%	
Employee Salaries (5050)								
17	1	Base Salaries - Safety	7,715,100	8,319,039	8,333,007	13,968	0.2%	Based on FY 2021/2022 Salary Schedules
18	1	Base Salaries - Non-Safety	647,300	764,452	800,553	36,101	4.7%	Based on FY 2021/2022 Salary Schedules
19	2	Economic Catastrophic/Recession Plan - 2% of Salaries	185,600	201,654	202,765	1,112	0.6%	Additional Approval Needed by BOD
Total Employee Salaries			\$ 8,548,000	\$ 9,285,145	\$ 9,336,325	\$ 51,180	0.6%	
Total Salaries and Benefits			\$ 17,178,200	\$ 18,811,120	\$ 18,227,425	\$ (583,695)	(3.1%)	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Board of Directors								
Director Benefits (5010)								
20	1	Medicare/Social Security	1,700	1,700	1,700	-	0.0%	
Total Director Benefits			\$ 1,700	\$ 1,700	\$ 1,700	\$ -	0.0%	
Director Fees (5020)								
21	1	Meetings	20,000	20,000	20,000	-	0.0%	
Total Director Fees			\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%	
Employee Overtime (5040)								
22	5	Recording Secretary - Board Minutes	500	500	500	-	0.0%	
Total Employee Overtime			\$ 500	\$ 500	\$ 500	\$ -	0.0%	
Personnel Development (6100)								
23	5	Director Training/Workshops	1,600	1,600	1,600	-	0.0%	
Total Personnel Development			\$ 1,600	\$ 1,600	\$ 1,600	\$ -	0.0%	
Special District Expense (6150)								
24	1	Election Costs (estimate)	40,000	40,000	40,000	-	0.0%	
Total Special District Expense			\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%	
Utilities (6170)								
25	2	Board of Directors IT Equipment (cell phones, tablets, etc.)	-	7,700	5,000	(2,700)	(35.1%)	IT needs for District -Related Activities
Total Utilities			\$ -	\$ 7,700	\$ 5,000	\$ (2,700)	100.0%	
Total Director expenses			\$ 63,800	\$ 71,500	\$ 68,800	\$ (2,700)	(3.8%)	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division

			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		
Priority			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	Comments/Justification
<i>Administration Management</i>								
Equipment Maintenance (6020)								
26	4	Plotter Maintenance	500	600	600	-	0.0%	Increase in Maintenance Costs
Total Equipment Maintenance			\$ 500	\$ 600	\$ 600	\$ -	0.0%	
Insurance (6060)								
27	1	FAIRA (Fire, Liability, Collision)	125,000	220,000	270,000	50,000	22.7%	Actual Premium Cost
28	1	PASIS (Workers' Compensation)	500,000	600,000	600,000	-	0.0%	Premium Rate & Self-Insurance costs
Total Insurance			\$ 625,000	\$ 820,000	\$ 870,000	\$ 50,000	6.1%	
Minor Equipment (6080)								
29	3	Information Technology Equipment	5,000	15,000	10,000	(5,000)	(33.3%)	Based off of Replacement Cycle
30	4	District Analytics Software (Financial)	-	10,000	10,000	-	0.0%	Financial Analytics Software (Pension & Long-Term)
Total Minor Equipment			\$ 5,000	\$ 25,000	\$ 20,000	\$ (5,000)	(20.0%)	
Office Supplies (6090)								
31	3	Office Supplies/Postage	15,000	15,000	15,000	-	0.0%	
32	4	Office Furniture	1,000	1,000	1,000	-	0.0%	
33	4	Chairs - Replacement	1,000	1,000	1,000	-	0.0%	
Total Office Supplies			\$ 17,000	\$ 17,000	\$ 17,000	\$ -	0.0%	
Personnel Development (6100)								
34	5	Admin Related Conferences	29,000	29,000	29,000	-	0.0%	
Total Personnel Development			\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%	

**San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division**

Priority				2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Professional Services (6110)									
35	1	Annual Bond Administration Fee		2,000	2,000	2,000	-	0.0%	
36	1	Annual SDRBA County Audit (estimate)		3,100	3,100	3,100	-	0.0%	
37	1	Annual Financial Audit (estimate)		18,000	18,000	18,000	-	0.0%	
38	1	Audit/Finance Consultant		75,000	75,000	75,000	-	0.0%	
39	1	Annual Fees and Taxes Consultant		10,000	10,000	10,000	-	0.0%	
40	1	GASB 75 - OPEB Actuary (estimate)		6,200	6,500	6,500	-	0.0%	Based on Actuals
41	1	Arbitrage Rebate Computation (estimate)		700	700	-	(700)	(100.0%)	No Longer Requirement for District
42	1	GASB 68 - CalPERS Fee (estimate)		1,100	1,100	1,100	-	0.0%	
43	1	GASB 68 - Actuary (estimate)		2,500	4,500	4,500	-	0.0%	Based on Actuals
44	2	Legal Counsel		80,000	80,000	80,000	-	0.0%	
45	4	Strategic Plan		3,000	3,000	3,000	-	0.0%	Including Minimal Objective Costs
46	2	IT Support Services		65,000	55,000	55,000	-	0.0%	Per Contract
47	4	Asset Tracking Software		3,500	3,500	3,500	-	0.0%	
48	1	Employee Assistance Program		22,000	22,000	22,000	-	0.0%	
49	2	Wellness Program		110,000	115,500	121,300	5,800	5.0%	Increase of 5% per contract each Year
50	1	California Bank & Trust - Analysis Service Fee		4,000	4,000	400	(3,600)	(90.0%)	Based on Actuals
51	1	Refunds - Property Taxes		110,000	150,000	150,000	-	0.0%	Based on Actuals
52	1	Property Tax Services - Administrative Charges		210,000	250,000	250,000	-	0.0%	Based on Actuals
53	1	Interest - County of San Diego Treasury Loans		15,000	15,000	15,000	-	0.0%	
54	1	LAFCO Funding		13,500	13,500	13,500	-	0.0%	
Total Professional Services				\$ 754,600	\$ 832,400	\$ 833,900	\$ 1,500	0.2%	
Publications and Media (6120)									
55	3	Miscellaneous Publications and Bulletins		600	600	600	-	0.0%	
Total Publications and Media				\$ 600	\$ 600	\$ 600	\$ -	0.0%	
Rents and Leases (6130)									
56	1	Postage Meter		1,100	1,100	1,100	-	0.0%	
57	1	Copy Machine		7,300	7,300	7,500	200	2.7%	Increased Internal Printing & Maintenance Costs
58	1	Station 19 Lease of Property (Rent)		32,000	32,960	34,700	1,740	5.3%	Based on CPI calculation (3% Prelim.)
Total Rents and Leases				\$ 40,400	\$ 41,360	\$ 43,300	\$ 1,940	4.7%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division

Priority				2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Special District Expense (6150)									
59	5	Memberships		3,000	3,000	3,000	-	0.0%	Administrative Related Memberships
60	2	Badges, Service/Recognition Awards		1,000	1,000	1,000	-	0.0%	
61	3	Employee of the Year Award		500	500	500	-	0.0%	
62	4	Meeting Support/Supplies		1,500	1,500	1,500	-	0.0%	
63	3	Advertising Expense		1,000	1,000	1,000	-	0.0%	
64	1	Employment Posters		500	500	500	-	0.0%	
65	1	FLSA Manual Updates		700	700	700	-	0.0%	
66	2	Software Program Updates		2,500	2,500	2,500	-	0.0%	
67	1	Accounting Software		10,000	10,000	60,000	50,000	500.0%	Implementation of New Accounting Software
68	1	Telestaff Annual Maintenance		2,000	2,000	2,000	-	0.0%	
Total Special District Expense				\$ 22,700	\$ 22,700	\$ 72,700	\$ 50,000	220.3%	
Travel and Subsistence (6160)									
69	5	Administrative Meetings		880	1,000	1,000	-	0.0%	Fully Staffed Administrative Team
Total Travel and Subsistence				\$ 880	\$ 1,000	\$ 1,000	\$ -	0.0%	
Utilities (6170)									
70	2	Cell Phone Service/iPad (5)		2,400	2,400	2,400	-	0.0%	
71	1	Network Access (Cox)		15,200	15,200	15,200	-	0.0%	Utilities
72	3	Basic Television (Stations)		9,000	9,000	9,000	-	0.0%	Utilities
73	1	American Messaging		1,200	1,200	1,200	-	0.0%	Utilities
74	1	Website Support & Hosting		6,600	6,600	6,600	-	0.0%	Utilities
Total Utilities				\$ 34,400	\$ 34,400	\$ 34,400	\$ -	0.0%	
Total Administration Management				\$ 1,530,080	\$ 1,824,060	\$ 1,922,500	\$ 98,440	5.4%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Administrative Division

Priority	2020/2021		2021/2022		2022/2023		Increase/ (Decrease)		Comments/Justification
	FINAL Budget	FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent			
Prevention - Code Enforcement									
Employee Overtime (5040)									
75	3	Prevention Overtime	2,500	2,500	2,500	-	0.0%		
Total Employee Overtime			\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%		
Minor Equipment (6080)									
76	2	Miscellaneous Minor Equipment	300	300	300	-	0.0%		
Total Minor Equipment			\$ 300	\$ 300	\$ 300	\$ -	0.0%		
Publications and Media (6120)									
77	1	National Fire Code Update Subscription Service	1,500	2,500	2,500	-	0.0%	New Subscription Services for all FP Staff	
78	4	Miscellaneous Publication	500	500	500	-	0.0%		
79	1	California Fire Code & Building Code (3 sets)	-	-	3,000	3,000	100.0%	One time every 3+ years per code cycle	
80	1	Barclays Title 19 Update Service	200	200	210	10	5.0%		
81	4	Los Angeles Fire Marshal List Service	100	45	50	5	11.1%	Decrease in Members	
Total Publications and Media			\$ 2,300	\$ 3,245	\$ 6,260	\$ 3,015	92.9%		
Special District Expense (6150)									
82	3	Membership - SDCFCA/FPO Section (3 @ \$50)	200	150	150	-	0.0%		
83	3	Membership-SoCal/FPO (3 @ \$65)	-	195	200	5	2.6%		
84	3	Membership - NFPA	200	175	280	105	60.0%		
85	3	Membership - ICC	100	265	270	5	1.9%		
86	2	iPad for inspectors (3)		1,800	-	(1,800)	(100.0%)	Purchased in FY 21/22	
87	1	Inspections Software	1,900	24,600	17,000	(7,600)	(30.9%)	Yearly Subscription - approved in previous FY	
88	1	ParcelQuest Subscription			1,800	1,800	100.0%	Yearly Subscription	
Total Special District Expense			\$ 2,400	\$ 27,185	\$ 19,700	\$ (7,485)	(27.5%)		
Travel and Subsistence (6160)									
89	4	Southern California FPO Meetings	100	100	100	-	0.0%		
90	4	San Diego County FPO Meetings	120	120	120	-	0.0%		
91	4	California Fire Prevention Institute Conference (1)			2,000	2,000	100.0%		
Total Travel and Subsistence			\$ 220	\$ 220	\$ 2,220	\$ 2,000	909.1%		
Utilities (6170)									
92	2	Cell Phone Service (3)	1,800	1,800	1,800	-	0.0%	Based on actuals	
Total Utilities			\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%		
Total Prevention - Code Enforcement			\$ 9,520	\$ 35,250	\$ 32,780	\$ (2,470)	(7.0%)		
Total Administration Division			\$ 18,781,600	\$ 20,741,930	\$ 20,251,505	\$ (490,425)	(2.4%)		

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		
Priority			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	Comments/Justification
Operations Management								
Communications Services and Equipment (6010)								
93	1	RCS Backbone Maintenance	62,000	62,000	69,000	7,000	11.3%	Contract Increase
94	1	NextGen RCS Fee	50,000	50,000	50,000	-	0.0%	
95	2	Radio Service Equipment and Maintenance	45,000	45,000	52,000	7,000	15.6%	Increase in Equipment Costs
Total Communications Services and Equipment			\$ 157,000	\$ 157,000	\$ 171,000	\$ 14,000	8.9%	
Equipment Maintenance (6020)								
96	1	Ladder Maintenance and Annual Testing	5,000	5,000	6,000	1,000	20.0%	Increase in Maintenance Costs
97	2	Fire Equipment Maintenance	75,500	78,500	86,000	7,500	9.6%	Increase in Maintenance Costs
98	4	Physical Fitness Equipment Repair/Maint.	1,000	1,000	3,000	2,000	200.0%	Increase in Maintenance Costs
Total Equipment Maintenance			\$ 81,500	\$ 84,500	\$ 95,000	\$ 10,500	12.4%	
Medical Supplies (6070)								
99	1	Medical Supplies	22,000	22,000	25,000	3,000	13.6%	Based on Actuals
Total Medical Services and Supplies			\$ 22,000	\$ 22,000	\$ 25,000	\$ 3,000	13.6%	
Minor Equipment (6080)								
100	3	Swift Water Rescue Equipment	5,000	5,000	5,000	-	0.0%	Replace strobes, life jackets (victims), etc.
101	3	Accountability Equipment	400	400	600	200	50.0%	Increase in Equipment Cost
102	3	Fire Hose	20,000	20,000	22,000	2,000	10.0%	Increase in Equipment Cost
103	3	Flashlights and Chargers	2,500	2,500	3,000	500	20.0%	Increase in Equipment Cost
104	4	Physical Fitness Equipment	2,500	2,500	5,000	2,500	100.0%	Increase in Replacement Costs
105	4	Analytics Software	-	10,000	10,000	-	0.0%	Operational Analytics (call data, response times)
106	2	Fire Service Equipment	100,000	110,000	120,000	10,000	9.1%	Increase in Equipment Cost
Total Minor Equipment			\$ 130,400	\$ 150,400	\$ 165,600	\$ 15,200	10.1%	
Professional Services (6110)								
107	1	RCCP Program Cost (ECO)	12,200	12,200	12,800	600	4.9%	Based on Contract/Agreement
108	1	HCFA Dispatching	812,000	812,000	832,300	20,300	2.5%	Based on Contract/Agreement
109	1	Respiratory Fit Tests (79) - (N95)	10,000	10,000	10,000	-	0.0%	
Total Professional Services			\$ 834,200	\$ 834,200	\$ 855,100	\$ 20,900	2.5%	
Publications and Media (6120)								
110	1	Miscellaneous Publications and Bulletins	500	500	500	-	0.0%	
Total Publications and Media			\$ 500	\$ 500	\$ 500	\$ -	0.0%	
Safety Clothing (6140)								
111	1	Structure/Brush Gear	70,000	70,000	100,000	30,000	42.9%	Increase in Equipment Costs
112	1	Miscellaneous Supplies/Repairs	5,000	5,000	7,000	2,000	40.0%	Increase in Equipment Costs
113	1	PPE Cleaning (Professionally)	27,700	27,700	30,000	2,300	8.3%	Increase in Equipment Costs

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

Priority	2020/2021		2021/2022		2022/2023		Increase/ (Decrease)		Comments/Justification		
	FINAL Budget		FINAL Budget		PROPOSED Budget		Amount	Percent			
Total Safety Clothing											
	\$	102,700	\$	102,700	\$	137,000	\$	34,300	33.4%		
Special District Expense (6150)											
114	1	Emergency Food/Water Supplies	5,000	5,000	5,000	-	0.0%				
115	1	F-500 Foam	9,000	9,000	9,000	-	0.0%				
116	5	Class "A" Uniforms (24)	30,000	30,000	30,000	-	0.0%	Firefighter Paramedics Rotation			
Total Special District Expense			\$	44,000	\$	44,000	\$	44,000	\$	-	0.0%
Utilities (6170)											
117	2	Cell Phone Service & Equip (20 phones/ 33 devices)	3,600	30,000	25,000	(5,000)	(16.7%)	Based on Actuals			
Total Utilities			\$	3,600	\$	30,000	\$	25,000	\$	(5,000)	(16.7%)
Total Operations Management			\$	1,375,900	\$	1,425,300	\$	1,518,200	\$	92,900	6.5%

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Facilities Management								
Employee Overtime (5040)								
118	2	Overtime	10,000	10,000	10,000	-	0.0%	
Total Employee Overtime			\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%	
Facilities Maintenance (6030)								
119	3	HVAC Maintenance (all facilities)	15,000	15,000	20,000	5,000	33.3%	Increase in Maintenance Costs
120	2	Vehicle Exhaust System Maintenance	10,000	10,000	10,000	-	0.0%	
121	2	Apparatus Facility Maintenance	5,000	5,000	5,000	-	0.0%	
122	3	Facilities Miscellaneous Maintance	50,000	50,000	50,000	-	0.0%	
123	2	Overhead Door Maintenance (all facilities)	7,500	7,500	10,000	2,500	33.3%	Increase in Maintenance Costs
124	2	Pest/Termite Control (all stations)	4,000	4,000	4,000	-	0.0%	
125	2	Electrical Gate Repair	5,000	5,000	5,000	-	0.0%	
126	3	Elevator Maintenance	1,800	1,800	1,800	-	0.0%	
127	3	Fuel Tank/Pump Maintenance	6,000	6,000	6,000	-	0.0%	
128	2	5-Year Sprinkler Certification (Stations 14, 15, 16, 22)	1,000	1,000	1,000	-	0.0%	
129	2	Station 15 Solar Panel Maintenance	1,500	1,500	1,500	-	0.0%	
130	2	Backflow Test (Station 14, 15, 16, 22) (Annual)	2,000	2,000	4,000	2,000	100.0%	Increase in Maintenance Costs
131	2	Sprinkler Testing and Repairs (Annual)	1,400	1,400	1,400	-	0.0%	
132	2	Alarm Testing and Repairs (annual)	4,000	4,000	4,000	-	0.0%	
133	5	Carpet Replacement/Cleaning	6,500	6,500	6,500	-	0.0%	1x per year/station
134	3	Station Improvement Program	9,000	9,000	9,000	-	0.0%	Each station \$1,000 budget
135	5	Painting and Repair (Interior/Exterior)	5,000	5,000	15,000	10,000	200.0%	Increase in Maintenance Costs
136	2	Keypad Entry System Maintenance & Security	2,000	2,000	2,000	-	0.0%	(2) Stations per year
137	2	Ice Machines Maintenance	5,000	5,000	5,000	-	0.0%	High Use item
138	4	Landscape Maintenance	5,000	10,000	10,000	-	0.0%	Station Renovations - Water Conservation
139	3	Tree Maintenance	2,500	5,000	5,000	-	0.0%	Annual Tree Maintenance (all stations)
Total Facilities Maintenance			\$ 149,200	\$ 156,700	\$ 176,200	\$ 19,500	12.4%	
Housekeeping Services and Supplies (6050)								
140	3	Cleaning/Household Supplies (all facilities)	30,000	30,000	30,000	-	0.0%	Based on Actuals
Total Housekeeping Services and Supplies			\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%	
Minor Equipment (6080)								
141	4	Appliance Replacement	8,000	8,000	10,000	2,000	25.0%	Increased Costs/Replaced on an as-needed basis
142	4	Landscape Maintenance Equipment	1,000	1,000	1,000	-	0.0%	Based on Actuals
Total Minor Equipment			\$ 9,000	\$ 9,000	\$ 11,000	\$ 2,000	22.2%	
Special District Expense (6150)								
143	4	Beds/Bedding/Covers	2,500	2,500	2,500	-	0.0%	Increased Costs/Replaced on an as-needed basis
144	4	Recliners	2,000	2,000	3,000	1,000	50.0%	Increased Costs/Replaced on an as-needed basis

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		
Priority			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	<i>Comments/Justification</i>
145	3	Station Security Systems	2,000	2,000	5,000	3,000	150.0%	Increased Costs/Replaced on an as-needed basis
146	4	Flags - US and California	1,000	1,000	1,000	-	0.0%	(2) replaced each station each year
Total Special District Expense			\$ 7,500	\$ 7,500	\$ 11,500	\$ 4,000	53.3%	
Utilities (6170)								
147	1	Gas and Electric/Utilities	190,000	210,000	220,000	10,000	4.8%	Increase in utility costs
Total Utilities			\$ 190,000	\$ 210,000	\$ 220,000	\$ 10,000	4.8%	
Total Facilities Management			\$ 395,700	\$ 423,200	\$ 458,700	\$ 35,500	8.4%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
	FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent			
Fleet Management								
Equipment Maintenance (6020)								
148	3	Light and Air Fill Station	2,000	2,000	2,000	-	0.0%	
Total Equipment Maintenance			\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	
Fleet Maintenance (6040)								
149	1	Miscellaneous Fleet Maintenance (In-House Repairs)	15,000	15,000	15,000	-	0.0%	
150	1	Apparatus Parts	45,000	45,000	45,000	-	0.0%	
151	1	Towing	1,500	1,500	2,500	1,000	66.7%	Increase in Costs
152	5	Car Washes	750	750	750	-	0.0%	
153	1	Fuel	165,000	165,000	175,000	10,000	6.1%	Increase in Fuel Costs
154	1	Tires (Heavy Fleet)	35,000	35,000	35,000	-	0.0%	
155	1	Tires (Light Fleet)	6,000	6,000	6,000	-	0.0%	
156	3	Body Work	5,000	5,000	5,000	-	0.0%	
157	3	Decals	700	700	2,000	1,300	185.7%	Ongoing Costs & Strat Plan Implementation
158	3	Apparatus Cleaning Supplies and Waxes	1,000	1,000	1,000	-	0.0%	
159	4	Linen Service (rags/towels)	1,800	1,800	1,800	-	0.0%	
Total Fleet Maintenance			\$ 276,750	\$ 276,750	\$ 289,050	\$ 12,300	4.4%	
Professional Services (6110)								
160	1	Contract Apparatus Maintenance	310,000	310,000	310,000	-	0.0%	Based on Actuals
161	1	Truck 15 Safety Inspection	900	900	2,000	1,100	122.2%	Inspection for New Truck 15 & Old Truck
Total Professional Services			\$ 310,900	\$ 310,900	\$ 312,000	\$ 1,100	0.4%	
Special District Expense (6150)								
162	1	Air Pollution Control Fees - Fuel	200	200	1,500	1,300	650.0%	Based on Actuals
163	1	Air Pollution Control Fees - Generators	2,500	2,500	3,500	1,000	40.0%	Based on Actuals
164	1	Environmental Health Fees - Fuel	1,000	1,000	1,600	600	60.0%	Based on Actuals
165	1	Unleaded Fuel Tank Testing and Fees	4,000	4,000	4,000	-	0.0%	
166	1	Miscellaneous Permits (HazMat, Fuel, etc.)	1,000	1,000	1,000	-	0.0%	
Total Special District Expense			\$ 8,700	\$ 8,700	\$ 11,600	\$ 2,900	33.3%	
Total Fleet Management			\$ 598,350	\$ 598,350	\$ 614,650	\$ 16,300	2.7%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		<i>Comments/Justification</i>
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
<i>Logistics Volunteer Group</i>								
Special District Expense (6150)								
167	5	Recruitment Materials/Supplies	200	200	200	-	0.0%	
168	5	Uniforms (2 sets)	1,000	1,000	1,000	-	0.0%	
Total Special District Expense			\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%	
<i>Total Logistics Volunteer Program</i>			\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Operations Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
	FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent			
<i>SCBA Program</i>								
Equipment Maintenance (6020)								
169	1	Hydro Testing	2,300	2,300	2,300	-	0.0%	
Total Equipment Maintenance			\$ 2,300	\$ 2,300	\$ 2,300	\$ -	0.0%	
Minor Equipment (6080)								
170	1	SCBA In-House Repairs	2,500	2,500	2,500	-	0.0%	
171	1	SCBA Masks	2,500	2,500	4,000	1,500	60.0%	Increase in Costs
172	1	SCBA Equipment Upgrades	10,000	10,000	10,000	-	0.0%	
Total Minor Equipment			\$ 15,000	\$ 15,000	\$ 16,500	\$ 1,500	10.0%	
Professional Services (6110)								
173	1	SCBA Contract Repairs	15,000	15,000	15,000	-	0.0%	
174	1	SCBA Annual Flow Testing	6,000	6,000	7,000	1,000	16.7%	Increase in Costs
Total Professional Services			\$ 21,000	\$ 21,000	\$ 22,000	\$ 1,000	4.8%	
Total SCBA Program			\$ 38,300	\$ 38,300	\$ 40,800	\$ 2,500	6.5%	
Total Operations Division			\$ 2,409,450	\$ 2,486,350	\$ 2,633,550	\$ 147,200	5.92%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Training Program								
Employee Overtime (5040)								
175	3	District Training (All)	34,000	150,000	150,000	-	0.0%	Includes Academies & 12-Shift EMS Rideouts
Total Employee Overtime			\$ 34,000	\$ 150,000	\$ 150,000	\$ -	0.0%	
Minor Equipment (6080)								
176	4	Training Software		4,000	4,000	-	0.0%	First Arriving Software
177	3	Training Props & Equipment	11,500	15,000	20,000	5,000	33.3%	Training Equipment Needed for Internal Use
Total Minor Equipment			\$ 11,500	\$ 19,000	\$ 24,000	\$ 5,000	26.3%	
Personnel Development (6100)								
178	1	Educational Reimbursement - District Employees	19,800	19,800	20,000	200	1.0%	Per MOUs & Terms of Employment
179	4	Discretionary Training Offset	15,000	25,000	25,000	-	0.0%	
Total Personnel Development			\$ 34,800	\$ 44,800	\$ 45,000	\$ 200	0.4%	
Professional Services (6110)								
180	2	HTF Annual Assessment	69,500	70,890	71,000	110	0.2%	Estimated 2% increase
181	2	FTES Tuition	13,500	13,500	13,500	-	0.0%	
Total Professional Services			\$ 83,000	\$ 84,390	\$ 84,500	\$ 110	0.1%	
Publications and Media (6120)								
182	3	Protocols and Medication Handbooks	500	500	500	-	0.0%	
183	3	Field Operations Guide Books	300	300	300	-	0.0%	
184	3	IFSTA Manuals	500	500	500	-	0.0%	
185	3	Training Aids/Manuals	2,500	2,500	2,500	-	0.0%	
Total Publications and Media			\$ 3,800	\$ 3,800	\$ 3,800	\$ -	0.0%	
Special District Expense (6150)								
186	5	Lunches - All Day Training	1,000	1,000	1,000	-	0.0%	
187	5	Membership - CFCA/EMS (1)	200	200	200	-	0.0%	
188	5	Membership - CFCA/TO	100	100	100	-	0.0%	
189	1	Membership - Target Solutions	7,500	7,500	7,500	-	0.0%	
190	3	Hydration - Training Events	2,000	1,000	1,250	250	25.0%	Based on Actuals
Total Special District Expense			\$ 10,800	\$ 9,800	\$ 10,050	\$ 250	2.6%	
Total Training Program			\$ 177,900	\$ 311,790	\$ 317,350	\$ 5,560	1.8%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		<i>Comments/Justification</i>
	FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent			
<i>Mapping Program</i>								
Office Supplies (6090)								
191	2	Supplemental Mapping Supplies	1,500	1,500	1,500	-	0.0%	
Total Office Supplies			\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	
Publications and Media (6120)								
192	2	Mapping/GIS Updates	1,000	1,000	1,000	-	0.0%	
Total Publications and Media			\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
Special District Expense (6150)								
193	2	Mapping Software Maintenance	2,000	2,000	2,000	-	0.0%	
Total Special District Expense			\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	
Total Mapping			\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0.0%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

Priority	2020/2021		2021/2022		2022/2023		Increase/ (Decrease)		Comments/Justification
	FINAL Budget		FINAL Budget		PROPOSED Budget		Amount	Percent	
Reserve Firefighter Program									
Safety Clothing (6140)									
194	3	Structure - Jackets and Pants	5,800	5,800	5,800	5,800	-	0.0%	
195	3	Wildland - Jackets and Pants	900	900	900	900	-	0.0%	
196	3	Nomex Hoods - PBI Gold	100	100	100	100	-	0.0%	
197	3	Helmets	600	600	600	600	-	0.0%	
198	3	Turnout Boots	700	700	700	700	-	0.0%	
199	3	Gloves - Structural	700	700	700	700	-	0.0%	
200	3	Gloves - Brush	700	700	700	700	-	0.0%	
201	3	Web Gear/Hydration Packs	2,000	2,000	2,000	2,000	-	0.0%	
202	3	EMS Jackets	200	200	200	200	-	0.0%	
203	3	Gear Bags	100	100	100	100	-	0.0%	
204	3	Miscellaneous Supplies/Repairs	2,000	2,000	2,000	2,000	-	0.0%	
Total Safety Clothing			\$ 13,800	\$ 13,800	\$ 13,800	\$ 13,800	\$ -	0.0%	
Special District Expense (6150)									
205	4	Pre-Employment Physicals	2,000	10,000	10,000	10,000	-	0.0%	For New Reserves only
206	4	Pre-Employment Background Checks	900	900	900	900	-	0.0%	
207	4	Yearly Spirometry test	-	3,200	3,200	3,200	-	0.0%	Mandatory for all Reserve Firefighters
208	4	Membership - Target Solutions	800	800	800	800	-	0.0%	
209	4	Recruitment Materials/Supplies	500	500	500	500	-	0.0%	
210	4	Fit Testing	700	700	700	700	-	0.0%	
211	4	Training Materials/Supplies	3,700	3,600	3,600	3,600	-	0.0%	
Total Special District Expense			\$ 8,600	\$ 19,700	\$ 19,700	\$ 19,700	\$ -	0.0%	
Total Reserve Firefighter Program			\$ 22,400	\$ 33,500	\$ 33,500	\$ 33,500	\$ -	0.0%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

Priority			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		Comments/Justification
			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	
Explorer Program								
Personnel Development (6100)								
212	5	Post Advisor Enrollment Fee (1)	75	300	300	-	0.0%	
213	5	Explorer Enrollments Fee (1)	1,400	1,500	1,500	-	0.0%	
214	5	Post Advisor Lodging	500	1,000	1,000	-	0.0%	
Total Personnel Development			\$ 1,975	\$ 2,800	\$ 2,800	\$ -	0.0%	
Publications and Media (6120)								
215	5	IFSTA Books (5)	400	400	400	-	0.0%	
Total Publications and Media Expense			\$ 400	\$ 400	\$ 400	\$ -	0.0%	
Special District Expense (6150)								
216	4	Explorer Post Charter Renewal Fee	100	100	100	-	0.0%	
217	4	Explorer Post Youth - Participation Fee	700	700	700	-	0.0%	
218	4	Explorer Post Adult - Participation Fee	300	300	300	-	0.0%	
219	4	Explorer Post - Insurance All Participants	100	100	100	-	0.0%	
220	5	Academy SCBA Fit Test	200	200	200	-	0.0%	
Total Special District Expense			\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0.0%	
Office Supplies (6090)								
221	5	Paper, Copies, Office supplies	100	100	100	-	0.0%	
Total Office supplies			\$ 100	\$ 100	\$ 100	\$ -	0.0%	
Minor Equipment (6080)								
222	5	Safety Equipment (various)	500	1,000	1,000	-	0.0%	
Total Minor Equipment			\$ 500	\$ 1,000	\$ 1,000	\$ -	0.0%	
Total Explorer Program			\$ 4,375	\$ 5,700	\$ 5,700	\$ -	0.0%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

Priority	2020/2021		2021/2022		2022/2023		Increase/ (Decrease)		Comments/Justification
	FINAL Budget	FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent			
<i>Peer Support/Chaplain Program</i>									
Employee Overtime (5040)									
223	4	Peer Support Training	2,700	2,700	14,700	12,000	444.4%	Education for Peer Support Members	
Total Employee Overtime			\$ 2,700	\$ 2,700	\$ 14,700	\$ 12,000	444.4%		
Personnel Development (6100)									
224	3	PS Training 4 personnel	-	-	600	600	100.0%	<i>Mandatory Training for Peer Support Committee</i>	
225	3	Training & Outreach Materials	-	-	1,800	1,800	100.0%	<i>Materials needed for Ongoing Outreach</i>	
Total Personnel Development			\$ -	\$ -	\$ 2,400	\$ 2,400	100.0%		
Safety Clothing (6140)									
226	5	Wildland - Jackets	700	700	700	-	0.0%		
227	5	Helmets	1,000	1,000	1,000	-	0.0%		
Total Safety Clothing			\$ 1,700	\$ 1,700	\$ 1,700	\$ -	0.0%		
Special District Expense (6150)									
228	5	Pre-Employment Background Checks	200	200	200	-	0.0%		
229	5	Recruitment Materials/Supplies	500	500	500	-	0.0%		
230	5	Training Materials/Supplies	500	500	500	-	0.0%		
231	5	Badges	300	300	300	-	0.0%		
232	5	Uniforms (3)	500	500	500	-	0.0%		
Total District Expenses			\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%		
Total Peer Support/Chaplain Program			\$ 3,700	\$ 6,400	\$ 20,800	\$ 14,400	225.0%		

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		
Priority			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	Comments/Justification
Community Outreach Program								
Employee Overtime (5040)								
233	4	Community Outreach Overtime	2,500	5,500	7,000	1,500	27.3%	Needed for Events & Committee Meetings
Total Employee Overtime Expense			\$ 2,500	\$ 5,500	\$ 7,000	\$ 1,500	27.3%	
Publications and Media (6120)								
234	4	Public Education Media	1,500	1,500	2,000	500	33.3%	Increase in Community Outreach
235	4	Public Relations			60,000	60,000	100.0%	Establish Public Relations Firm - Outreach & Education
236	4	Community Outreach Supplies/Goods	5,000	5,000	10,000	5,000	100.0%	Increase in Community Outreach
Total Publications and Media Expense			\$ 6,500	\$ 6,500	\$ 72,000	\$ 65,500	1007.7%	
Special District Expense (6150)								
237	5	Station Dinners	2,000	2,000	2,000	-	0.0%	
238	5	Open Houses	2,000	3,000	5,000	2,000	66.7%	Events Knockdown fire props, bleeding control, etc.
239	4	Program Development (handouts, banners, etc.)	5,000	5,000	5,000	-	0.0%	
240	5	Fire Expo/Safety Fair (District hosted)	4,000	5,000	5,000	-	0.0%	Increase in public participation
Total Special District Expense			\$ 13,000	\$ 15,000	\$ 17,000	\$ 2,000	13.3%	
Total Community Outreach Program			\$ 22,000	\$ 27,000	\$ 96,000	\$ 69,000	255.6%	

San Miguel Fire & Rescue
DRAFT PRELIMINARY BUDGET
Training Division

			2020/2021	2021/2022	2022/2023	Increase/ (Decrease)		
Priority			FINAL Budget	FINAL Budget	PROPOSED Budget	Amount	Percent	Comments/Justification
<i>Community Emergency Response Team</i>								
Office supplies (6090)								
241	4	Binders	100	100	100	-	0.0%	Partially Funded by Grants/Donations
242	4	Backpack Supplies	200	200	1,360	1,160	580.0%	Partially Funded by Grants/Donations
243	4	EMS Consumables	200	200	200	-	0.0%	Partially Funded by Grants/Donations
244	4	Extinguisher Refilled	200	200	200	-	0.0%	Partially Funded by Grants/Donations
245	4	Miscellaneous Supplies/Repairs	100	100	100	-	0.0%	Partially Funded by Grants/Donations
Total Office Supplies Expense			\$ 800	\$ 800	\$ 1,960	\$ 1,160	145.0%	
Special District Expense (6150)								
246	4	Background Checks	500	500	500	-	0.0%	Partially Funded by Grants/Donations
247	4	Recruitment Supplies	200	200	200	-	0.0%	Partially Funded by Grants/Donations
248	4	Water/Gatorade	200	200	200	-	0.0%	Partially Funded by Grants/Donations
Total Special District Expense			\$ 900	\$ 900	\$ 900	\$ -	0.0%	
Equipment Maintenance (6020)								
249	4	Generator Fuel	500	500	300	(200)	(40.0%)	Partially Funded by Grants/Donations
250	4	Trailer Maintenance	200	200	200	-	0.0%	Partially Funded by Grants/Donations
251	4	Miscellaneous Supplies/Repairs	200	200	200	-	0.0%	Partially Funded by Grants/Donations
Total Equipment Maintenance			\$ 900	\$ 900	\$ 700	\$ (200)	(22.2%)	
<i>Total CERT Program</i>			<i>\$ 2,600</i>	<i>\$ 2,600</i>	<i>\$ 3,560</i>	<i>\$ 960</i>	<i>36.9%</i>	
Total Training Division			\$ 240,175	\$ 391,490	\$ 481,410	\$ 89,920	23.0%	
Total Expense Budget			\$ 21,431,225	\$ 23,619,770	\$ 23,366,465	\$ (253,305)	(1.1%)	

SAN MIGUEL FIRE & RESCUE

Detailed Expense Budget Justifications

Salaries & Benefits

Line 1 Health Insurance - Employees: Increase in health insurance premiums in addition to increases in the District-paid premium.

Line 2 Health Insurance Retirees & Directors: Tier 2 retirees have been added to health insurance – this line item is anticipated to increase each year.

Line 6-9 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.

Line 10 & 11 Unfunded Liability (CalPERS Payment & Lease Revenue Bond): The District adopted a strategy to help stabilize the growing costs of the pension liability. A lump sum payment is being made through a Lease Revenue Bond to payoff a portion of the UAL to CalPERS. This strategy will allow savings to be put aside for future pension obligations.

Line 13 Paramedic Recertification: This recertification was removed from the MOU based on negotiations and has been incorporated into the Captain & Engineer Paramedic differentials.

Line 15 Scheduled Overtime: These costs are tied to approved salaries based on MOU's.

Line 17-18 Base Salaries: Based on approved Salary Schedules for FY 2021/2022 through the MOU's and Terms of Employment.

Line 19 Recession/Stabilization Plan: This line item is to assist in the planning for a stabilized budget during an economic downturn and would need additional Board approval. This is tied to the Economic Catastrophic/Recession Plan.

Board of Directors

Line 25 Board of Directors IT Equipment: Board of Directors IT equipment was not expended last year; therefore, it was determined a decrease in the budget was appropriate.

Administration Management

Line 27 FAIRA (Fire, Liability, Collision): Increase of approximately 23% reflects the continued deterioration in the pricing available for liability and property rates levied against all California municipalities. The District continues to monitor and assess the needs of the District. Currently FAIRA continues to provide the most competitive rates along with the best coverage for Fire/EMS services.

Line 29 Information Technology Equipment: This line item is based on a replacement schedule and new technology equipment will be replacement on an as-needed basis.

Line 49 Wellness Program: Per the current contract there will be an increase of 5% yearly. This contract is currently being reviewed.

Line 67 Accounting Software: Implementation of new accounting program due to reoccurring issues with current software. District needs to utilize new technology to improve output of information and streamline financial processes. This will allow for a new chart of accounts to be established and automate reporting for more accountability. Manual reporting and processing of information will be eliminated with the new program. This also ensures that checks and balances are continually being monitored for accuracy and to prevent fraud. The \$60,000 includes the implementation and training. Yearly reoccurring cost will be \$16,000, which is \$6,000 more a year than our current software. Our current software is due for an upgrade and no longer has a support team. This is the recommendation from the Administrative Officer/Finance Officer.

Operations Management

Line 111-113 Safety Clothing: Increased costs in Personal Protective Equipment/Clothing is due to vendor inflationary increases.

Line 117 Cell Phone Service & Equipment: Cell phones and iPads for fire personnel for use on apparatuses. iPads being utilized for Tablet Command which will replace the MDCs through the replacement cycles.

Facilities Management

Line 145 Station Security Systems: Security systems to be replaced/updated based on improvements in technology. Security continues to be assessed and addressed when needed.

Training Program

Line 177 Training Props & Equipment: Increased costs for props/materials/equipment is due to vendor inflationary increases. The Training Division continues to provide necessary internal training for the development of personnel.

Peer Support/Chaplain Program

Line 223 Peer Support Training: In depth education to include structured seminars and classes that are required to become a certified Peer Support Member.

Community Outreach Program

Line 233 Community Outreach Overtime: Includes overtime for committee to meet throughout the year to establish goals and objectives along with required personnel needed for community events after-hours/off-duty.

Line 235 Public Relations: Requested by the Finance Committee to be included in the preliminary budget to establish a Public Relations Firm for District Community Outreach and Education. The goal is to create awareness of San Miguel Fire & Rescue and support District internal controls for PR related matters.

Line 236 Community Outreach Supplies/Goods: Increase in Community Outreach supplies/goods for public events (school visits, open houses, etc.). This line item would consist of public education flyers, children logo items, and other miscellaneous needs.

Line 238 Open Houses: To include interactive activities for the open houses at multiple stations over the year.

**Reserve Fund Expenditures
2022/2023 Proposed Final Budget**

THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR
THERE IS NO GUARANTEE THESE ITEMS WILL BE PROCURED

	2020/2021 Final Budget	2021/2022 Final Budget	2022/2023 Proposed	<i>Comments/Justification</i>
Contingency Reserve Fund Expenditures				
Board Room & Conference Room IT Equipment	-	250,000	400,000	COVID-19 Related Expenditures
Total Contingency Reserve Expenditures	\$ -	\$ 250,000	\$ 400,000	
Uncompensated Leave Fund Expenditures				
No Expenditures	-	-	-	No Expenditures
Total Uncompensated Leave Expenditures	\$ -	\$ -	\$ -	
Vehicle Replacement Fund Expenditures				
Apparatus - Major Repairs	50,000	50,000	50,000	For Major/Emergency Repairs Paid off in Fiscal Year 2020/2021 Purchased in Fiscal Year 2020/2021 Approved in Fiscal Year 2021/2022 Prelim Budget Outfit Two Type 1 Engines Emergency Response Vehicle for Chief Officer
Apparatus Type 1 Engine (Lease Payment)	257,601	-	-	
Apparatus Type 1 Engine	900,000	-	-	
Apparatus Type 1 Engine	-	825,000	-	
Type 1 Engine Equipment (2)	-	400,000	400,000	
Emergency Response Vehicle (Fully Outfitted, including lights)	-	80,000	-	
Total Vehicle Replacement Expenditures	\$ 1,207,601	\$ 1,355,000	\$ 450,000	
Capital Equipment Fund Expenditures				
Lucas CPR Compression Devices	-	-	250,000	Frontline Engine Equipment Replacement of SCBAs Takes place of the MDC's (Zone Approved)
Self-Contained Breathing Apparatus (SCBA) Replacement			650,000	
Tablet Command (10)		25,000	25,000	
Total Capital Equipment Expenditures	\$ -	\$ 25,000	\$ 925,000	
Fixed Equipment Fund Expenditures				
Overhead Door Replacement	22,000	22,000	22,000	Emergency Replacement (if needed) Emergency Repair (if needed) 2 years left on the Lease Agreement HVAC System Upgrade Not completed in Fiscal Year 2021/2022 Replacement of Failing Systems
Asphalt/Concrete Work	15,000	15,000	15,000	
Lease Payment - Solar Equipment	63,448	66,000	68,000	
Station 23 HVAC System Upgrade			25,000	
Vehicle Exhaust System	65,000	65,000	85,000	
Station Alerting Upgrades (8 Stations)		120,000	120,000	
Total Fixed Equipment Expenditures	\$ 165,448	\$ 288,000	\$ 335,000	
Facilities Replacement/Renovation Fund Expenditures				
Facility - Major Repairs/Emergency Needs	100,000	100,000	100,000	For major/emergency repairs Kitchen, Day Room, & Bathroom Updates Not Completed in Fiscal Year 2021/2022
Station 15 Renovation	-	250,000	TBD	
District HQ Renovation	-	250,000	250,000	
Total Facilities Replacement/Renovations Expenditures	\$ 100,000	\$ 600,000	\$ 350,000	
Fire Mitigation Fee Fund Expenditures				
Mapping Update	1,000	1,000		Mapping needs through Fire Mitigation Fees
Total Fire Mitigation Fee Expenditures	\$ 1,000	\$ 1,000	\$ 1,000	
Total Reserve Fund Expenditures	\$ 1,474,049	\$ 2,519,000	\$ 2,461,000	

SAN MIGUEL FIRE & RESCUE

Reserve Fund Expenditure Justifications

Contingency Reserve Fund:

Board Room & Conference Room IT Equipment Upgrade utilizing American Rescue Plan Act (ARPA) Funding approved by the County of San Diego. These projects were deferred in the previous year due to timing of contractors and other facility priorities. The request is being increased due to supply/material cost increases.

Uncompensated Leave Fund:

The District does not project expenditures in this account, rather uses it on an as needed basis to reimburse the General Fund account for employee payouts.

Vehicle Replacement Fund:

Apparatus – Major Repairs is budgeted ongoing for emergency repairs if needed throughout the year to stabilize the General Fund.

Type 1 Engine Equipment (2) was budgeted last year, but due to delayed delivery of equipment, it will need to be expended in Fiscal Year 2022/2023.

Capital Equipment Fund:

Lucas CPR Compression Devices deliver guideline consistent, high-quality chest compressions at recommended rate and depth while allowing for chest recoil. There are fewer interruptions, compared to manual CPR, leading to higher compression ratios. This allows the 3-0 staffing model to benefit as the device assumes the role of a “4th person” during CPR. The District is looking at grant opportunities for the initial purchase.

Self-Contained Breathing Apparatus Replacement (SCBA) for all current equipment. It has been determined that the District cannot purchase another generation without being out of compliance with OSHA & NFPA standards. The District established a committee to review quotes and manufacturers. The Board of Directors were made aware that the replacement would be coming forward, and it was anticipated that it would cost over \$1,000,000. Due to the work of the committee, it was determined that staying with the current manufacturer, there is a cost savings, along with better training opportunities. The District has submitted a grant proposal for replacement of 38 SCBA packs.

Fixed Equipment Fund:

Lease Payment – Solar Equipment has two years left on the lease agreement and the payments are based on a fixed amortization schedule.

Station 23 HVAC system needs to be upgraded due to the age of unit and a lack of function. Energy costs have increased at the station, and it was determined that some of that cost is due to the unit not performing at optimal efficiency. The unit is not cooling the station well, and it is recommended to be replaced before it becomes a health and safety issue.

Vehicle Exhaust System at Station 15 needs to be replaced due to changes in equipment and service life of current system. It was deferred and an increase of \$20,000 to this budget item is recommended for any cost adjustments.

Facilities Replacement/Renovations Fund:

Station 15 Renovation was deferred due to lack of submitted Request For Proposals (RFPs). The District has now received some interest in the project, but proposals came in over the \$250,000 allocated for last year. Staff will be bringing forward information at a future meeting for approval of this project, with an updated proposal. These formal bids must be approved by the Board of Directors through an action item.



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: June 8, 2022
To: Board of Directors
From: Leah Harris, Administrative Officer/Finance Officer
Subject: CalPERS Lump Sum Unfunded Annual Liability (UAL) Payment versus Monthly Payments

Background

As discussed at the November 12, 2014, Board meeting, the CalPERS Board of Administration approved structural changes requiring all employer's pension liability to be 100% funded.

The District's 2022/2023 payment, if paid monthly, totals \$3,970,043.

Discussion

The District is finalizing the UAL Pension Restructuring, which brings the payment for Fiscal Year 2022/2023, including the CalPERS payment to approximately \$2,500,000.

Fiscal Impact

Payment out of the General Fund for the CalPERS Lump Sum UAL payment of approximately \$2,500,000.

Recommendation

Board of Directors give authorization to pay line item 10 on page 2 of the proposed preliminary budget, prior to the adoption of the final budget, as a lump sum amount versus monthly payments.