

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, February 8, 2023, 5:30 pm**

***MINUTES***

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

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

**BOARD MEMBERS ABSENT** None

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

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

**APPROVAL OF AGENDA**

Director Pierce requested to postpone Agenda Item #17 to a future meeting. [By Board Consensus, the agenda was approved.](#)

*The Agenda for the Regular Meeting of February 8, 2023, was posted at District Headquarters on Friday, February 3, 2023, at 5:00 pm.*

**PUBLIC COMMENT**

Ross Pike, Board Director for North County Fire Protection District, introduced himself to the San Miguel Board and requested their support on the upcoming LAFCO ballot.

**CLOSED SESSION AGENDA ITEMS**

***President Robles adjourned the meeting to Closed Session at 5:35 pm.***

1. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns Robles & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
2. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns, Robles & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns, Robles & Attorney Joseph Sanchez  
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

***President Robles reconvened the meeting to Open Session at 6:40 pm.***

Director Muns left the meeting after Closed Session.

### **CONSENT AGENDA ITEMS**

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

4. Approve the Minutes - Regular Meeting of January 11, 2023
5. Approve Board Member Stipend Payments.
6. Receive and File Fiscal Year Ended (FYE) June 30, 2022, Audit Report in Accordance with the California Government Code – The Board of Directors will receive and file the District's FYE 2022 Audit Report.
7. Receive and File Quarterly Investment Report in Accordance with California Government Code.
8. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
9. Review Quarterly Employee Reimbursement Report.

### **ACTION AGENDA ITEMS**

10. Chief Officer's Association – Memorandum of Understanding – The Board of Directors will consider approving the MOU based on tentative agreement for the terms of January 1, 2023 – December 31, 2024.  
Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor, with Muns absent), the Chief Officer's Association MOU was approved.
11. Association of San Miguel Firefighters IAFF Local 1434 – The Board of Directors will consider approving the MOU based on tentative agreement for the terms of January 1, 2023 – December 31, 2024.  
Upon a motion by Director Nelson, second by Director McKenna, and vote (unanimously in favor, with Muns absent), the Local 1434's MOU was approved.
12. 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, 2023 – December 31, 2023.  
Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor, with Muns absent), the Unrepresented Executive Chiefs and Executive Staff Terms of Employment were approved.
13. 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, 2023 – December 31, 2023.  
Upon a motion by Director Woodruff, second by Director Pierce, and vote (unanimously in favor, with Muns absent), the Unrepresented Fire Prevention Management Staff Terms of Employment were approved.
14. 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, 2023 – December 31, 2023.  
Upon a motion by Director Nelson, second by Director Woodruff, and vote (unanimously in favor, with Muns absent), the Unrepresented Employees Terms of Employment were approved.

15. LAFCO Ballot – The Board of Directors may elect to submit a ballot for Commission Special District Members – Regular and Alternate.  
*The Board did not take action on any nominations.*
16. Board of Directors Training – The Board of Directors will select a date for a Board of Directors Training Session provided by BB&K.  
*Training has been scheduled for Monday, February 27, 2023, from 10 am to 2 pm.*
17. Regularly Scheduled Board Meeting Date and Time – The Board of Directors may consider a new meeting date and time – *requested by Director Pierce at the January 11, 2023, meeting.*  
*Postponed to future meeting at the request of Director Pierce.*
18. Board Committee Selections – The Board President will make a recommendation to make an amendment to the ERAF Ad Hoc Committee title and intent of the committee.

The Board discussed the scope of the ERAF Ad Hoc Committee and determined it should remain unchanged. A new Ad Hoc Committee is being formed, consisting of Directors Pierce and Robles, called the “Government Affairs Committee” and will focus on building relations with elected officials and identifying grant opportunities.

*Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor, with Muns absent), the Government Affairs Ad Hoc Committee was approved.*

#### **INFORMATIONAL AGENDA ITEMS**

19. Key Performance Measures (KPMs) – Acting Fire Chief will present the quarterly KPM’s for discussion.  
Chief Lawler presented the KPMs and there was discussion among the Board regarding what metrics are included and the value in tracking them moving forward.
20. Quarterly Financial Update – Administrative Officer/Finance Officer will provide the 2<sup>nd</sup> Quarter Financials to the Board of Directors.

AO/FO Harris shared that the District continues to see supply chain issues and cost increases for many of the same items individual households are realizing. Fuel costs are increasing, along with Personal Protective Equipment and medical supplies. These items are essential to day-to-day operations and are continually being monitored. Overtime is trending 18.22% over budget; an increase of 4.73% from last year. This is due to workers’ compensation and having strike teams out of county at the beginning of the fiscal year. The overtime analysis has been beneficial in showing trends and it is being utilized in all divisions of the District. Utilities are over budget due to increased costs of utilities. For this upcoming budget implementation, the District has included a trend review of actuals for the past five budget cycles to help streamline line items and provide budgets that are in line with actual costs. CPI increases are also considered in budget determination for different areas of the budget. Director Pierce requested a glossary for OT so he can better understand the fire terminology.

#### **REPORTS**

##### 21. Committee Reports

Director Robles shared that the Finance Committee is continuing work on the Financial Management Policy, and noted the action items pertaining to the MOUs and TOEs finalized with the labor groups concluded the negotiations process for this cycle. Director Pierce shared that he attended the Heartland Fire Training Facility meeting with nothing to report out.

22. Directors' Reports

Director Raddatz spoke about a structure fire in a neighboring agency and noted San Miguel's high regard for residents and business owners in our District.

23. Chief's Report

**Action Plan Recap from January 11, 2023, Board Meeting**

- Provide Facilities Condition Assessment via email or print - **Completed**
- Action agenda item for discussion of regular meeting change - **Completed**

**COVID Update**

COVID- Decrease statewide in the number of cases

**Administrative Update**

California State Controller Special Districts' Financial Transaction Report submitted – the deadline was January 31, 2023

**Facilities Update**

***Station 15 Refurbishment Project***

The first floor is complete minus minor items  
Planning for 2<sup>nd</sup> floor refurbishment in progress

***Station 16 Plumbing damage Project***

Completed  
Scope of work being developed to address exterior items identified in facilities report

***Station 21 Kitchen Project***

In progress  
Kitchen floor joists in good condition  
It appears a previous dishwasher leak may have caused sponginess in the floor  
The flooring has been replaced  
Cabinets are scheduled to be installed on February 7  
Soon as cabinets are in, measurements will be taken for stainless steel countertops  
Fabrication will take approximately a week with a 1-2 install time frame  
Project on schedule

***Station 23 Water Leak Project***

Work in progress  
Once repairs are made, flooring will be installed in the area and include bunk room areas

***Headquarters Exterior Stairway***

The proposal has been approved  
Coordinating with vendor on a start date

**Significant Incidents**

January 18, 2023, 931 Grand Ave. MF/apartment structure fire  
January 27, 2023, 1925 Donahue, SF/residential structure fire  
January 27, 2023, 8860 St. George, SF/residential structure fire  
January 27, 2023, Elevator Rd., power lines down-vegetation fire  
February 1, 2023, Bonita, T215, 4-hour successful dog rescue

24. Association of San Miguel Chief Officers Communications

Chief Christiansen shared that the past month has been busy. Training continues with five Probationary Firefighters preparing to take their 1<sup>st</sup> quarter test and the Engineer Academy is about halfway completed. Chief Officers are developing the curriculum for a Captain's Academy and have two tests coming up – a Captain test in March and a Battalion Chief test in April.

25. Association of San Miguel Firefighters Communications

Captain Hays, Local 1434 President, shared that Engineer Gilman has taken the Vice President position. Work continues on the SWOT analysis being utilized to establish a mission for 1434 and better align them with the goals of the District. Captain Hays, Engineer Gilman, and OCA Captain Embleton attended the IAFF Affiliate Leadership Training Summit. Lastly, Captain Hays shared he has been able to coordinate and schedule a zone-wide meeting of Union Presidents which will take place on February 27, 2023.

Engineer Arruda shared that the Annual Golf Tournament will take place May 16, 2023, at Sycuan, and invited Directors to attend and participate.

26. Correspondence

Chief Lawler shared a Certificate of Recognition from Supervisor Joel Anderson for the District's participation in Noah Homes' Enchanted Village.

**ACTION PLAN RECAP**

- Update Officer/Commissions/Committees roster, adding "Government Affairs Ad Hoc Committee" consisting of Directors Pierce and Robles.
- Board Training scheduled for February 27, 2023, 10 am - 2 pm.

*The next Board Meeting will be a Regular Meeting, **March 8, 2023, 5:30 pm**, District Headquarters*

***President Robles adjourned the meeting at 7:58 pm***

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