

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, July 14, 2021, 5:30 pm**

MINUTES

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

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

BOARD MEMBERS ABSENT None

STAFF PRESENT Fire Chief Brainard, Administrative Officer/Finance Officer Harris, Deputy Fire Marshal Napier, and Administrative Assistant Rians

APPROVAL OF AGENDA

Director McKenna requested that Agenda Item #22 (Closed Session) be discussed immediately following Agenda Item #6 (also Closed Session). By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of July 14, 2021, was posted at District Headquarters on Friday, July 9, 2021, at 5:00 pm.

Director Raddatz led the Pledge of Allegiance.

PUBLIC COMMENT

Stephen Fitch spoke on Agenda Item #9, stating he believes there are inconsistencies between the three reports compiled by NBS.

SPECIAL PRESENTATION

1. The Fire Chief will present the Employee of the Year award for 2021

Chief Brainard presented the *Excellence in the Fire Service* award to Captain Mike Hays.

INFORMATIONAL AGENDA ITEMS

2. Division 3 and 4 Vacancies
 - a. Forum to Discuss Potential Appointees to Division 3 (At Large) and Division 4 (By Division) Board Vacancies – The Board will give candidates an opportunity to address the Board and answer follow-up questions, and the Board may make the appointments.

The following potential nominees spoke before the Board:

Division 4 Candidates:

Chris Pierce

Division 3 (At Large through November 2022 election) Candidates:

Jim Custeau

Lawrence Mckim

Kyle Hermann

Harry Muns

Manuel Rodriguez

CONSENT AGENDA ITEMS

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

3. Approve the Minutes: Regular Meeting of June 9, 2021
Special Meeting of June 11, 2021
4. Approve Board Member Stipend Payments
5. Approve the Weed Abatement Fixed Special Assessments (Fire Prevention Services) for Fiscal Year 2021/2022

President McKenna adjourned the meeting to Closed Session at 6:18 pm.

CLOSED SESSION AGENDA ITEMS

6. 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
22. Closed Session – Public Employee Discipline/Dismissal/Release/Reassignment
(Government Code §54957)

President McKenna reconvened the meeting to Open Session at 7:18 pm with no action taken.

ACTION AGENDA ITEMS

7. Approve Resolution 21-12 – A resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District confirming vested retiree health benefits of retired employees (Tabled from June 9, 2021, Board meeting)
Upon a motion by Director Robles, second by Director Raddatz, and vote (unanimously in favor), Resolution 21-12 was approved.
8. Heartland Fire Training Authority Joint Powers Agreement Amendment #6
Chief Brainard clarified this amendment was drafted solely to align the agreement dates with the facility lease.
Upon a motion by Director Raddatz, second by Director Robles, and vote (unanimously in favor), the HTFA JPA Amendment was approved.
9. Community Facilities Districts – The Board will be presented a fiscal impact analysis relating to new development and additional updates on formation of community facilities districts and may adopt a policy regarding mitigating negative fiscal impacts of future development
Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), the Board of Directors: (1) adopted Directors' Policy Manual, Policy 9.7, Mitigating Negative Fiscal Impacts Caused by Future Development (attached); (2) provided direction that the appropriate staffing level for the Fiscal Impact Analysis shall be what is listed in the most recent proposal (i.e., where the District needs to be); and (3) receive and file the *San Miguel Fire District Report For: Fiscal Impact Analysis for future Development, June 2020.*
10. Fire Prevention Fee Schedule Discussion
Direction was given to staff for the Finance Committee to review an analysis of Prevention Fees on an annual basis and establish a process to streamline fee increases as costs increase.

11. Fire Prevention Software

Deputy Fire Marshal Napier shared that the Fire Prevention Bureau conducted an evaluation process for new software that would help modernize record-keeping, assist in managing inspections by both Fire Prevention and Engine Companies, and would keep better premise data.

Upon a motion by Director Nelson, second by Director Robles, and vote (unanimously in favor), the purchase and implementation of First Due Suite was approved.

12. CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Southern Network

Upon a motion by Director McKenna, second by Director Ek, and vote (unanimously in favor), San Miguel's ballot will be cast for Jo MacKenzie per Chief Brainard's recommendation.

13. Board Compensation – The Board of Directors may take action on approving changes to the Board Policy Manual – Policy 3 – Board Compensation and Training, to further clarify Board stipend reimbursement.

After Board discussion, it was determined Policy 3 language shall be amended, striking the word “standing” before “Committees”. Future amendments will be documented with dates and signatures.

Upon a motion by Director McKenna, second by Director Ek, and vote (unanimously in favor), Board Policy 3 language will be amended to strike the word “standing”.

14. Approve Board Member Stipend Payments Tabled from June 9, 2021, Board meeting

Upon a motion by Director Raddatz, second by Director McKenna, and vote (unanimously in favor), the stipend payments from May 2021, tabled at the June 9, 2021, Board meeting, were approved.

REPORTS

15. Committee Reports

Director Nelson attended the Heartland Communications meeting in place of former-Director Vacio, and shared that the agenda included reviewing and finalizing compensation for employees of Heartland Communications.

Director Raddatz spoke on behalf of the Finance Committee and shared that they would like a Finance Committee Report brought forward at the next Board Meeting, as there are some topics that require direction of the full Board.

Director Ek attended the Heartland Training meeting. He said the manager position remains unfilled, so Steve Butcher is on a month-to-month contract. A cost-of-living increase was approved for the Administrative Assistant.

16. Directors' Reports

Director McKenna shared that she met with Captains Grogger and Milewski of Local 1434 and thanked them for their time. She also attended a softball game in Santee where San Miguel represented well. Lastly, Director McKenna shared that she met with Chief Brainard, Division Chief Lawler, Deputy Fire Marshal Napier, and David Sibbet from the County of San Diego regarding the sand mine and Ivanhoe Ranch projects.

17. Chief's Report

- Mourning flag display at HQ, each station displaying mourning flag following a death
- Met with Skyline Senior Pastor regarding San Miguel's Chaplain Program
- Action Plan Recap from June 9, 2021, Board Meeting

- Table Resolution 21-12 (to the July 14, 2021, Regular Board Meeting – Agenda #7
- Review Board Policy Manual - Standing Committee & adding Negotiations Committee to the committees to be paid – Agenda #13
- Deputy Fire Marshal to present information regarding new software for the Fire Prevention Bureau – Agenda #11
- Future Date - Financial Presentation to the Board of Directors on the long-term fiscal plan – Part of the August Quarterly Report to the Board
- Prop E - Citizen Advisory Oversight Committee to be formed - Contact BB&K for more information on the formation of the Committee (3-5 members) - Board of Directors reinstate oversight committee at a later date – Contacted Taxpayer Association and investigating all requirements – waiting for a response.
- Fiscal Impact Analysis brought forward for the Board of Directors to approve – Agenda #9
- Action Plan Recap from June 11, 2021, Special Board Meeting
 - Staff to move forward with advertisements and receive interest regarding Board vacancies – potential forum agendaized at future meeting – Agenda #2 and submitting necessary County documents
 - Put link more prominent on website for address search – Completed via “quick-link” on SMG website
- 5 New FFPM’s complete SMG mini academy this Friday July 16
- Station 23 cell tower equipment being removed – Location no longer needed for coverage
- Significant Incidents
 - Quarry Road Wildland – 5 acres – Fireworks
 - 8743 Troy Street Recycling Center Fire – Under investigation by SDO

18. Association of San Miguel Chief Officers Communications
Battalion Chief Durrell welcomed the Board back to in-person meetings. He shared training and building relationships with cooperator agencies continues.

19. Association of San Miguel Firefighters Communications
Captain Mike Hays thanked the Negotiations Committee for their work with Local 1434. He shared that San Miguel participated in a softball tournament with Santee with hopes to continue off-duty get-togethers twice a year. Captain Hays also thanked the Board for approving expenses relating to peer support and Employee Assistance Programs, as personnel has been encouraged to utilize these services given recent events/deaths out of Los Angeles County and Lakeside.

20. Correspondence
The Chief shared an invitation from the Kiwanis for their annual First Responder Dinner, as well as a thank you card, and child’s drawing received from a resident.

INFORMATIONAL AGENDA ITEMS

21. COVID-19 Update
- Operation Collaboration
 - 100% reimbursement received
 - Total \$320,356 Reimbursed from Operation Collaboration
 - American Rescue Plan Act (ARPA)
 - Process and timeline from the County have not been finalized
 - Approximately \$500,000 may be eligible for reimbursement

- Cal OSHA – SMG follows Cal OSHA guidance.
 - Unvaccinated employees are required to wear a mask and social distance in the workplace.
- COVID 19 Vaccinations and positive tests
 - No change since last Board meeting
- Non-Personnel Expense
 - \$18,504 this FY (No change)
- Total COVID-19 Personnel Expense
 - \$338,356 Total, no change since last Board meeting

With Board consensus, COVID-19 updates will be provided only as needed moving forward.

ACTION PLAN RECAP

- Update from the Finance Committee at the next regular Board Meeting.

The next Board Meeting will be a Special Meeting, July 29, 2021, 1:00 pm, District Headquarters

President McKenna observed a moment of silence for Anthony Cano of Lakeside Fire, then adjourned the meeting at 9:11 pm.

Prepared and Submitted by:
Shayna Rians
Board Recording Secretary