



**San Miguel Consolidated Fire Protection District**  
**Special Finance Committee Meeting**  
**2850 Via Orange Way, Spring Valley, CA 91978**

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**AGENDA**

**Tuesday, May 28, 2024 – 10:00 a.m.**

**MEETINGS** - The Finance Committee meets regularly on the fourth Wednesday of each month at 10:00 a.m. Special and Emergency meetings may be scheduled as needed, and cancelled meetings will be noticed by posting on the District website.

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

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

**PUBLIC COMMENT** - The public may attend meetings in person, complete a speaker slip, and bring an item not on the agenda forward; however, the Committee 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 Finance Committee or Board Meeting agenda. A three (3) minute period shall be allotted to each person addressing the Committee to facilitate business proceedings.

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

**CALL TO ORDER AND ROLL CALL**

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

**1. CONSENT AGENDA**

1.1 Approval of the Minutes: Finance Committee Meetings of January 23, 2024 and April 24, 2024

**2. ACTION AGENDA ITEMS**

2.1 Draft Preliminary Budget – The Fire Chief and Executive Staff will present the Fiscal Year 2024/2025 Draft Preliminary Budget to the Finance Committee, which will determine a recommendation for the Board of Directors at a regularly scheduled meeting.

**3. INFORMATIONAL AGENDA ITEMS**

3.1 Committee Member Comments.

3.2 Association of San Miguel Chief Officers Communications.

3.3 Association of San Miguel Firefighters Communications.

3.4 Action Plan Recap.

**NEXT MEETING** – Wednesday, June 26, 2024, 10:00 a.m., District Headquarters

**ADJOURNMENT**

**CERTIFICATION OF POSTING** I certify that on May 24, 2024, a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of the San Miguel Consolidated Fire Protection District, said time being at least 72 hours in advance of the Board of Directors meeting (Government Code §54954.2). Executed at Spring Valley, California on May 24, 2024

/s/ *Shayna Rians*

Shayna Rians, Board Clerk

# San Miguel Consolidated Fire Protection District

## Special Finance Committee Meeting

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### MINUTES

Tuesday, January 23, 2024 – 10 a.m.

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Director Raddatz called the meeting to order at 10:10 a.m.

**COMMITTEE MEMBERS PRESENT** Directors Nelson, Raddatz (Chair), and Robles.

**COMMITTEE MEMBERS ABSENT** None.

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

#### APPROVAL OF AGENDA

By Committee Consensus, the agenda was approved.

*The Agenda for the Finance Committee Meeting of January 23, 2024, was posted at District Headquarters on Friday, January 18, 2024, at 5:00 p.m.*

**PUBLIC COMMENT** - None

#### 1. ACTION AGENDA ITEMS (recommendations and direction given for full board discussion)

1.1 Committee Intent – The Committee will discuss and define intent and guidelines for submission to the Board Policy Manual Committee (based on the 01/10/2024 Regular Board Meeting Action Plan Recap). The Finance Committee Members discussed the committee's roles and responsibilities. They provided information to Director Robles, who will compile all the input and complete the Committee Intent Form on behalf of the Finance Committee.

#### 2. INFORMATIONAL AGENDA ITEMS (updates and ongoing discussion items)

2.1 Association of San Miguel Chief Officers Communications - None.

2.2 Association of San Miguel Firefighters Communications - None.

2.3 Committee Member Comments - None.

2.4 Action Plan Recap

- Cancel the regularly scheduled meeting for January 28<sup>th</sup>, 2024
- Director Robles to complete the Committee Intent Form on behalf of the Finance Committee.

Committee Chair Director Raddatz adjourned the meeting at 11:15 a.m.

Minutes approved at the San Miguel Consolidated Fire Protection District Finance Committee meeting of May 28, 2024.

Attest:

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Kim Raddatz, Finance Committee Chair

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Leah Harris, Acting Board Clerk

# San Miguel Consolidated Fire Protection District

## Finance Committee Meeting

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### MINUTES

Wednesday, April 24, 2024 – 10 a.m.

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Director Raddatz called the meeting to order at 10:03 a.m.

**BOARD MEMBERS PRESENT** Directors Nelson, Raddatz (Chair), and Robles.

**BOARD MEMBERS ABSENT** None.

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

### APPROVAL OF AGENDA

By Committee Consensus, the agenda was approved.

*The Agenda for the Finance Committee Meeting of April 24, 2024, was posted at District Headquarters on Friday, April 19, 2024, at 5:00 p.m.*

**PUBLIC COMMENT** - None

### 1. ACTION AGENDA ITEMS (recommendations and direction given for full board discussion)

1.1 Fire Prevention Schedule Fee Schedule – The Finance Committee will compile a recommendation pertaining to updating the Fire Prevention Fee Schedule for the next meeting of the full Board of Directors.

The Finance Committee reviewed a cost-of-service analysis provided by Finance and discussed the proposed increases as they relate to the District's needs. Fire Marshal Newman reviewed the fee schedule and changes made to the structure and expressed his intent to comprehensively review the hourly breakdown to ensure the it accurately reflects the current workload. The Finance Committee determined they will bring the recommendation to approve the revised Fire Prevention Fee Schedule as presented.

The Finance Committee discussed with Fire Marshal Newman information related to Community Facilities Districts (CFDs) requirements, Accessory Dwelling Units (ADUs), permitting requirements, and Regional Housing Needs Assessments.

The Finance Committee discussed with Fire Chief Lawler and Administrative Officer/Finance Officer Harris the ad valorem, sales tax, and service levels as they related to District budgetary impacts.

### 2. INFORMATIONAL AGENDA ITEMS (updates and ongoing discussion items)

2.1 Association of San Miguel Chief Officers Communications - None.

2.2 Association of San Miguel Firefighters Communications. - None.

2.3 Committee Member Comments.

- Director Robles stated that the Director Policy Manual Committee has reviewed the policies related to committees and intend to provide an update to the Board of Directors in the next couple of months.

**2.4 Action Plan Recap.**

- Change the next Finance Committee Meeting to May 28, 2024, for a Special Committee Meeting.

**Committee Chair Director Raddatz adjourned the meeting at 11:41 a.m.**

Minutes approved at the San Miguel Consolidated Fire Protection District Finance Committee meeting of May 28, 2024.

**Attest:**

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**Kim Raddatz, Finance Committee Chair**

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**Leah Harris, Acting Board Clerk**