

**San Miguel Consolidated Fire Protection District
Special Meeting of the Board of Directors
Wednesday, August 12, 2020**

Minutes

Director Raddatz called the tele/videoconference meeting to order at 10:06 am.

Board Members Present: Directors Ek, Kiel, McKenna, Nelson, Raddatz and Rickards

Board Members Absent: Director Vacio

Staff Present: Fire Chief Brainard, Division Chiefs Browning and Marugg, Administrative Officer/Finance Officer Harris, and Administrative Assistant Rians

Approval of Agenda: Director Kiel requested Item #5 be pulled for individual discussion. By Board Consensus, the agenda was approved with Item #5 pulled for further discussion.

The Agenda for the Special Meeting of August 12, 2020 was posted at District Headquarters on Friday, August 7, 2020, at 5:00 pm.

Pledge of Allegiance: Director Rickards led the Pledge of Allegiance.

Public Communications: None

CONSENT AGENDA ITEMS

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

1. Approve the Minutes: Special Meeting of July 8, 2020
2. Approve Board Member Stipend Payments.
3. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
4. Receive and File Quarterly Investment Report in Accordance with California Government Code.
5. Approve the Fire Mitigation Fee Multi-Year Plan.
Director Kiel requested clarification on the multi-year plan reflecting “bond payments.” Fire Mitigation fees are collected by the County and disbursed to the District annually. These funds go towards District growth and of those collected, 75% of the monies can be applied towards bond payments. San Miguel has paid off our bonds, but we are still able to apply mitigation fees towards past money paid out towards bonds, somewhat reimbursing the District account that made bond payments prior to pay off, and the monies will go into our Facilities Replacement Fund.

Upon a motion by Director Ek, second by Director Raddatz, and vote (unanimously in favor with Director Vacio absent), the Fire Mitigation Fee Multi-Year Plan was approved.

6. Resolution 20-16 – A Resolution of the Board of Directors of The San Miguel Consolidated Fire Protection District Designating Authorized Representatives for the State of California Eligibility Application.

INFORMATIONAL AGENDA ITEMS

7. COVID-19 Update.

Chief Brainard shared the District has had more personnel test for COVID – one was positive, one presumptive, and one employee quarantined due to close contact. Other fire departments around the District have experienced more positive cases than we have. No serology test is validated at this time. Calls are trending back to normal and there are continued daily health/temperature checks, social distancing, and telecommuting when possible. The District continues to track personnel time and expenditures for reimbursement from the federal Government.

8. Quarterly Financial Update.

Administrative Officer/Finance Officer Harris shared that Fiscal Year 2019/2020 has been closed and that the June 2020 financials that were presented are very similar to what the audited financials will be presented as. She discussed the CalPERS investment portfolio and for the 12-month year ending on June 30, 2020, CalPERS earned a total of 4.7%, which is lower than the 7% anticipated discount rate. CalPERS health insurance premiums increased at an overall average of 4.32%, but some of the PPO plans will see an overall average increase of 8.54%. She also stated that there is a new regulation regarding continuing financial capacity that was adopted by the Department of Industrial Relations (DIR), requiring self-insured employers to submit an annual report to include demographic and financial information related to Workers' Compensation.

9. Community Facilities District (CFD) Update.

Chief Brainard stated that there was to be a more in-depth update at the September meeting on the status of where the District is in the process. The Board gave approval of a consulting contract last meeting, with additional expense with BB&K. NBS Consulting was provided with data and they are completing the Fiscal Impact Analysis and are waiting on the final budget to be approved to finalize their assessment. After the analysis, they will discuss what the potential fees the District could recuperate. A draft analysis will be given to staff at the end of September. BB&K & NBS Consulting will complete the CFD formation documents and submit to the County.

10. Fire Chief's Year-End Appraisal Report.

Chief Brainard provided an update on the list of 23 items that was last presented in February 2020. This document included large/significant projects. Going forward, this will be presented to the Board of Directors at the end of each Fiscal Year.

11. Reports

a. Committee Reports

Director McKenna shared that the Finance Committee meeting should be scheduled shortly.

b. Directors' Reports

None

c. Chief's Report

An Action Plan Recap tracking sheet has been initiated and dates to January 1, 2020. For significant incidents, there have been a couple local strike team deployments and one structure fire. New Truck 15 was placed in service last Friday and the public were able to "attend" by watching on Facebook live. We plan on having an official roll-in ceremony after COVID recedes. There is currently one (1) new Firefighter Paramedic in a mini academy. Chief Brainard also shared that he is now the President of the FAIRA Board and an alternate board member for SANDAG. The Kenwood truck approved for surplus at the last meeting was sold \$4,500.

d. Association of San Miguel Firefighters Communications

Captain Grogger shared his appreciation towards the District for care of personnel while COVID continues. Grogger also shared an update on the Local and their formation of a PAC committee.

e. Association of San Miguel Chief Officers Communications

Battalion Chief Lawler shared that he has witnessed crews being diligent with universal precautions on calls. Lawler also shared that the Chiefs have been involved with neighboring agencies and cooperators, including visiting Fish & Wildlife areas within the District where they have created firebreaks. Crews continue to train and complete their task books for new Truck 15 which was just used on a small vegetation fire last night. Lastly, Lawler shared that he assisted Heartland Fire as a proctor on their Captain's test.

f. Correspondence

The Chief received messages regarding San Miguel crews participating in multiple birthday drive-by celebrations for senior war veterans, as well as a thank you from Mt. Miguel Covenant Village for our participation in their annual parade. Engine 22 A-shift was commended for exemplary care on a call, and positive feedback was received with Logistics Officer Art Camarena assisted with the Navy ship fire.

g. Action Plan Recap

- By-Division Green Map to be emailed to Directors and uploaded to District website
- Chief Brainard to reach out to District 4 candidate

President Raddatz adjourned the meeting to Closed Session at 11:21 am.

CLOSED SESSION AGENDA ITEMS

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

13. Closed Session - Conference With Labor Negotiator (§54957.6)

Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Employee Organization: Association of San Miguel Firefighters IAFF Local
1434

14. Closed Session – Conference With Labor Negotiator (§54957.6)

Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Employee Organization: Chief Officer’s Association of San Miguel

15. Closed Session – Conference With Labor Negotiator (§54957.6)

Agency Negotiators: Fire Chief Brainard
Unrepresented Employees: Division Chief, Deputy Fire Marshal,
Administrative Officer/Finance Officer,
Administrative Analyst, Accounting Specialist,
Administrative Assistant, Fire Inspector(s),
Logistics Officer

16. Closed Session – Public Employee Performance Evaluation (Government Code §54957)

Title: Fire Chief

President Raddatz reconvened the meeting to Open Session at 12:32 pm with no action taken.

Director Raddatz adjourned the meeting at 12:32 pm.

Prepared and Submitted by:

Shayna Rians

Shayna Rians
Board Recording Secretary