

San Miguel Consolidated Fire Protection District

Regular Meeting of the Board of Directors

MINUTES

Wednesday, January 10, 2024 - 5:30 p.m.

President Robles called the meeting to order at 5:30 p.m.

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

BOARD MEMBERS ABSENT Director Nelson

STAFF PRESENT Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Battalion Chiefs Christiansen and Durrell, Administrative Officer/Finance Officer Harris, and Executive Assistant/Board Clerk Rians.

Director Woodruff led the Pledge of Allegiance

APPROVAL OF AGENDA

President Robles requested Informational Agenda Item #10 be moved before the Special Presentation. By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of January 10, 2024, was posted at District Headquarters on Friday, January 5, 2024, at 5:00 p.m.

PUBLIC COMMENT - None

SPECIAL PRESENTATION

Chief Brainard presented the Excellence in the Fire Service/Employee of the Year award to Administrative Officer/Finance Officer Harris.

President Robles adjourned the meeting to Closed Session at 5:44 p.m.

CLOSED SESSION AGENDA ITEMS

1. Closed Session – Conference with Legal Counsel – Existing Litigation GOV §54956.9(b)
Case Number: 21-157174
Number of Cases: 1
2. Closed Session – Conference with Labor Negotiator GOV §54957.6
Agency Negotiators: Attorney Joseph Sanchez
Title: Fire Chief

President Robles reconvened the meeting to Open Session at 6:19 p.m.

CONSENT AGENDA ITEMS

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

3. Approve the Minutes - Regular Meeting of December 13, 2023.
4. Approve Board Member Stipend Payments.
5. Review the Quarterly Information Technology Access Log.
6. Approve the Combined Tax Report submitted by SCI Consulting Group.
7. Approve the Memorandum of Agreement (MOA) between San Diego County Fire Protection District and San Miguel Consolidated Fire Protection District for Emergency Medical Service.

INFORMATIONAL AGENDA ITEMS

8. Annual Report Presentation – Captains Lieberman and Carroll presented the Fiscal Year 2022-2023 Annual Report, which is the District's 4th annual report.
9. Calendar Year 2023 Division Reports – Division Chiefs Lawler and Quinlan, Battalion Chief Christiansen, and Administrative Officer/Finance Officer Harris provided updates regarding Operations, Administration, Fire Prevention, and Training Divisions.
10. Zone 1 Contract Update – Chief Brainard presented an informational update on the Zone 1 Contract.

ACTION AGENDA ITEMS

11. Fire Chief's Employment Agreement – The Board of Directors approved the Fire Chief's Employment Agreement for Chief Andy Lawler (Effective February 3, 2024). Pursuant to the Brown Act, key terms of the agreement were read: the term of the agreement is five years, with an annual salary of \$238,286.00. Chief Lawler will receive the same fringe benefits as he did while a Division Chief.

Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor with Director Nelson absent), Chief Andy Lawler's Employment Agreement was approved.

12. Board Committee Selections – President Robles announced the commission and committee selections for the calendar year 2024, which will remain the same as 2023 except for the addition of an Ad Hoc Committee for EOA / Zone 1. This committee will meet as needed to discuss and make recommendations regarding EMS in Zone 1. **See ATTACHMENT A.**

Upon a motion by Director Pierce, second by Director Muns, and vote (unanimously in favor with Director Nelson absent), the Board Committee Selections for 2024 were approved.

13. Committee Discussion – Committee Chairs and Commission Representatives will make policy guidelines and responsibilities recommendations (Follow-up from the November 8, 2024 meeting).

Tabled.

Board Clerk Rians developed a fillable *Committee Intent Form* to distribute to the Directors. These forms will be collected and returned to the Board Policy Manual Committee, which will bring recommendations back to the full Board.

REPORTS

14. Committee Reports

Director Robles spoke on behalf of the Government Affairs Committee, sharing that he, along with Director Pierce and Division Chief Lawler, attended Supervisor Joel Anderson's Open House in December. Robles also attended the Grossmont/Mt. Helix Improvement Association's "Walk to the top of Mt. Helix" and commended personnel who participated, noting they were a great representation of the District.

Director Pierce added that the newly-elected District 4 Supervisor for the County, Monica Montgomery Steppe, will attend a community meeting at San Miguel Headquarters on Friday. The Government Affairs Committee will be extending an invitation to Ms. Montgomery Steppe and staffers to participate in a station visit at a future date.

15. Directors' Reports

Director McKenna extended her appreciation for San Miguel's assistance and participation in Noah Homes' Enchanted Village, noting they are now looking for volunteers to help disassemble and take down all the decorations.

16. Chief's Report

Action Plan Recap from December 13, 2023, Board Meeting

- Zone 1 Contract review/update and bring back at January Meeting **Agenda Item #10**
- Memorandum of Agreement (MOA) between San Diego County Fire Protection District and San Miguel Consolidated Fire Protection District for Emergency Medical Service to be brought back at the January meeting **Agenda Item #7**
- Addition of ASA map **Handout**

Significant Incidents

- Jan 6 – 1602 Hilton Head Ct – Double fatality murder/suicide
- Jan 7 – 8603 Eileen Structure Fire – 1 fatality

17. Association of San Miguel Chief Officers Communications

No update

18. Association of San Miguel Firefighters Communications

Captain Hays – The Annual Golf Tournament is in the planning stages.

19. Correspondence

Chief Brainard shared gratitude from the Grossmont/Mt. Helix Improvement Association (GMIA) for San Miguel's participation and support of the annual walk to the top of Mt. Helix.

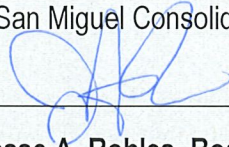
ACTION PLAN RECAP

- Board Clerk Rians to distribute the Committee Intent Form and updated Meeting Guide.

*The next Board Meeting will be a Regular Meeting on **February 14, 2024, at 5:30 p.m.**, District Headquarters.*


President Robles adjourned the meeting at 7:38 pm.

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on February 14, 2024.



Jesse A. Robles, Board President

Attest:



Shayna Rians, Board Clerk