

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, August 10, 2022, 5:30 pm**

MINUTES

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

BOARD MEMBERS PRESENT Directors Ek, McKenna, Muns, Nelson, Pierce, Raddatz and Robles
Director Ek was present for the closed session part of the meeting via teleconference

BOARD MEMBERS ABSENT None

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

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of August 10, 2022, was posted at District Headquarters on Friday, August 5, 2022, at 5:00 pm.

Chief Brainard led the Pledge of Allegiance.

PUBLIC COMMENT

None.

SPECIAL PRESENTATION

Chief Brainard presented Life Saving Certificates to those involved in a recent child drowning call.

San Miguel Leadership conducted a Badge-pinning ceremony for Firefighter Paramedic Zach Martinez.

END OF THE YEAR DISTRICT UPDATE

Chief Brainard presented an End of Year District Update, highlighting status on Board Directives and reviewing the Annual Report, Key Performance Measures, Fiscal Planning, Succession Planning, and Emergency Responses.

CONSENT AGENDA ITEMS

Upon a motion by Director Raddatz, second by Director McKenna, and vote (unanimously in favor with Director Ek absent), the Consent Agenda was approved with Director Raddatz wishing to discuss Item #5.

1. Approve the Minutes: Regular Meeting of July 13, 2022
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.

5. Review Quarterly Employee Reimbursement Report.
Director Raddatz requested additional information on quarterly report moving forward. The Board provided consensus for this request.

ACTION AGENDA ITEMS

6. Approve Resolution 22-15 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Declaring its Intention to Establish San Miguel Consolidation Fire Protection District Community Facilities District No. 2022-1 and to Authorize the Levy of a Special Tax Therein to Finance Certain Public Services.

Lutfi Kharuf of Best, Best and Krieger addressed the Board and explained the continued steps towards finalizing CFD No. 2022-1.

Upon a motion by Director McKenna, second by Director Robles, and vote (unanimously in favor with Director Ek absent), Resolution 22-15 was approved as revised.

7. Public Hearing – The Board of Directors will conduct a public hearing and may adopt Resolution 22-16 Fire Mitigation Fee Program FY 2022-23 Capital Improvement Plan.

President McKenna opened the public hearing at 7:25 pm. With no members of the public wishing to speak, the public hearing was closed at 7:25 pm.

Upon a motion by Director Nelson, second by Director McKenna, and vote (unanimously in favor with Director Ek absent), Resolution 22-16 was approved.

8. County Collaboration – The Board of Directors may make recommendations for County collaboration efforts to support relationship and potential reimbursements/offsetting of election costs (*From June 9, 2022, Action Plan Recap*).

Multiple Directors inquired about costs incurred by assisting the County, including stations being designated polling locations, the number of emergency responses into County facilities and spaces, and the ongoing issues with homeless persons and encampments.

Per Board consensus, the Chief received direction to gather information and response statistics to continue discussion on this matter at a future meeting.

9. Board Information Technology Policy – The Board of Directors may take action to adopt a Board Policy related to Directors' use of District electronic equipment specific to District business.

Per Board consensus, policy to be brought back for review/approval.

INFORMATIONAL ITEMS

10. Quarterly Financial Update
Administrative Officer/Finance Officer Harris presented a Quarterly Financial Update, including information on the Unfunded Annual Liability, pension restructuring, and overtime expenditures. She stated that property taxes have not been certified by the County of San Diego for Fiscal Year 2021/2022; however, the District did see an increase in property taxes, which includes delinquent payments, CSA 115 annexation, and increased new revenue tied to property taxes. AO/FO Harris discussed the impacts of the preliminary results of the -6.1% investment return for CalPERS.

Revenue analysis continues to be developed to determine other streams of revenue, along with forecasting decreases in revenue that could be occurring in the future.

REPORTS

11. Committee Reports

Director McKenna read aloud information provided from Director Ek related to the Heartland Training meeting he attended on July 14, 2022 and reports the Training Facility Wi-Fi is being upgraded. The Manager is working with El Cajon Public Works to locate and clear an area for a future burn building. Pending upgrades include improved security fencing, an electric panel upgrade, and a new logo in front of Station 9. Applications for Heartland's 35th Academy (starting in January) are due by July 18th. Lastly, the salary range and benefit package for Training Manager and Administrative Analyst were improved to be more in-line with comparable agencies, with the additional cost considered in the 2022/2023 budget so it will not take away from any other budget items.

Director Raddatz will attend CSA 69 meeting next month.

Director Muns attended the Heartland Communications meeting and reports Mr. Jeff Logan has been appointed as the new Manager. The lease agreement was extended with City of El Cajon for their building and are looking at upgrades.

Director Pierce will attend the CSDA meeting on the August 18, 2022.

12. Directors' Reports

Director Robles took part in a CalPERS webinar today. He participated in a ride-along with Engine 16 and reports Stations 16 and 23 will be competing in a cook-off and the Spring Valley Community Planning Group meeting included a presentation from the County of San Diego's Land Use and Environmental Group.

Director Pierce toured the Sweetwater Dam with the crew of Truck 15 and registered his candidacy for Division 4 with the Registrar of Voters.

Director Nelson noted that the Pancake Breakfast at Station 21 was great with multiple Directors in attendance. He also noted that San Miguel engine companies used to "adopt a school" in the District and that may be a good opportunity for us to explore for community outreach.

Director McKenna noted an IT issue that took place at Headquarters yesterday and commended staff for work to facilitate the Board Meeting.

13. Chief's Report

Action Plan Recap from June 8, 2022, Board Meeting

- Action Item #6 (County Collaboration) tabled to next Board Meeting
 - Action Agenda Item #8 BOD mtg 8-10-22
- Board IT Policy tabled to next Board Meeting
 - Action Agenda Item #9 BOD mtg 8-10-22
- Directors Pierce and Nelson to meet with Chief Brainard and present ideas for Station 18 as an Informational Agenda Item at the September 2022 Board Meeting

OES Grant Audits

- 4 audits and all had no findings

CARES Audit for the \$2.1M

- Audits started on August 9 & 10, 2022

Headquarters Fumigation

- Due to staff getting bug bites, the second floor will be fumigated this weekend.

Significant Incidents

- *July 13, 26, 29* Quarry Vegetation Fires – 1 acre each – Cause under Investigation
- *July 22* Willow Vegetation Fire – Unknown cause
- *August 4* Amy Street Multi Family Structure Fire (Arson) \$500,000 loss

14. Association of San Miguel Chief Officers Communications
Battalion Chief Quinlan states the Chief Officers are looking forward to Negotiations, and shared he was able to attend the 2022 California Firefighters Memorial Ceremony in Sacramento.
15. Association of San Miguel Firefighters Communications
None
16. Correspondence
Chief Brainard shared one piece of correspondence from the Rancho de Oro Little League, who thanked the District for the donation of a refurbished Automated External Defibrillator.

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 8:26 pm.

CLOSED SESSION AGENDA ITEMS

17. 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
18. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles & Attorney Joseph Sanchez
Employee Organization: Chief Officer’s Association of San Miguel
19. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, 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
20. Closed Session – Conference with Legal Counsel – Potential Litigation
(Government Code §54956.9, Subdivision (b)) – Number of Cases: 1

President McKenna reconvened the meeting to Open Session at 10:18 pm.

ACTION PLAN RECAP

- Chief Brainard to bring additional information on PROQA to a future meeting.
- Employee Reimbursement Reports to contain additional information in the future.
- Chief Brainard to compile information on San Miguel responses into County property and facilities and bring it to a future meeting.
- Board IT Policy to be brought forward for review/approval at next Board Meeting.

*The next Board Meeting will be a Regular Meeting, **September 14, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 10:19 pm.

Prepared and submitted by:

Shayna Rians

Board Recording Secretary