

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**July 10, 2013**

***Minutes***

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

Board Members Present: Directors Augustine, Johnston (arrived 5:39 pm), Kiel, McMillan, Nelson and Winter

Board Member Absent: Rickards

Staff Present: Division Chief Ranalli, Interim Fire Marshal Jarrell, Business Manager O'Dell and Recording Secretary Roos

**Approval of Agenda:** By Board consensus, the Agenda was approved.

The Agenda for the Regular Board Meeting of July 10, 2013, was posted at the District Headquarters on Wednesday, July 3, 2013 at 5:00 pm.

President Winter adjourned the meeting to Closed Session at 5:31 pm.

1. Closed Session – Conference With Labor Negotiator (§54957.6)  
Agency Negotiators: Attorney Joseph Sanchez  
Fire Chief Croucher  
Directors Augustine, Kiel and Nelson  
Employee Organization: Fire Safety Professionals
2. Closed Session – Conference With Labor Negotiator (§54957.6)  
Agency Negotiators: Attorney Joseph Sanchez  
Fire Chief Croucher  
Directors Augustine, Kiel and Nelson  
Employee Organization: Unrepresented Employees: Fire Marshal, Business Manager, Public Information Officer, and Fleet Supervisor

**Reconvene into Open Session:** President Winter reconvened the meeting to Open Session at 5:45 pm.

**Pledge of Allegiance:** Director Nelson led the Pledge of Allegiance.

**Public Communications:** District resident Theresa McKenna spoke in opposition of Agenda Item 8.

**CONSENT AGENDA ITEMS:**

Upon a motion by Director Augustine, second by Director Johnston, and vote (Augustine, Johnston, Kiel, McMillan, Nelson and Winter in favor; Rickards absent), consent agenda items 3 and 4 were approved. By Board consensus, Agenda item 5 was moved to Action Agenda Items.

3. Minutes of the Regular Meeting of June 10, 2013
4. Fire Mitigation Fee Multi-Year Plan

**ACTION AGENDA ITEMS:**

5. Upon a motion by Director Winter, second by Director Johnston, and vote (Augustine, Johnston, McMillan, Nelson, and Winter in favor; Kiel opposed; Rickards absent), the weed abatement fixed special assessments (Fire Prevention Services) for 2013/2014 were approved.
6. Upon a motion by Director Augustine, second by Director Nelson, and vote (Augustine, Johnston, Kiel, McMillan, Nelson, and Winter in favor; Rickards absent), Option 3 of the Fire Prevention Bureau Reorganization Staff Report, to establish the position of Deputy Fire Marshal to be filled by current Fire Prevention staff, hire a mentor/consultant to work with the new Deputy Fire Marshal during the initial transition period, and to hire a part-time Fire Inspector to alleviate excessive workloads of the Bureau, was approved.
7. Upon a motion by Director Winter, second by Director Nelson, and vote (Augustine, Johnston, Kiel, McMillan, Nelson, and Winter in favor; Rickards absent), creation of a Deputy Fire Marshal position, was approved.
8. Upon a motion by Director Johnston, second by Director Kiel, and vote (Augustine, Johnston, Kiel, Nelson, and Winter in favor; McMillan abstained, Rickards absent), the Retired Annuitant Temporary Employment Contract (Amended) for August F. Ghio as a Special Projects Administrator, was approved with the following change: the length of the contract will be 90 days.

**INFORMATIONAL AGENDA ITEMS:**

9. Division Chief Ranalli provided a PowerPoint presentation and update on the Heartland Regional Fire and Public Training Facility.
10. Reports:
  - a. Committee Reports – President Winter polled Directors on their schedules for a Special Board Meeting (Budget Workshop), which is now scheduled for 1:30pm on August 28.

Division Chief Ranalli noted a Workers Comp Review meeting has been scheduled for July 31.

Director Kiel inquired when the next Finance Committee meeting would be, and Chief Ranalli noted it will be held after the numbers come in.

- b. Directors Reports – Director Augustine asked when notification of incidents would be available on Director cell phones.

Director Augustine inquired what role the San Miguel EOC would play in a large scale incident now that the CAL FIRE contact is in place.

Director Nelson asked if seasonal firefighters were working in the District. Battalion Chief Menshek stated the District is rank-staffed at all times (but CAL FIRE may back-fill stations with their seasonal personnel at times).

Director McMillan would like the CAL FIRE Contract Oversight Committee to meet.

- c. Monthly Compliance and Activity Report (formerly Chief's Report) – Division Chief Ranalli highlighted several items from the Monthly Compliance and Activity Report.
- d. Fire Safety Professionals Association Communications – FSP member Nancy Roos noted there is nothing to report.
- e. Correspondence – Division Chief Ranalli noted several pieces of correspondence had been received by the District.
- f. Action Plan Recap:
- Add governance training to the Robert's Rules of Order training scheduled for July 24 at 1:30pm
  - Schedule a Budget Workshop for August 28 at 1:30pm
  - Provide the Board with a comparison of District response times to the National standard
  - Email the Policy Manual to Director Kiel
  - Check the Policy Manual for existing policy on charging alcohol on District credit cards and create policy if does not exist

**Next Meeting:** The next meeting of the Board of Directors will be a Special Meeting on Wednesday, July 24, 2013, at 1:30 pm in the Board Room at San Miguel Fire District Headquarters.

President Winter adjourned the meeting in memory of fallen firefighters Luke Sheehy, Andrew Ashcraft, Robert Caldwell, Travis Carter, Dustin Deford, Christopher MacKenzie, Eric Marsh, Grant McKee, Sean Misner, Scott Norris, Wade Parker, John Percin, Anthony Rose, Jesse Steed, Joe Thurston, Travis Turbyfill, William Warneke, Clayton Whitted, Kevin Woyjeck, Garret Zuppiger, and Christopher Douglas at 7:57 pm.

Respectfully submitted by:

*Nancy Roos*

Nancy Roos  
Recording Secretary