

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**November 13, 2013**

***Minutes***

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

Board Members Present: Directors Augustine, Johnston (arrived 5:35pm), Kiel, McMillan, Nelson, Rickards and Winter

Board Member Absent: None

Staff Present: Fire Chief Croucher, Deputy Fire Marshal Morgan, Public Information Officer Villarreal, Administrative/Finance 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 November 13, 2013, was posted at the District Headquarters on Friday, November 8, 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: Unrepresented Employee: Public Information Officer

**Reconvene into Open Session:** President Winter reconvened the meeting to Open Session at 6:00 pm.

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

**Public Communications:** None.

**CONSENT AGENDA ITEMS:**

Upon a motion by Director Kiel, second by Director Augustine, and unanimous vote, the Consent Agenda was approved.

2. Minutes of the Regular Meeting of October 9, 2013
3. Quarterly Investment Report

**INFORMATIONAL AGENDA ITEMS:**

4. New Employee Introductions – Deputy Fire Marshal Morgan introduced Part-Time Fire Inspector Justin Berkley, and Administrative/Finance Manager O’Dell introduced Accounting Specialist Renae Rasmussen to the Board.
  
7. Public Hearing – Ordinance 2013-1 (Second Reading) – An Ordinance of the San Miguel Consolidated Fire Protection District Which Adopts the California Fire Code, 2013 Edition, and 2012 International Fire Code, With Certain Amendments, Additions, and Deletions and Repealing Ordinance 2010-2. Board President Winter opened the public hearing to invite public comment on Ordinance 2013-1. President Winter noted there was no public comment forthcoming, and closed the public hearing. Upon a motion by Director Johnston, second by Director Nelson, and unanimous vote, recommendation to adopt Ordinance 2013-1 was approved.
  
8. Apparatus Purchase – Upon a motion by President Winter, second by Director Rickards, and unanimous vote, recommendation to approve Option #1 of the Staff Report (to replace two (2) District Type 3 fire engines with CAL FIRE Model 34D complete with striping, lettering, equipment package, VHF radio package and 750 GPM pump, for \$494,968.60 plus tax and delivery), was approved.
  
9. The Board of Directors selected March 25, 2014 to hold a Board Retreat. It was agreed that Directors Johnston, McMillan and Kiel will attend the event being held by Senator Joel Anderson on Thursday, November 21, 2013, in El Cajon. It was agreed that Directors Nelson, Johnston and Kiel will attend Senator Joel Anderson’s Community Leadership event on December 16, 2013.

President Winter adjourned the meeting to Closed Session at 7:03 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: Unrepresented Employee: Public Information Officer

President Winter reconvened the meeting to Open Session at 7:37 pm.

5. Terms of Employment for 2013/2014 for the Public Information Officer: Director Kiel requested that his comments that follow be included in the Minutes: “We are granting a 3% increase to somebody who is already at the top tier of PIO’s. We’re doing this without full knowledge of whether we have the money to do this. I feel this is grossly irresponsible and as such I will not support it.”

Upon a motion by President Winter, second by Director Rickards and vote (Augustine, Johnston, Rickards and Winter in favor; Kiel, McMillan and Nelson opposed), the Terms of Employment for 2013/2014 for the Public Information Officer were approved with the following revisions:

- (1) Effective January 1, 2014, the job title for the PIO position shall be changed to Community Outreach Coordinator.
- (2) Effective immediately, there will no longer be a take home vehicle for that position.
- (3) Effective January 1, 2014, the Community Outreach Coordinator will receive a 3% salary increase.
- (4) Effective January 1, 2014, the Community Outreach Coordinator position will be restored to a full time position and staff is directed to notify the Otay Water District accordingly.
- (5) Effective January 1, 2014, the Community Outreach Coordinator's leave credits will be capped at 1040 hours to be in alignment with the other District employees.
- (6) The Community Outreach Coordinator's work schedule and duties will be directed by the Fire Chief.

6. Upon a motion by President Winter, second by Director Augustine, and vote (Augustine, Johnston, McMillan, Nelson, Rickards and Winter in favor; Kiel opposed), Resolution 13-11 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting a Revised Salary Schedule, was approved.

10. Reports:

- a. Committee Reports: Director Augustine noted that he, with Directors Nelson and Kiel, attended the Negotiations Committee meeting held Tuesday, November 12.

Director Rickards has gathered data regarding Board compensation, and will be requesting that Staff be directed to get comparables. After the information is compiled, he wants to schedule a Finance Committee meeting.

Director Rickards also reported that he will be attending the CSA-69 Committee meeting November 14.

Director Augustine noted he will be attending the CAL FIRE Contract Compliance Committee meeting next week.

- b. Directors Reports: Director Kiel reported that he received a fire assessment fee bill for \$115. He noted that in the newsletter sent by County Supervisor Dianne Jacob, there were directions on appealing the fee. He appealed and shared the response he received from CAL FIRE regarding denial of his appeal. Chief Croucher will ask Mike Mohler to address the Board at a future meeting about the CAL FIRE letter.

President Winter noted he and Director Rickards volunteered at another smoke detector installation event at a local mobile home park.

Director Nelson reported that he attended the Station 18 Open House event. He noted Deputy Fire Marshal Morgan also was at the event.

Director Nelson also reported he attended the 10-year anniversary of 9-11 event in Lakeside. He noted Supervisor Dianne Jacob also attended.

- c. **Monthly Compliance and Activity Report:** Fire Chief Croucher highlighted several items in the Monthly Compliance Report. Additionally, he noted a recent medical aid call and discussed the type of unit that was dispatched and changes that will be made to the dispatching computer program.
- d. **Correspondence:** Chief Croucher noted several pieces of correspondence had been received by the District.
- e. **Action Plan Recap:**
  - Follow up on which Board members are attending Senator Anderson's Community Leadership event on December 16. Administrative Assistant Roos to get time of event and email to Board.
  - Schedule a Finance Committee meeting regarding Board compensation.
  - Notify Otay Water District that Leonard Villarreal will be returning to full-time with San Miguel Fire effective January, 2014.

**Next Meeting:** The next meeting of the Board of Directors will be a Special Meeting on Wednesday, November 20, 2013, at 5:30 pm in the Crest Community Clubhouse, 113 North Park Drive, El Cajon, CA 92021 (in Crest).

President Winter adjourned the meeting at 7:46 pm.

Respectfully submitted by:

*Nancy Roos*

Nancy Roos  
Recording Secretary