

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
January 8, 2014

Minutes

President Winter called the meeting to order at 5:35 pm.

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

Board Member Absent: None

Staff Present: Fire Chief Croucher, Battalion Chiefs Menshek and Rodman, Deputy Fire Marshal Morgan, Community Outreach Coordinator Villarreal, Administrative/Finance Manager O'Dell, Accounting Specialist Rasmussen and Recording Secretary Roos

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

The Agenda for the Regular Board Meeting of January 8, 2014, was posted at the District Headquarters on Friday, January 3, 2014 at 5:00 pm.

Pledge of Allegiance: Community Outreach Coordinator Villarreal led the Pledge of Allegiance.

Public Communications: Jeff Walker and Dennis Songer from J & M Keystone, Inc., of Spring Valley, addressed the Board regarding their fire restoration and board-up services. District resident Jeff Noetzel addressed the Board regarding Fire Prevention Services weed abatement notifications for his property at 3055 Helix Street.

CONSENT AGENDA ITEMS:

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

1. Minutes of the Regular Meeting of November 13, 2013 and Special Meeting of November 20, 2013.

ACTION AGENDA ITEMS:

2. Board Officers – Upon a motion by Director Winter, second by Director Kiel, and unanimous vote, the nomination of Director Rickards to the Board President position was approved. Upon a motion by Director Kiel, second by Director Augustine, and vote (Directors Augustine, Johnston, Kiel, McMillan and Nelson in favor; Directors Rickards and Winter opposed), the nomination of Director Nelson to the Board Vice President position was approved. By Board consensus, the Board Secretary and Recording Secretary positions will be filled by Staff.

3. CAL FIRE Cooperative Agreement Position Adjustments. Upon a motion by Director Winter, second by Director Augustine, and unanimous vote, recommendation to eliminate one Assistant Chief position, add one Administrative Battalion Chief position, increase Fire Apparatus Engineer positions from 18 to 19, increase Fire Fighter II Paramedic positions from 20 to 21, and decrease the Heavy Equipment Mechanic (HEM) from 1 position to 0 positions, was approved.
4. Part-Time Logistical Support Position – Upon a motion by Director Winter, second by Director Augustine, and unanimous vote, recommendation to reclassify this position to a full-time Logistics Coordinator, was approved.
5. Administrative Assistant Position – Upon a motion by Director Winter, second by Director Kiel, and unanimous vote, the revised job description for this position was approved.
6. Community Outreach Coordinator Position – Upon a motion by Director Winter, second by Director Johnston, and vote (Directors Augustine, Johnston, Nelson, Rickards and Winter in favor; Directors Kiel and McMillan opposed, the goals and objectives for this position were approved.
7. Board Retreat Topics – The Board of Directors agreed to email topics to Administrative/Finance Manager O’Dell. Fire Chief Croucher noted Administrative/Finance Manager O’Dell is unable to attend the March 25th Retreat, and Accounting Specialist Rasmussen will be attending in her place. Director McMillan requested an update from the CAL FIRE Compliance Committee be provided at the Retreat.
8. Moody’s Biennial Credit Review – Administrative/Finance Manager O’Dell provided an overview of this report.
9. Fire Prevention Bureau Update – Deputy Fire Marshal Morgan presented an overview of the Staff Report on this topic. DFM Morgan recommended that an updated contract for weed abatement with Fire Prevention Services, Inc. (FPSI) and the weed abatement Local Ordinance be prepared by Staff and then agendized at a future meeting for approval by the Board. He also recommended that the District website be updated with the process for weed abatement shown as a diagram or flow chart, with special emphasis on when and how the administrative fee is charged.
10. Reports:
 - a. Committee Reports: Director Augustine noted that he and Directors Nelson attended the CAL FIRE Contract Compliance Committee meeting held Monday, January 6.

Fire Chief Croucher noted that Chief Ranalli will be transferring to Puerta La Cruz but will continue his work with the Training Facility assignment.

Director Rickards noted the Finance Committee met on Monday, January 6. He reported that discussion was held about updating the District Credit Card Policy, and that it will be agendized at the next regular Board meeting for review and approval. He also noted that the Fire Chief credit card statements will be reviewed quarterly. A handout of Director Compensation Comparables was distributed.

Director Nelson noted he attended the CAL FIRE Contract Compliance Committee meeting. He also noted he met with Senator Joel Anderson at a recent legislative function.

- b. Directors Reports: Director Johnston reported that she met with Senator Joel Anderson and will be working with him on a legislative issue regarding CalPERS.

President Rickards thanked the Board for nominating and voting him in as this year's Board President.

- c. Monthly Compliance and Activity Report: Fire Chief Croucher highlighted several items in the Monthly Compliance Report.
- d. Correspondence: Chief Croucher noted several pieces of correspondence had been received by the District.
- e. Action Plan Recap:
- Schedule a CAL FIRE Compliance Committee meeting. Committee to review details of costs for overtime and training of CAL FIRE employees.
 - President Rickards to review Board committee assignments and provide a Staff Report at the next meeting with recommendations. Directors to email their preference for committee assignments.
 - Board to email Retreat agenda items to A/FM O'Dell.
 - Agendize Credit Card policy for a future regular meeting.
 - Follow up with former Board Secretary Briggs.

Next Meeting: The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, February 12, 2014, at 5:30 pm.

President Rickards adjourned the meeting at 7:35 pm.

Respectfully submitted by:

Nancy Roos

Nancy Roos
Recording Secretary