

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**August 13, 2014**

***Minutes***

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

Board Members Present: Directors Kiel, McMillan, Nelson, Rickards and Winter

Board Member Absent: Johnston and Augustine

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

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

The Agenda for the Regular Board Meeting of August 13, 2014, was posted at the District Headquarters on Friday, August 8, 2014 at 8:30am.

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

Public Communications: None.

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

1. Closed Session – Conference With Labor Negotiator (§54957.6)  
Agency Negotiators: Attorney Joseph Sanchez  
Fire Chief Chaney  
Employee Organization: Unrepresented Employee: Administrative/Finance Manager

Reconvene into Open Session: President Rickards reconvened the meeting to Open Session at 5:58pm.

**CONSENT AGENDA ITEMS:**

Upon a motion by Director Winter, second by Director Nelson, and vote (Kiel, McMillan, Nelson Rickards and Winter in favor; Augustine and Johnston absent) the Consent Agenda was approved.

2. Approved the Minutes of the Regular Meeting of July 9, 2014 and the Special Meeting of July 23, 2014.
3. Quarterly Investment Report in Accordance with California Government Code.

**ACTION AGENDA ITEMS:**

4. Upon a motion by Director Winter, second by Director McMillan, and vote (Kiel, McMillan, Nelson, Rickards and Winter in favor; Johnston and Augustine absent) the job classifications for Accounting Specialist (revised) and Administrative Analyst (new) were approved.
5. Director Winter asked that this Agenda item be tabled to the next Regular Meeting.
6. By Board consensus, Administrative Assistant Roos is directed to poll the Board members by email to obtain a time preference for the Board Workshop, focusing on Wednesday August 27, 2014.

**INFORMATIONAL AGENDA ITEMS:**

7. Credit Card Expenditures Review – The Board of Directors reviewed credit card expenditures of the Fire Chief (none) and Administrative/Finance Manager.
8. Reports:
  - a. Committee Reports: Director Kiel request that he and President Rickards meet with representatives from the County Tax Assessors Office to discuss administrative charges for property tax collection. Director Nelson asked that meeting be followed with a discussion with Supervisor Dianne Jacob.

Director Winter noted he attended a LAFCO meeting where CSA 115 was discussed.

Director Nelson noted the CAL FIRE Contract Compliance Committee meeting had been postponed to August 14. Discussion and clarification on Brown Act posting rules was requested from District Counsel.

Director McMillan reported that he distributed to Board members a CSDA flyer about a Strategic Planning workshop.
  - b. Directors Reports: Director Kiel requested Chief Ranalli's PowerPoint presentation on the Training Facility be emailed to all Board members.
  - c. Monthly Compliance and Activity Report: Fire Chief Chaney provided an update on the fires in Northern California and the resulting local staffing patterns and

TeleStaff. He also reported on operational changes to Station numbering. Chief Chaney then highlighted several items on the Report.

- d. Correspondence: Chief Chaney read several pieces of correspondence that had been received by the District.
- e. Action Plan Recap:
  - Administrative Assistant Roos to poll Board members on a time for the August 27 Budget Workshop.
  - Email Training Facility PowerPoint to Board members.
  - Agendize Information Item regarding renumbering fire stations in the District.

President Rickards adjourned the meeting to Closed Session at 6:53pm.

Reconvene into Open Session: President Rickards reconvened the meeting to Open Session at 7:37pm, and noted direction was given.

Next Meeting: The next meeting of the Board of Directors will be a Budget Workshop on August 27, 2014, time to be determined, and held at District Headquarters.

President Rickards adjourned the meeting at 7:39pm.

Respectfully submitted by:

*Nancy Roos*

Nancy Roos  
Recording Secretary