

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**December 10, 2014**

***Minutes***

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

Board Members Present: Directors Ek, Johnston, Kiel, McKenna, McMillan, Rickards and Vacio

Board Member Absent: None

Staff Present: Fire Chief Chaney, Administrative Officer/CFO O'Dell, Battalion Chief Menshek, Administrative Analyst Harris, Community Outreach Coordinator Villarreal and Administrative Assistant Roos

**Approval of Agenda:** By Board consensus, the Agenda was approved with the following change: remove Agenda Item #11, and move Agenda Item #7 to the next Regular Meeting.

The Agenda for the Regular Board Meeting of December 10, 2014, was posted at the District Headquarters on Friday, December 5, 2014 at 4:30pm.

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

**Public Communications:** District resident, Kandhy Franklin, spoke under General Comments regarding Agenda Item #1 and about the Crest Evacuation Route.

Judge Laura Halgren presided over the swearing in ceremony for incoming Directors Ek, McKenna and Vacio. A recess for refreshments was held from 5:35pm-5:55pm.

**SPECIAL RECOGNITION:**

1. Fire Chief Chaney and the Board of Directors recognized and thanked Community Outreach Coordinator Villarreal for his dedicated service, noting he is retiring at the end of the month.
2. Fire Chief Chaney and the Board of Directors recognized 13 year-old Christopher Rand and Alexandra Rand for their quick and calm reactions, including phoning 911, when their uncle experienced a seizure. Fire Chief Chaney appointed Christopher Rand an Honorary San Miguel Fire District Firefighter.

**CLOSED SESSION:**

President Rickards adjourned the meeting to Closed Session at 6:04pm.

3. Closed Session – Conference With Labor Negotiator (§54957.6)  
Agency Negotiators: Attorney Joseph Sanchez  
Fire Chief Chaney  
Employee Organization: Unrepresented Employees: Accounting Specialist,  
Administrative Analyst, Administrative Assistant,  
Community Outreach Coordinator, Deputy Fire  
Marshal, Fire Inspector and Logistics Coordinator

Reconvene into Open Session: President Rickards reconvened the meeting to Open Session at 6:30pm and noted direction was given.

**CONSENT AGENDA ITEMS:**

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

4. Approve the Minutes: Regular Meeting of November 12, 2014

**ACTION AGENDA ITEMS:**

5. Upon a motion by Director Johnston, second by Director Kiel, and unanimous vote, Board Policy 2.1 was amended to elect the Board President, Board Vice President and Secretary at this meeting, was approved. Upon a motion by Director McMillan, second by Director McKenna, and by unanimous consensus, Director Kiel was appointed Board President. Upon a motion by President Kiel, second by Director Vacio, and by unanimous consensus, Director McKenna was appointed Board Vice President. Upon a motion by Director Vacio, second by Director Ek, and by unanimous consensus, Director McMillan was appointed Secretary.
6. Upon a motion by Director Johnston, second by Director Rickards, and unanimous vote, two Board meetings per year will be held in Crest at the Crest Clubhouse.
8. Upon a motion by Director McMillan, second by Director Rickards, and unanimous vote, the recommendations in the Staff Report and draft Logistics Coordinator job description, were approved.

**INFORMATIONAL AGENDA ITEMS:**

9. Battalion Chief Fouts and Louis Marro, President, North County EVS, Inc., provided a PowerPoint presentation on the Fleet Maintenance Division. Staff was directed to prepare a spreadsheet of current equipment, cost of replacement, cost of repair, excess

apparatus values (worth), and list of mechanical issues. Also, direction was given to Staff to present findings on potential apparatus purchases at the next Regular Meeting.

10. President Kiel directed Staff to email all Public Records Act Requests to all Board members and to post them on the District website.

12. Changes to the Board Policy Manual were discussed, and will be Agendized for action at the next Regular Meeting.

13. Reports:

a. Committee Reports: Director McMillan noted he and President Kiel attended the CSDA meeting.

Director Rickards reported no correspondence has been received from Lakeside Fire regarding CSA-115.

b. Directors' Reports: Director McMillan asked that the Finance Committee focus on the budget and reserves, and District priorities.

By Board consensus, the Finance Committee membership will be Director McMillan (chair), Director McKenna and President Kiel. A Finance Committee meeting will be held December 17 at 10am.

c. Monthly Activity Report: Fire Chief Chaney noted that progress has been made on the Crest Evacuation Route. He also reported the new I/T person will start on Monday.

d. Correspondence: None.

e. Action Plan Recap:

- Schedule the Crest Board meetings.
- Amend the Logistics Coordinator job description.
- Prepare the Fleet report for the next Regular meeting.
- Prepare materials for the Finance Committee meeting.

**Next Meeting:** The next meeting of the Board of Directors will be a Regular Meeting on January 14, 2015, at 5:30pm, held at District Headquarters.

President Kiel adjourned the meeting at 7:38pm.

Submitted by:

*Nancy Roos*

Administrative Assistant  
Board Recording Secretary