

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
January 13, 2016

Minutes

President McKenna called the meeting to order at 5:32pm.

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

Board Member Absent: Director Vacio

Staff Present: Fire Chief Howell, Battalion Chief Hunt, Administrative Officer/CFO O'Dell, Finance Officer Harris, Administrative Assistant Roos, Deputy Fire Marshal Morgan and Logistics Officer Camarena

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

The Agenda for the Regular Board Meeting of January 13, 2016, was posted at the District Headquarters on Friday, January 8, 2016, at 5:00pm.

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

Public Communications: District resident Criss Brainard addressed the Board under General Comments regarding Agenda Items #7 and #9. District resident Chris Winter addressed the Board under General Comments regarding Agenda Item #9. District resident Mike Valley addressed the Board under General Comments regarding Agenda Item #9.

CLOSED SESSION ITEMS

President McKenna adjourned the meeting to Closed Session at 5:35pm.

1. Closed Session – Public Employee Performance Evaluation (§54957)
Employee: Fire Chief

Reconvene to Open Session: President McKenna reconvened the meeting to Open Session at 6:00pm. Direction was given to Unit Chief Tony Mecham regarding the Fire Chief.

CONSENT AGENDA ITEMS:

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

2. Minutes of the December 9, 2015 Regular Meeting.
3. Board Member Stipend Payments.

ACTION AGENDA ITEMS:

4. Board Commissions/Committees Representation: By Presidential appointment and Board consensus, the following representatives were appointed to various commissions and committees:

Participating Agency Representatives:

Heartland Training Facility Authority Commission: Director Vacio was appointed the HTFA representative, and Director McKenna as the alternate representative.

CSDA, San Diego Chapter: Director Kiel was appointed as the San Diego Chapter CSDA representative and Director McMillan as the alternate representative.

CSA 69: Director Rickards was appointed as the CSA 69 representative and Director Ek as the alternate representative.

CSA 115: Director Rickards was appointed as the CSA 115 representative and Director Ek as the alternate representative.

Ad Hoc Committees:

FAIRA Representative: The Fire Chief was appointed as the FAIRA representative, and the Administrative Officer/CFO as the alternate representative.

PASIS Representative: The Administrative Officer/CFO was appointed as the PASIS representative, and the Fire Chief as the alternate representative.

Strategic Plan/Board Policy Committee: Directors Ek, Kiel, and Vacio were appointed as the Strategic Plan/Board Policy Committee members.

Fire Suppression Outside Agency Outreach Committee: Directors Johnston, Rickards and Vacio were appointed as the Fire Suppression Outside Agency Outreach Committee members.

Standing Committees:

CAL FIRE Contract Oversight Committee: Directors Kiel, McMillan and Vacio were appointed as the CAL FIRE Contract Oversight Committee members.

Finance Committee: Directors Johnston, Ek, and McKenna were appointed as the Finance Committee members.

Directors Kiel and McMillan did not concur with the selection of the Finance Committee members.

5. RCCP Payments – RCCP Program Manager Rod Ballard and Captain Jim Marugg provided the Board with an overview of the RCCP Program and its billing process. Upon a motion by Director Johnston, second by Director Ek, and vote (Ek, Johnston, Kiel, McKenna, McMillan and Rickards in favor; Vacio absent), the District will pay \$32,745 to the RCCP for Fiscal Year 2013/2014, which was inadvertently not invoiced.
6. Upon a motion by Director McMillan, second by Director Johnston, and vote (Ek, Johnston, Kiel, McKenna, McMillan and Rickards in favor; Vacio absent), the purchase of a replacement HVAC system, not to exceed \$150,000, for the Headquarters Complex, was approved.
7. Upon a motion by Director Johnston, second by Director McKenna, and vote (Ek, Johnston, McKenna and Rickards in favor; Kiel and McMillan opposed; Vacio absent), direction was given to CFO O'Dell to complete a microstudy on the financial feasibility of returning to a stand-alone fire district.

A working group shall be formed, consisting of the CFO, an outside consultant, 1 fire chief or former fire chief, 1 or 2 Board members, and 1 or 2 rank and file suppression personnel was recommended for a full spectrum of input. The working group will report to the Fire Suppression Outside Agency Outreach Committee, who will bring the information to the full Board for further direction.

INFORMATIONAL AGENDA ITEMS:

8. CFO O'Dell provided a handout to the Board entitled "CalPERS Projected Future Employer Contribution Rates," and provided information on rates and unfunded annual liability.
9. Unit Chief Tony Meham and Fire Chief Howell provided an update on the Zone 2 contract. Kevin Mercer, Operations Manager for American Medical Response, addressed the Board with Zone 2 information. Fire Chief Howell reported a response letter was received from County EMS, and he will email it to the Board, along with a map of boundaries for the Zones. The map will be posted on the District's website.

10. Battalion Chief Hunt provided an update to Board Members on the status of the construction at Station 19 (Pepper Drive).

11. Reports:

- a. Committee Reports: Director McMillan noted the CAL FIRE Contract Oversight Committee met January 12. He provided an overview of the handouts entitled “Leave Comparisons – Quarterly Report” and “Force Hires – Quarterly Report.” He also reported the Oversight Committee will now meet quarterly instead of monthly.

President McKenna noted 3 additional personnel were added to the LG1 contract, increasing the cost, but the personnel were for coverage of academy training. She also noted that the District has not been charged for Fire Chief Howell’s time, so it was an offset.

President McKenna reported she received an email from Heartland Communications regarding a buy-in cost for San Miguel to consider the option to return to Heartland JPA. Director Johnston asked that the email be forwarded to the Finance Committee. President McKenna requests a response be to Heartland be prepared on letterhead.

President McKenna noted she attended a meeting with representatives from the Sheriff’s office and Supervisor Jacob. One of the topics was marijuana dispensaries in the District, and she would like the crews to be made aware of dispensary locations.

- b. Directors Reports: Director Johnston reported that she saw E18 in Harbison Canyon, and noted a verbal promise to Crest residents to leave E18 in Crest. Fire Chief Howell stated Station 18 is considered a priority station, and is backfilled. Battalion Chief Hunt added that Station 18 is a “must cover” station, and is always backfilled if they are away for 1 hour or more. Director Johnston requested a list of times E18 has been out of Crest in the last 12 months.

- c. Monthly Activity Report: Fire Chief Howell highlighted several items on the Report, and a meeting will be held next week with representatives from Skyline Church regarding the Training Facility access and obtaining a water meter.

Fire Chief Howell reported the San Miguel CERT Team had been activated last week during the rain storms, and he thanked FAE Michael Good and the CERT Team for their hard work, helping with sandbags and doing patrols.

- d. Correspondence: Fire Chief Howell noted correspondence had been received from County EMS.

- e. Action Plan Recap:
- Move forward with replacing the HVAC unit.
 - Email County EMS response letter to the Board.
 - List call volumes in Crest for out-of-Crest responses for the past 12 months.
 - Put the Zone map on the website and email to the Board.
 - BC Hunt and Chief Howell to provide costs to the Board on needed fire station repairs, as a follow-up from the December 2015 meeting.

Next Meeting: The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, February 10, 2016, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 8:02pm.

Submitted by:

Nancy Roos

Administrative Assistant
Board Recording Secretary