

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**August 10, 2016**

***Minutes***

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

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

Board Member Absent: Johnston and Vacio

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

**Approval of Agenda:** By Board consensus, the Agenda was approved with the following addition: Upon a motion by Director Rickards, second by Director McMillan, and required 2/3 vote (Ek, Kiel, McKenna, McMillan and Rickards in favor; Johnston and Vacio absent) to add an Action Agenda Item (#12): The Board of Directors will discuss and may approved the addition of a \$60,000 budget line item for unanticipated storm water fees for the Station 19 (Pepper Drive) Fire Station project, allowing for a Change Order, and completion of a Final Site Plan.

By Board consensus, the following additional item will be added to future Agendas under Reports: "Transitional Consultant Reports."

The Agenda for the Regular Board Meeting of August 10, 2016, was posted at the District Headquarters on Friday, August 5, 2016, at 5:00pm.

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

**Public Communications:** President McKenna read a letter from Supervisor Dianne Jacob, regarding CSA 115 and the Station 19 (Pepper Drive) construction project.

L-2881 Representative Patrick Walker provided an update on the injured firefighter, and thanked the Board for allowing the information about donating to the Firefighters Benevolent Fund to be placed on the website.

**CONSENT AGENDA ITEMS**

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

1. Approve the Minutes: Special Meeting of July 6, 2016  
Regular Meeting of July 13, 2016  
Regular Meeting of July 27, 2016
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/CFO.

**ACTION AGENDA ITEMS:**

5. Resolution 16-10 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Refinancing of Outstanding Obligations and Approving Related Documents and Actions. Nikki Tallman and Rick Brandis, of Brandis Tallman, LLC, provided a handout entitled, “Proposed Refinancing of Outstanding 2011 Lease Agreement,” and answered questions from the Board.

Upon a motion by Director Kiel, second by Director Ek, and vote (Ek, Kiel, McKenna, McMillan and Rickards in favor; Johnston and Vacio absent), to accept the proposal from lender JP Morgan Chase, and approve Resolution 16-10, passed.

6. The Board of Directors discussed the possible addition of a PIO position. Discussion was held regarding having PIO responsibilities in the future be covered by a Captain or Battalion Chief. Currently, the public education portion is being handled by the San Miguel Logistics Officer, and PIO duties are handled by CAL FIRE PIO Kendal Bortisser.
12. Upon a motion by Director McMillan, second by Director Kiel, and vote (Ek, Kiel, McKenna, McMillan and Rickards in favor; Johnston and Vacio absent), to add a \$60,000 budget line item for unanticipated storm water fees for the Station 19 (Pepper Drive) Fire Station project, was approved.

**INFORMATIONAL AGENDA ITEMS:**

7. Station 19 (Pepper Drive):
  - a. Fire Chief Howell noted that correspondence has been received from Lakeside Interim Fire Chief Scott Walker, formally agreeing to the terms of the LAFCO letter regarding CSA 115, and he will move forward with the negotiations.
  - b. Fire Chief Howell reported that a storm water permit is still needed, and he is working with the County on this. The permit needs to be handled prior to obtaining an approved site plan. He asked the Board to add a \$60,000 line item to

the Budget for storm water permit fees. (Please see Action Agenda Item #12.) Director McMillan requested BBK's storm water experts review these new requirements. Fire Chief Howell also reported that \$8,000 has been added to the County building permit fund, to assure prompt and efficient processing.

- c. Fire Chief Howell reported there were 43 calls into CSA 115 in July. Of those 43 calls, 7 were run by E7619 and 36 by other agencies.
8. Fire Chief Howell noted he spoke with Jessie Torres, the Manager at Mercy Ambulance, who reported that calls into San Miguel are averaging 14.10. Mercy is now back to considering locating an ambulance in the Rancho San Diego area. Fire Chief Howell also noted that there were 29 responses in Zone 2, with 2 cancels and 27 transports during July.
9. Fire Chief Howell noted that he, along with Louis Marro of North County EVS, and Director Vacio, will be flying to the factory to do the pre-paint inspection on the new engines.
10. Fire Chief Howell reported there is no new movement with the Training Facility due to storm water permit issues. President McKenna requested a written report be provided on this topic.
11. Reports:
  - a. Committee Reports: Director Kiel asked Transitional Consultant Criss Brainard to provide a brief status report. Mr. Brainard asked that the Board contact him with any requests or comments. He noted he is reviewing and assessing the job descriptions, and working with CAL FIRE on an actual transition date. Director Kiel requested Mr. Brainard provide the Board with a schedule of anticipated tasks and a timeline.

Director Ek requested the Finance Committee be tasked with reviewing the Budget, and then schedule a Budget Workshop. District Counsel advised that the Budget falls under the purview of the Finance Committee. It was agreed to schedule the date for the Budget Workshop at the next Regular meeting. Director McKenna requests the Finance Committee review and make a recommendation on the RCS Financing Agreement.

Director Rickards noted the CSA 115 Committee met with Lakeside Fire and LAFCO on Monday. Fire Chief Howell read the email from Lakeside Interim Fire Chief Scott Walker to LAFCO's Mike Ott, accepting the proposal for a 50/50 split in revenues from the dissolved CSA 115 area. District Counsel noted he will be participating in a conference call with Mike Ott work out the details, including discussion on changes to the map.
  - b. Directors Reports: Director Rickards reported that he, along with L-2881 representative Patrick Walker, will be visiting the injured firefighter tomorrow.

- c. Monthly Activity Report: President McKenna asked that the details be added to the August Monthly Activity Report, listing the details of the PRAR(s) that expended the \$2,100 in attorney costs (e.g., who submitted the PRAR and what they asked for). Administrative Assistant Roos reported the costs were for a PRAR received from the attorneys of CAL FIRE L-2881, requesting an email search through all @sanmiguelfire.org email addresses for specific terms, phrases and topics. District Counsel needed to review the emails for anything that would be attorney-client privileged or other information that needed to be redacted.

Fire Chief Howell noted the solar panel installation is on hold and the contract is at the attorney's office. There was an issue with the standard bond payment required with any government contract. Attorney Sanchez will follow up and provide the status.

- d. Correspondence: None.

- e. Action Plan Recap:

- Fire Chief Howell to get written correspondence from Chief Mecham regarding the Training Facility.
- Finance Committee to schedule a meeting to review the Budget and RCS Financing Agreement.
- Schedule a Budget Workshop at the next Regular meeting.
- Add the details to the Monthly Activity Report for June's PRARs.
- Add Solar Panel Installation Update to Information Agenda Items.
- Attorney Sanchez and Fire Chief Howell to follow up on status of solar panel contract.

**Next Meeting:** The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, August 24, 2016, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 6:57pm.

Prepared and Submitted by:

*Nancy Roos*

Administrative Assistant  
Board Recording Secretary