

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**October 12, 2016**

***Minutes***

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

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

Board Member Absent: Ek

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

**Approval of Agenda:** By Board consensus, the Agenda was approved with the following change: move Consent Agenda Item #1 to the Action Agenda.

The Agenda for the Regular Board Meeting of October 12, 2016, was posted at the District Headquarters on Friday, October 7, 2016, at 12:00pm.

**Pledge of Allegiance:** Accounting Specialist Morgan led the Pledge of Allegiance.

**Public Communications:** District resident Jeff Nelson addressed the Board regarding Agenda Item #3 under General Comments.

**CONSENT AGENDA ITEMS**

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

2. Approve Board Member Stipend Payments.

**ACTION AGENDA ITEMS:**

1. Minutes – Special Meeting of September 14, 2016 – Upon a motion by Director Rickards, second by Director Vacio, and vote (Johnston, Kiel, McKenna, Rickards, and Vacio in favor; Ek absent) the Minutes were approved with the following change to Item #13: by Board majority (Director Kiel opposed), a transition oversight committee will not be appointed.

3. Upon a motion by Director McKenna, second by Director Vacio, and vote (Johnston, Kiel, McKenna, Rickards and Vacio in favor; Ek absent) the 2016/2017 Terms of Employment were ratified.
4. Public Hearing – Ordinance 2016-1 (Second Reading) – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Which Adopts the California Fire Code, 2016 Edition, and 2015 International Fire Code With Certain Amendments, Additions, and Deletions and Repealing Ordinance 2013-1. The Board of Directors will consider adopting Ordinance 2016-1. President McKenna opened the public hearing at 5:41pm to invite comments and questions from the audience. President McKenna noted no public comment was forthcoming, and closed the public hearing at 5:41pm. Upon a motion by Director Rickards, second by Director Johnston, and vote (Johnston, Kiel, McKenna, Rickards, and Vacio in favor; Ek absent), recommendation to adopt Ordinance 2016-1 was approved.

#### **INFORMATIONAL AGENDA ITEMS:**

5. Director Vacio, Fire Chief Howell, and Louis Marro reported on the issues associated with the two HME Brush Engines put into service in August 2015. Louis Marro noted that only one engine is currently in service. Director Vacio and Fire Chief Howell are seeking direction from counsel and the Board of Directors for a course of action. Direction was given to District Counsel to review the contract.
6. Station 19 (Pepper Drive):
  - a. Fire Chief Howell reported that the County is trying to correct the problem with the Major and Minor Storm Water Permit. The Minor Permit is required to move forward with the site plan approval. Fire Chief Howell noted that on-site and off-site improvements are being made to continue progress.
  - b. Fire Chief Howell reported \$4,225.60 has been spent on erosion control as well as demo and dump fees since the last board meeting.
  - c. Fire Chief Howell reported there were 42 calls into CSA 115 in September; of those 42 calls, 10 were run by E7619 and 32 by other agencies.
7. Fire Chief Howell reported that last month in Zone 2, Mercy Ambulance had an average response time of 11 minutes, 28 seconds. By Board consensus, direction was given to reach out to Supervisor Dianne Jacob's office for help with the Zone 1 and Zone 2 time frames.
8. Fire Chief Howell noted that the final inspection of the two new Spartan fire engines is scheduled for October 23-27. Louis Marro provided a brief report on the mid-inspection.
9. President McKenna noted that there are no new updates on the Training Facility.

10. Reports:

- a. Committee Reports: Director Kiel reported that the Oversight Committee did not meet. He requested an Oversight meeting be scheduled later this month to review the Quarterly Forceback Report. Director Rickards noted that on September 26, 2016, a tour was conducted of the Lakeside and San Miguel Stations, both current and new, for CSA 115. Participants in the tour included Supervisor Jacob, representatives from LAFCO, and representatives from Lakeside and San Miguel Fire Districts. Fire Chief Howell reported on the LAFCO Board Meeting on October 3.
- b. Directors Reports: President McKenna reported on the traffic conditions related to the opening of the casino in Jamul.
- c. Monthly Activity Report: Fire Chief Howell provided an update on the Solar project, with a proposed end date of mid-March. He also announced a Community CPR class being held at Station 23 on October 29. President McKenna asked for clarification on the Public Records Request for August that exceeded the reportable amount. Finance Officer Harris stated that it was actually three Public Records Requests that totaled \$765 in attorney fees; there was not one individual request that exceeded the reportable amount. President McKenna also noted that our call volume went down by 183 calls in September 2016 versus September 2015.
- d. Transitional Consultant Report: Transitional Consultant Criss Brainard reported that he has met with all the Zone partners, and they have expressed interest in helping San Miguel transition back to a stand-alone agency. He has also been working on testing processes for the manipulative and interview processes. Mr. Brainard noted he has also been working on updating the policy manuals. Additionally, He reported that there were 275 letters of interest submitted to the District, and that he has received 39 qualified applicants in 3 days.

Director Johnston asked about a letter from CAL FIRE Southern Region Chief Thomas Porter regarding requests from Transitional Consultant Brainard. Director Kiel requested that the letter be distributed electronically to the Board.

Mr. Brainard reported that he has spoken with various dispatch centers regarding dispatch options. Attorney Sanchez recommended that this topic be agendaized to a future meeting as an informational item.

- e. Correspondence: Fire Chief Howell noted one piece of correspondence had been received by the District.

f. Action Plan Recap:

- Fire Chief Howell will be working with Louis Marro to get the information regarding the HME Brush Engines to Attorney Sanchez for review and possible courses of action.
- Fire Chief Howell will be working on constructing a letter to Supervisor Dianne Jacob concerning the Zone 1 and Zone 2 time frames.
- Fire Chief Howell will be meeting with Chief Croucher and CHP command regarding the traffic congestion due to the opening of the casino in Jamul.

**Next Meeting:** The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, October 26, 2016, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 7:19pm.

Prepared and Submitted by:

*Valerie Morgan*

Accounting Specialist  
Board Recording Secretary