

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
November 9, 2016

Minutes

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

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

Board Member Absent: Johnston

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

Approval of Agenda: By Board consensus, the Agenda was approved with the following changes: move Consent Agenda Items #1, #2 and #5 to the Action Agenda, and move Agenda Item #11 to the first item after the Consent Agenda.

The Agenda for the Regular Board Meeting of November 9, 2016, was posted at the District Headquarters on Friday, November 4, 2016, at 5:00pm.

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

Public Communications: CERT Coordinator Mike Good addressed the Board under General Comments regarding a recent CERT training. San Miguel Firefighters Charitable Foundation Secretary/Treasurer Mike Good addressed the Board under General Comments on Agenda Item #6. CAL FIRE Captain Ron Quinlan addressed the Board under General Comments on Agenda Item #8.

CONSENT AGENDA ITEMS

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

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:

11. Update on Zone 2 Contract. Doug Moriarty from Mercy Medical Transportation provided a handout to the Board and reported on response times.
1. Minutes – Regular Meeting of October 12, 2016 – Upon a motion by Director Vacio, second by Director Ek, and vote (Ek, Kiel, McKenna, Rickards, and Vacio in favor; Johnston absent) the Minutes were approved.
2. Board Member Stipend Payments – Upon a motion by Director McKenna, second by Director Vacio, and vote (Ek, Kiel, McKenna, Rickards, and Vacio in favor; Johnston absent) the Board Member stipend payments were approved with the following change: remove payment for Director Vacio for the October 26th CAL FIRE Contract Oversight Committee meeting.
5. Resolution 16-11 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting a Revised Salary Schedule. Upon a motion by Director McKenna, second by Director Vacio, and vote (Ek, Kiel, McKenna, Rickards, and Vacio in favor; Johnston absent), Resolution 16-11 was approved.
6. Storage on District Property of Crown Fire Apparatus Owned by the San Miguel Firefighters Charitable Foundation – Direction was given to Fire Chief Howell to meet with San Miguel Firefighters Charitable Foundation Secretary/Treasurer Mike Good to draft Crown fire apparatus usage rules and guidelines.
7. Retired Annuitant Temporary Employment Contract – Darilyn O’Dell – By Board consensus, the Administrative Officer/CFO will track her time for transition-related tasks, as well as CSA 115 tasks. Upon a motion by Director Vacio, second by Director McKenna, and vote (Ek, McKenna, Rickards, and Vacio in favor; Kiel opposed; Johnston absent), the Temporary Employment Contract for Darilyn O’Dell as an Administrative Officer/CFO, was approved.
8. Cell Tower Agreements – District Legal Counsel provided a report on his review of the cell tower agreements for Stations 18 and 23. Upon a motion by Director McKenna, second by Director Rickards, and vote (Ek, McKenna, Rickards, and Vacio in favor; Kiel opposed; Johnston absent), the Board is making a finding that keeping the cell towers at Station 23 is interfering with the District’s ability to carry out its firefighting function due to complaints by current firefighters regarding cell tower exposure, and that the CAL FIRE firefighters union’s determination that they are no longer placing cell towers on State property, that a 2-year cancellation notice will be sent to Sprint for removal of Station 23’s cell tower.
9. Purchase of a Breathing Apparatus Fill Station – Upon a motion by Director Kiel, second by Director Ek, and vote (Ek, Kiel, McKenna, Rickards, and Vacio in favor; Johnston absent), to accept the Staff Report recommendation of bid #3 from Bauer Compressors, Inc., at \$54,171.04 to purchase a breathing apparatus fill station, was approved.

INFORMATIONAL AGENDA ITEMS:

10. Station 19 (Pepper Drive):
 - a. Fire Chief Howell reported that the Storm Water Permit is being submitted tomorrow and the site plan will be submitted soon for a 2nd review.
 - b. Fire Chief Howell reported \$38,859 was invoiced for plans, permitting, architectural engineer, road survey, electrical, mechanical engineering and perc testing.
 - c. Fire Chief Howell reported there were 30 calls into CSA 115 in October; of those 30 calls, 5 were run by Station 19 from the Clarendon location.

12. Fire Chief Howell noted that the two new Spartan fire engines are scheduled to arrive at Headquarters at 10am tomorrow. They will be tested, and then sent to Anaheim for final fittings.

13. Fire Chief Howell noted that there are no new updates on the Training Facility.

14. Finance Officer Harris provided an update on the solar installation for Station 15, being done by Sullivan Solar. The estimated completion date is March 20, 2017.

15. Reports:
 - a. Committee Reports: Director Kiel reported that the CAL FIRE Contract Oversight Committee met, and forcebacks are down.

 - b. Directors Reports: Director Rickards reported there was an easement issue on Vista Grande, which has been resolved.

Director Ek noted he will not be able to attend the CSA-69 meeting being held tomorrow, and asked if someone else could attend. Fire Chief Howell will ask EMS Chief Amestoy to attend.

 - c. Chief's/Monthly Activity Report: Fire Chief Howell provided an overview of the Monthly Activity Report and an update on the HME engines. Attorney Sanchez noted a letter of demand has been drafted to HME regarding the ongoing repair issues.

Fire Chief Howell reported he met with CAL FIRE Chief Croucher regarding the traffic issues that occurred when the Hollywood Casino in Jamul opened. He reported their next special event will be held on New Year's Eve.

Fire Chief Howell reported that, from the direction at the last Board meeting, he sent a letter to County EMS, which was emailed to the Board as well. An additional letter will go to Supervisor Dianne Jacob from President McKenna regarding ambulance response times within District boundaries.

Fire Chief Howell was notified by Motorola that the purchase of upgraded radio software needs to be done by January 2017, to obtain pricing of approximately \$40,000. If the purchase is not made before January, the cost will be significantly higher. By Board consensus, this item will be agendaized to the December Regular Meeting.

- d. Transitional Consultant Report: Transitional Consultant Criss Brainard reported that he has been working on updating the training, safety and policy manuals. Mr. Brainard noted legal counsel for both the District and CAL FIRE have been discussing the use of current CAL FIRE employees for assisting with tasks related to the transition. The CAL FIRE attorney requests that employees wishing to assist please submit a letter through the chain of command listing specifically what they want to help with.
- e. Correspondence: Fire Chief Howell noted several pieces of correspondence had been received by the District.
- f. Action Plan Recap:
 - Fire Chief Howell will work with San Miguel Firefighters Charitable Foundation Secretary/Treasurer Mike Good to draft Crown fire apparatus usage rules and guidelines.
 - Fire Chief Howell will follow up on the IPP cell tower safety/health complaints and obtain the L-2881 language and forward it to Attorney Sanchez for preparation of the Sprint 2-year notice of cancellation.
 - Agendaize Motorola radio software purchase.

Next Meeting: The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, November 23, 2016, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 8:05pm.

Prepared and Submitted by:

Nancy Roos

Administrative Assistant and
Board Recording Secretary