

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**December 14, 2016**

***Minutes***

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

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

Board Member Absent: None

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

**Approval of Agenda:** By Board consensus, the Agenda was approved with the following changes: move Agenda Items #5 after Agenda Item #9.

The Agenda for the Regular Board Meeting of December 14, 2016, was posted at the District Headquarters on Friday, December 9, 2016, at 5:00pm.

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

**Public Communications:** District resident Pamela Stence addressed the Board under General Comments.

**CONSENT AGENDA ITEMS**

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

1. Approve the Minutes: Regular Meeting of November 9, 2016.
2. Approve Board Member Stipend Payments.

**ACTION AGENDA ITEMS:**

3. Board Officers – Director’s Policy 2.1 states that the Board of Directors shall elect its officers each year at the December Regular Meeting.

President: Director Nelson nominated Director Vacio (nomination declined). Director Kiel nominated Director Rickards. Director Ek nominated Director McKenna. By roll call majority vote, Director McKenna was appointed Board President.

Vice President: Director Rickards nominated himself. Director McKenna nominated Director Ek. By roll call majority vote, Director Rickards was appointed Board Vice President.

Secretary: Director Rickards nominated Director Vacio. By roll call unanimous vote, Director Vacio was appointed Secretary.

4. New Board Member Orientation – District Legal Counsel Joseph Sanchez and Fire Chief Howell scheduled new Board member orientation to include newly elected Board members Kim Raddatz and Jeff Nelson. It is scheduled for January 11, 2016, 3:00pm-5:00pm. Additionally, a Special Meeting will be scheduled for Board Member training on AB 1234 (Ethics) and Sexual Harassment Prevention.

6. Motorola Radio Software Purchase – Upon a motion by President McKenna, second by Director Vacio, and unanimous vote, the Staff Report recommendation to purchase radio software with installation for \$41,350.52, was approved.

7. Holmatro Extrication Equipment Purchase – Upon a motion by Director Rickards, second by Director Kiel, and unanimous vote, the Staff Report recommendation to purchase extrication equipment for \$47,489.44, was approved.

8. Paratech High Pressure Air Bags – Upon a motion by Director Vacio, second by Director Rickards, and unanimous vote, the Staff Report recommendation to purchase high pressure air bags for \$7,500, was approved.

9. Request for Proposals (RFP) for Dispatch Services – Upon a motion by Director Kiel, second by Director Nelson and vote (Kiel and Nelson in favor; Ek, McKenna, Raddatz, Rickards and Vacio opposed), the motion to send an RFP to CAL FIRE to request a cost for dispatch services, failed.

5. Director Policy Manual, Policy 2.2 Presiding Officer (Chairperson), Policy 2.3 Committees of the Board and Policy 3.1, Remuneration and Reimbursement – Upon a motion by President McKenna, second by Director Ek, and unanimous vote, to add “The Board President or, in the Board President’s absence, the Vice President, is authorized to execute all official papers, documents, contracts, and other written instruments authorized or approved by the Board of Directors,” passed.

Upon a motion by Director Rickards, second by Director Ek, and vote (Ek, Kiel, McKenna, Raddatz, Rickards and Vacio in favor; Nelson opposed), to dissolve the CAL FIRE Contract Oversight Committee, was approved (Policy 2.3).

Upon a motion by President McKenna, second by Director Raddatz, and vote (Ek, McKenna, Raddatz and Vacio in favor; Kiel, Nelson and Rickards opposed), to accept the changes related to removal of stipend payments for ad hoc and standing committee meetings, as redlined on p. 7 of the Director's Policy Manual, was approved.

After Board discussion with District Counsel, the possible addition of Government Code 1770 to the Director Policy Manual will be agendized to the next Regular Meeting.

**INFORMATIONAL AGENDA ITEMS:**

10. Station 19 (Pepper Drive):
  - a. Fire Chief Howell noted the plans are at the County for the third round of plan check.
  - b. Fire Chief Howell stated once the plans are approved, there is a 5-month building time. Battalion Chief Hunt reported there are some backlogs at the County, and off-site permit approval may take 60 days for approval. Battalion Chief Hunt reported about \$39,000 was paid to Helix Water District for relocating the water meter and fire hydrant.
  - c. Fire Chief Howell reported there were 45 calls into CSA 115 in November; of those 45 calls, 5 were run by Station 19 from the Clarendon location.
11. Fire Chief Howell reported that letters were sent a couple months ago, and he will continue to stay in contact with County EMS regarding the Zone 2 contract.
12. Fire Chief Howell noted that one of the two new Spartan fire engines is scheduled to arrive at Headquarters on December 21, and the other engine will arrive in early January 2017.
13. Fire Chief Howell reported that he will reach out to San Diego County Fire Authority Group Program Manager Herman Reddick and CAL FIRE Unit Chief and County Fire Chief Tony Mecham regarding the joint Training Facility and expects to receive information in early January 2017.
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 24, 2017.
15. District Legal Counsel, Joseph Sanchez, provided an update on the cell tower contract at Station 23. He reported that this item needs to be agendized to the next Regular Meeting to provide the cell tower company an opportunity to address safety issues and possible relocation of the tower, per a requirement in the contract with the District.

16. Reports:

- a. Committee Reports: Director Ek reported he attended a LAFCO meeting regarding CSA115, along with Finance Officer Harris, Transitional Consultant Brainard and Fire Chief Howell.

President McKenna requested Administrative Assistant Roos email the current committee list to the Directors so that they may choose which committees they have interest in. Directors are to email their choices to President McKenna prior to the next meeting.

- b. Directors Reports: Director Rickards requested that Transitional costs with a comparison to the Microstudy be added to the Informational Agenda.

Director Raddatz asked Board members to please spend less time on personal attacks. Director Rickards agreed with this, and requests that a Team Building Workshop be scheduled.

- c. Chief's/Monthly Activity Report: Fire Chief Howell noted there is nothing to add beyond what is in the Report.

- d. Transitional Consultant Report: Transitional Consultant Criss Brainard updated the Board on the hiring process currently underway. He reported he met with several chiefs in the Zone. Additionally, he is reviewing policy and procedure manuals to bring them up to date. He also reported that he has billed 174 hours, and anticipates the transition will take 4 months.

- e. Correspondence: Fire Chief Howell noted correspondence had been received from Highlands Elementary School, and that he will schedule a crew to go to their classroom.

- f. Action Plan Recap:

- Fire Chief Howell will schedule meetings with the new Board members.
- Fire Chief Howell will follow up on the Training Facility progress.
- Administrative Assistant Roos to email confirmation of Board member orientation training and send current committee assignment list.
- Agendize to Action Agenda adding Government Code 1770 to Director Policy Manual.
- Agendize to Action Agenda cell towers.
- Agendize to Information Agenda transitional costs with a comparison to the microstudy.
- Schedule Team Building Workshop.
- Schedule Special Board meeting for training on AB 1234 (Ethics) and Sexual Harassment Prevention.

## **CLOSED SESSION**

President McKenna adjourned the meeting to Closed Session at 8:15pm.

17. Closed Session - Conference With Real Property Negotiator (§54956.8)  
Property : 10105 Vivera Way, La Mesa, California 91941  
Agency Negotiator: Fire Chief Howell  
Negotiation Parties: Mt. Helix Park Foundation  
Under Negotiation: Lease Price and Terms of Payment

Reconvene to Open Session: President McKenna reconvened the meeting to Open Session at 8:35pm, and reported direction was given to Staff.

Next Meeting: The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, January 11, 2017, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 8:36pm.

Prepared and Submitted by:

*Nancy Roos*

Administrative Assistant and  
Board Recording Secretary