

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
January 11, 2017

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, Administrative Assistant Roos and Logistics Officer Camarena

Approval of Agenda: By Board consensus, the Agenda was approved with the following change: move Agenda Item #8 after Agenda Item #1, and move Consent Agenda Item #4 from Consent to Action Agenda, after Agenda Item #3.

The Agenda for the Regular Board Meeting of January 11, 2017, was posted at the District Headquarters on Friday, January 6, 2017, at 5:00pm.

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

Public Communications: District resident Karrie Johnston addressed the Board in Opposition of Agenda Item #6, as well as under General Comments. CAL FIRE Local 2881 Representative Patrick Walker addressed the Board regarding Agenda Item #8.

CLOSED SESSION

President McKenna adjourned the meeting to Closed Session at 5:34pm.

1. Closed Session – Public Employment pursuant to Government Code Section 54957
Position: Fire Chief

Reconvene to Open Session: President McKenna reconvened the meeting to Open Session at 6:00pm, and reported direction was taken to appoint an Ad Hoc Fire Chief Recruitment Committee to select and hire a Fire Chief. The Committee will be comprised of Directors Kiel, McKenna and Raddatz.

ACTION AGENDA ITEM

8. Cell Tower Contracts – Mary Hamilton, Network Project Manager III of the San Diego Regional Site Development division of Sprint (cell tower company), addressed the Board regarding

termination of the cell tower contract at Station 23. Upon a motion by Director Kiel, second by Director Vacio, and unanimous vote, the motion to allow Sprint to hire an independent 3rd party contractor to perform radio frequency (RF) measurements and assess the feasibility of relocating the cell tower at Station 23 further from the structure, free of charge to the District, and then to report the findings to Fire Chief Howell and the Board in approximately 60 days, passed.

SPECIAL RECOGNITION

2. The Fire Chief and Board of Directors recognized former Director Karrie Johnston for her years of service to the San Miguel Fire District.

CONSENT AGENDA ITEMS

Upon a motion by Director Vacio, second by Director Ek, and unanimous vote the Consent Agenda was approved.

3. Approve the Minutes: Regular Meeting of December 14, 2016 with the following change: add Director Rickards' comments on the microstudy and transitional costs added to the Minutes under Reports, and place Transitional Costs on future Agendas as an ongoing Informational Agenda Item.

ACTION AGENDA ITEMS:

4. Upon a motion by Director Kiel, second by Director Nelson and vote (Ek, Kiel, Nelson, Raddatz, Rickards and Vacio in favor; McKenna opposed), the Board Member Stipend Payments were approved.
5. Board Commissions/Committees Representation: By Presidential appointment and Board roll call majority vote, 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 Ek as the alternate representative.

CSDA, San Diego Chapter: Director Rickards was appointed as the San Diego Chapter CSDA representative and Director Vacio as the alternate representative.

CSA 69: Director Vacio was appointed as the CSA 69 representative and Director Raddatz as the alternate representative.

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

Ad Hoc Committees:

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

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

Strategic Plan/Board Policy Committee: Directors McKenna, Nelson, and Raddatz were appointed as the Strategic Plan/Board Policy Committee members.

Fire Chief Recruitment Committee: Directors Kiel, McKenna and Raddatz were appointed as the Fire Chief Recruitment Committee members.

Standing Committees:

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

6. Upon a motion by Director Nelson, second by Director Kiel, and vote (Kiel, Nelson, Raddatz and Rickards in favor; Ek, McKenna and Vacio opposed) to revisit the Request for Proposals (RFP) for Dispatch Services from CAL FIRE, in light of new information, was approved.

CAL FIRE Unit Chief and County Fire Chief Tony Mecham addressed the Board regarding a letter dated January 6, 2017, sent to Finance Officer Harris, detailing a dispatching cost estimate for a Dispatch Only Services Agreement.

President McKenna noted that, according to the actual number of runs listed in Chief Mecham's handout, the Monthly Activity Report has been in error of 800 calls over the past year. Fire Chief Howell stated he will be correcting those numbers.

Transition Consultant Criss Brainard addressed the Board regarding dispatch services and costs.

Upon a motion by Director Kiel, second by Director Nelson and vote (Kiel, Nelson and Rickards in favor; Ek, McKenna, Raddatz and Vacio opposed), to send a request for proposals to CAL FIRE to provide dispatch services, failed.

7. The Board of Directors discussed sending a Letter of Intent to Heartland Communications Facility Authority (HCFA). Upon a motion by Director Vacio, second by Director Ek, and vote (Ek, McKenna, Nelson, Raddatz and Vacio in favor; Kiel and Rickards opposed), to acknowledge that the District accepts the terms of the buy-in number cited, and intends to initiate the process of joining the HCFA JPA upon transition to a stand-alone District, passed.

9. The Board of Directors scheduled a Board Workshop/Special Board Meeting for February 15, 2017 (8:30am) for training on AB 1234 (Ethics), Sexual Harassment Prevention, and Team Building. District Counsel Joseph Sanchez recommended inviting a moderator, such as Trudy Sopp from the Center for Organization Effectiveness, who has moderated previous Board Workshops. The Ethics portion will be held in the afternoon session. The Workshop will be held in the District Board Room.

INFORMATIONAL AGENDA ITEMS:

10. Station 19 (Pepper Drive):
 - a. Fire Chief Howell noted the landscape plans were approved, but there is no word yet on the site plan review.
 - b. Fire Chief Howell noted there has been no new money spent.
 - c. Fire Chief Howell reported there were 41 calls into CSA 115 in December; of those 41 calls, 19 were run by Station 19 from the Clarendon location.
11. Fire Chief Howell reported there is no new information from County EMS regarding the Zone 2 contract.
12. Fire Chief Howell reported the two new Spartan fire engines are downstairs, and invited the Board to view them after the meeting adjourned.
13. Fire Chief Howell reported that there is no update 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 date for switch-over to solar power is March 13, 2017, but it could be delayed due to weather.
15. Reports:
 - a. Committee Reports: None.
 - b. Directors Reports: Director Nelson reported he attended the Helix Water District Board meeting, and suggested that other Board Members may want to go to experience how their meetings are run.

Director Kiel requested that former Director Dan McMillan be recognized for his years of service at the next Regular Board meeting.
 - c. Chief's/Monthly Activity Report: Fire Chief Howell noted there is nothing to add beyond what is in the Report.

- d. Transitional Costs Report: Finance Officer Harris reported the total expended to date is \$26,625.19, with the majority going toward legal fees. District Counsel Joseph Sanchez stated most of the time spent was on personnel issues to begin the transition to a stand-alone District. Transition Consultant Criss Brainard reported he recently submitted his timesheet for August 2016, and will continue to submit monthly.
- e. Transitional Consultant Report: Transition Consultant Criss Brainard updated the Board on the hiring process currently underway. He reported lists of personnel should be available in February. He also noted he has been meeting with Unit Chief Tony Mecham, Retired Annuitant Darilyn O'Dell, and Finance Officer Harris on various transition issues.
- f. Correspondence: None.
- g. Action Plan Recap:
 - Unit Chief and County Fire Chief Tony Mecham to follow up on whether there is Auto Aid or Mutual Aid between HCFA and the MVU ECC (is it a phone call or automatic).
 - Unit Chief and County Fire Chief Tony Mecham to confirm if MVU ECC recognizes emergency buttons as encoded with each seat on an engine.
 - Finance Officer Harris to provide the Board with buyout cost to the District when left HCFA.
 - Agendize recognition of former Director McMillan at next Regular meeting.
 - Agendize Closed Session to review personnel MOU issues.
 - Provide spreadsheet of costs, a written summary of costs and an updated microstudy, and change Transitional Costs to an Information Agenda Item.

Next Meeting: The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, January 25, 2017, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 9:39pm.

Prepared and Submitted by:

Nancy Roos

Administrative Assistant and
Board Recording Secretary