

***San Miguel Consolidated Fire Protection District***  
**Regular Meeting of the Board of Directors**  
**February 8, 2017**

***Minutes***

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

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

Board Member Absent: Director Vacio

Staff Present: Fire Chief Howell, Finance Officer Harris, Battalion Chiefs Browne and Hunt and Administrative Assistant Roos

**Approval of Agenda:** By Board consensus, the Agenda was approved with the following change: move Consent Agenda Item #4 from Consent to Action Agenda, move Agenda Item #16d to before Agenda Item #10.

The Agenda for the Regular Board Meeting of February 8, 2017, was posted at the District Headquarters on Friday, February 3, 2017, at 5:00pm.

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

Public Communications: District resident Elli Alpert addressed the Board under General Comments.

**CLOSED SESSION**

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

1. Closed Session – Conference With Labor Negotiators (§54957.6)

Agency Negotiators: Finance Officer Harris  
Joseph Sanchez, Attorney

Employee Organizations: Former members of Firefighters of San Miguel Local 1434  
subject to the terms of the Transitional MOU dated  
September 25, 2012

Former Unrepresented Division Chiefs of San Miguel  
Consolidated Fire Protection District (“District”) subject to  
the terms of the Transitional MOU dated October 10, 2012

Former members of Fire Management Association of District subject to the terms of the Transitional MOU dated September 25, 2012

Former Unrepresented Administrative Specialist-Finance of District subject to the terms of the Transitional MOU dated October 10, 2012

Reconvene to Open Session: President McKenna reconvened the meeting to Open Session at 6:00pm.

### **SPECIAL RECOGNITION**

2. The Fire Chief and Board of Directors recognized former Director Dan McMillan for his years of service to the San Miguel Fire District.
3. The Fire Chief and Board of Directors recognized Firefighter/Paramedic Jonathan Gerstenberg and Firefighter/Paramedic Jeffrey Pizillo for their resolute action and wounds received in the performance of their duties in August 2016. Mr. Pizillo was unable to attend the meeting.

### **ACTION AGENDA ITEM**

4. Upon a motion by Director Kiel, second by Director Rickards, and vote (Ek, Kiel, McKenna, Nelson, Raddatz and Rickards in favor; Vacio absent) the Minutes of the Regular Meeting of January 11, 2017 were approved with the following correction: replace Rickards with Raddatz on the Fire Chief Recruitment Committee. The Minutes of the Regular Meeting of January 25, 2017, were approved as written.

### **CONSENT AGENDA ITEMS**

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

5. Approve Board Member Stipend Payments.
6. Receive and File Quarterly Investment Report in Accordance with California Government Code.
7. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Finance Officer.

**ACTION AGENDA ITEMS:**

8. Resolution 17-1 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying Surplus Vehicles, Authorizing their Liquidation. Upon a motion by Director Kiel, second by Director Ek, and vote (Ek, Kiel, McKenna, Nelson, Raddatz and Rickards in favor; Vacio absent) Resolution 17-1 was approved.
9. Training – By Board consensus, this item was Tabled to the next Regular meeting. Direction was given to staff to provide the cost for Trudy Sopp, the consultant from The Center for Organization Effectiveness, and to provide alternative consultant companies and their costs for moderating the Team Building portion of the training. Training on AB 1234 (Ethics) will be provided prior to the Team Building, and Sexual Harassment Prevention training will be scheduled for a different date.

**INFORMATIONAL AGENDA ITEM:**

- 16d. Transitional Consultant Criss Brainard provided an update on transitional activities. Director Kiel requests a timeline be provided for each task in Consultant Brainard's 4-month overlay. Consultant Brainard added that the transition date is currently July 13, 2017. Mr. Brainard provided a handout to the Board entitled, *Transition Expenditures*, and noted he will be submitting his invoices within the next 30 days, to bring billing up-to-date. Mr. Brainard also reported he had exceeded his contract maximum, and has donated 160 hours of his time, the amount of time that ran in excess of the contract.

**ACTION AGENDA ITEM:**

10. Upon a motion by Director McKenna, second by Director Ek, the motion to extend the Transitional Consultant contract month-to-month and increase the not-to-exceed amount, was Amended upon a motion by Director McKenna, second by Director Ek, and vote (Ek, McKenna, Nelson, Raddatz and Rickards in favor; Kiel opposed; Vacio absent) to extend the Transitional Consultant contract 3 additional months, with a not-to-exceed amount of \$36,000, was approved.

**INFORMATIONAL AGENDA ITEMS:**

11. Station 19 (Pepper Drive):
  - a. Fire Chief Howell provided an update on the scope of the site plan review.
  - b. Battalion Chief Hunt reported \$630,819.56 has been spent to date, with about \$5,500 additional unanticipated monies needed for a deposit for moving a fire hydrant. District Counsel, Joseph Sanchez, noted attorney fees have reached about \$2,000. By Board consensus, Staff is directed to provide a written monthly financial update on the Pepper Drive construction.
  - c. Fire Chief Howell reported there were 55 calls into CSA 115 in January; of those 55 calls, 8 were run by Station 19 from the Clarendon location.

12. Fire Chief Howell reported there is no update on the Zone 2 contract.
13. Fire Chief Howell distributed a letter from Mark Watton, General Manager of the Otay Water District, regarding the Training Facility, and requested to meet with Board members regarding options to proceed, and permission to work with District Counsel. By Board majority consensus, an Ad Hoc Training Facility Committee was created. Committee members are Directors Kiel and Rickards, who will provide a report at the next Regular Meeting.
14. Fire Chief Howell and 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.
15. Finance Officer Harris provided an overview of the handouts she distributed to the Board entitled, *Cost of Returning Fire Suppression Function (2/8/2017)*, and *Start-Up Costs*. Director Raddatz reported he attended the HCFA Commission meeting, and was able to negotiate a reduction in the start-up costs. By Board majority consensus, the handout(s) will be adjusted to show \$722,983 as the new HCFA Dispatch amount.
16. Reports:
  - a. Committee Reports: Director Raddatz noted the Ad Hoc Fire Chief Recruitment Committee met, and a rough draft of the recruitment flyer has been prepared.

Director Ek reported he attended the HTFA meeting. He also attended the CSA 115 / LAFCO meeting, and provided highlights from the LAFCO report.
  - b. Directors Reports: Director Rickards requested the District look in the recall costs for a special election. President McKenna responded that the cost could be between \$700,000 and \$1,000,000.

Director Nelson reported he attended the Engineer's exam at Viejas, and requested that President McKenna send a thank you letter to their Board.

President McKenna reported that she has been made aware that Engine 14 and Engine 16 are providing service to Donovan State Prison, and being pulled from the District. She requests this be stopped, and that it be agendized to a future Board meeting agenda.
  - c. Chief's/Monthly Activity Report: Fire Chief Howell noted CERT personnel were activated during the recent rain storms. He also provided a cell tower update on recent communications he had with the Sprint representative.
  - e. Correspondence: None.

f. Action Plan Recap:

- Schedule date for Sexual Harassment Prevention training.
- Agendize Board Training and confirm cost for Trudy Sopp and obtain fees for service from other companies that provide team building moderators.
- Fire Chief Howell will prepare a letter to Otay Water District regarding the Training Facility.
- District Counsel Sanchez to provide a report on legal obligations for the Training Facility.
- Ad Hoc Training Facility Committee to provide a report at the next meeting.
- Fire Chief Howell to provide written, detailed Staff Reports on Station 19 / Pepper Drive construction costs each month.
- Fire Chief Howell to obtain information on calls to Donovan State Prison. This item will be agendized to the next meeting.
- Agendize Board Committee Assignments (change CSA 115 to Ad Hoc from Agency Representatives).
- Correct Minutes to reflect Fire Chief Recruitment Committee members are Directors Kiel, McKenna and Raddatz.
- Update the spreadsheet of costs and updated microstudy costs with the new/corrected HCFA Dispatch amount.
- President McKenna to send Viejas a thank you letter for allowing the recent Engineer's Exam to be held at their location.

**Next Meeting:** The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, February 22, 2017, at 5:30pm, at District Headquarters.

President McKenna adjourned the meeting at 8:45pm.

Prepared and Submitted by:

*Nancy Roos*

Administrative Assistant and  
Board Recording Secretary