

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
April 11, 2018**

***Minutes***

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

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

Board Members Absent: Directors Rickards and Vacio

Staff Present: Deputy Fire Chief Marugg; Administrative Officer/Finance Officer Harris and Administrative Assistant Rians

Approval of Agenda: Director Kiel requested the minutes from the Special Meeting on April 2, 2018 be pulled and amended to include his opinion of the cost of financing not being a prudent expenditure of resources. [By Board consensus, the Agenda was approved.](#)

The Agenda for the Regular Meeting of April 11, 2018, was posted at District Headquarters on Friday, April 6, 2018, at 5:00 pm.

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

Public Communications: Resident Michael Bryant spoke about Fire Prevention Services and weed abatement, with concern that the process is fundamentally broken. When an inquiry was made to Fire Prevention Services regarding Mr. Bryant's property, he was told the notice received may have been for a different property. Mr. Bryant shared that it is not comforting to hear that his local fire department does not know his address and noted that although Fire Prevention Services is a contracted company and not San Miguel, it is San Miguel's name and address listed on weed abatement notices. Mr. Bryant believes the number of compliant property owners could be increased by better utilizing technology to improve communication with property owners, and requested the Board create an agenda item to review the use of Fire Prevention Services before the contract renewal in June of 2019.

**CONSENT AGENDA ITEMS**

[Upon a motion by Director McKenna, second by Director Nelson, and vote \(Unanimously in favor with Rickards and Vacio absent\), the Consent Agenda \(minus the April 2, 2018 Board minutes\) was approved.](#)

1. Approve the Minutes: Regular Meeting of March 14, 2018.  
Special Meeting of March 28, 2018.  
~~Special Meeting of April 2, 2018.~~
2. Approve Board Member Stipend Payments.

Upon a motion by Director Kiel, second by Director Raddatz, and vote (Unanimously in favor with Rickards and Vacio absent), the minutes of the April 2, 2018 Board meeting were approved as amended.

1. Approve the Minutes: Special Meeting of April 2, 2018 with amendment to include Director Kiel's opinion of the cost of financing not being a prudent expenditure of resources.

### **ACTION AGENDA ITEM**

2. Local Agency Formation Commission (LAFCO) 2018 Special Districts Election – Deputy Chief Marugg presented a memorandum from LAFCO recommending nominees for the San Diego County Consolidated Redevelopment Oversight Board. The Special Districts Advisory Committee's Nominating Committee met on March 26, 2018 to review qualifications of all five candidates and recommends Edmund K. Sprague of the Olivenhain Municipal Water District be appointed as member of the Oversight Board with Hal Martin of Vallecitos Water District as alternate. Director Kiel asked if there were other candidates and if we were provided with resumes or qualifications of these individuals. Director Kiel then stated he was not comfortable blindly voting based on LAFCO's recommendation. President Raddatz clarified with Administrative Officer/Finance Officer Harris that this is an annual reoccurrence. Director McKenna shared Director Kiel's same initial feeling, but then stated she has worked with Mr. Sprague on the LAFCO subcommittee and puts value in LAFCO's recommendation. Counsel suggested we may request LAFCO provide additional information in the future.

Upon a motion by Director McKenna, second by Director Nelson, and vote (Ek, Nelson, McKenna and Raddatz in favor, Kiel opposed, and Rickards and Vacio absent) support of LAFCO's recommendation of the San Diego County Consolidated Redevelopment Oversight Board nominees was approved.

### **INFORMATIONAL AGENDA ITEMS:**

3. CSA 115/LAFCO Application Update – Deputy Chief Marugg shared that the dispatch component move from Monte Vista (CAL FIRE) to Heartland is moving forward and is on target for completion by July 1, 2018, pending next month's LAFCO meeting. Director Kiel sought clarification on when the final decision would be made on splitting the District. Deputy Chief Marugg and President Raddatz stated the splitting of the District was set to be discussed at the May meeting. Counsel then explained there is a process before the final decision will be made (including commissions and additional meetings). President Raddatz shared that he believed the ultimate goal was to have everything done before the end of this fiscal year.
4. Station 19 – Temporary Facility Update – Mr. George Tockstein shared that everything is on site and being finished. Fencing should be complete by Friday, April 13, 2018; All concrete work should be complete by Saturday, April 14, 2018; Minor issues with the sprung structure should be resolved by next week; Agreements have been made with AT&T and Cox to move services; Electrical is being run to allow a temporary occupancy

permit as early as the middle of next week. Director Nelson stated he had gone by the property and was impressed with the advancement in the project. He shared his concern regarding the units responding down the east side of the property and asked if improvements needed to be made to the roadway. Mr. Tockstein confirmed crews will utilize the easement road along the east side and stated a basic overlay on the easement road is part of the contract. "KEEP CLEAR" signage will be added, along with "Fire Station Ahead," "No Parking," and stripes painted on the ground. Director Kiel asked for clarification on what concrete work still needs to be done and when we could expect to be operating out of the new station. Mr. Tockstein explained 95% of concrete work is done, the only remaining to be done is sidewalks and the area up against the chainlink fence. Striping also needs to be completed in the staff handicap parking. Mr. Tockstein said he hoped to be operating out of the new station by the end of next week, but did not want to make any promises as there are potential delays with SDG&E, but reassured the Board they are working as quickly as they can.

5. Financial Update – Administrative Officer/Finance Officer Harris provided a Financial Report printout summarizing revenues and expenditures current as of April 9, 2018, updating the Board on the current status of the budget. This is in addition to the Budget Comparison provided in the Monthly Activity Report. Ms. Harris also brought forward the updated Reserve Fund Balances (cash balance as of this week and any incumbered expenses left, showing our forecasted balances for June 2018.)

Director Nelson requested information on property tax refunds and administrative charges provided on the Monthly Activity Reports and wanted clarification on how that information is tracked. Director Kiel sought clarification on the Apparatus Reserve Fund, as he believed the balance was \$1.4 million but now reflects \$1.7 million. Ms. Harris explained various funds are added to that account, including OES reimbursement for strike teams, interest accrued, and other miscellaneous credits.

Director Ek asked if San Miguel's OES reimbursements were the set percentage or if we completed the reimbursement worksheet. Ms. Harris explained we currently do the set percentage but are working on submitting the administrative fee worksheet in May, which will better reflect our actual cost. Director McKenna would like a grand total of reserve funds. Director Nelson expressed concern with the amount of overtime being paid out and asked how many vacant positions we have. Deputy Chief Marugg shared that we currently have 6 Firefighter Paramedic and 2 Captain vacancies. President Raddatz explained that the worksheet may not be the most accurate representation of overtime costs, as strike team overtime is fronted by San Miguel, then reimbursed by OES.

Director Kiel did not believe the provided report gave a clear representation of whether we are under or over budget and would like a better picture of where we should be versus where we are. There was discussion between multiple Board members that the budget is not linear and cannot be broken down into expected expenses by month, as one large purchase at the start of the fiscal year would reflect over-budgeting for the year.

## 6. Reports

a. Committee Reports: None

b. Directors' Reports: President Raddatz shared that the Fire Chief interim position expires October 2019. The committee established for Fire Chief recruitment will bring a flyer to the next Regular Board Meeting for approval in recruiting a permanent Fire Chief.

President Raddatz also shared that with the audit being completed, we can expect to start moving forward in negotiations process.

c. Chief's Report / Monthly Activity Report: Deputy Chief Marugg shared that Chief Brainard is attending the Fire Districts Association of California (FDAC) conference in Monterey, CA until Saturday.

Deputy Chief Marugg discussed that the 9-month probationary testing is taking place and the EMS portion has gone very well. Firefighter Paramedics were given a mass casualty incident simulator and have all done well. Manipulative drills are next in the testing process and Marugg anticipates no issues.

San Miguel participated in an active shooter drill at Steele Canyon High School two weeks ago. This was facilitated by Battalion Chief Lawler with the San Diego County Sheriff's Department and Santee Fire Department. Marugg noted that everyone was interested in the others' plan of action and ensuring they worked well together. San Miguel will be reaching out to school districts and school sites to work on evacuation and emergency plans. Even fire alarm activation procedures have changed with Grossmont Union High School District, so getting out Engine Companies out and involved with schools is going to be beneficial for everyone.

Chief Marugg met with the Crest Firesafe Council – work is taking place with CAL FIRE to develop an updated evacuation map, as there has been no update since 2006. Director Nelson asked if residents had keypad access for evacuation route gates, but Deputy Chief Marugg says accessing gates would be tasked to Sa Miguel as the codes should not be made easily accessible to residents. La Cresta is being designated as main evacuation route. Director McKenna asked about Millar Ranch Rd. and if Marugg knew why it was not mentioned anywhere – Marugg said he would bring it up and put it back on the radar as an alternate evacuation route.

d. Association of San Miguel Firefighters Communications:

Vice President Ron Quinlan said the success of testing is a direct result of the hours put into training, day and night – EMS, firefighting, policies and procedures, rules and regulations... everything. It is a testament of the work put in by the crews. Captain Quinlan also stated Engineer testing would take place in the last quarter and noted there have been some recent deaths in the fire service back east.

e. Correspondence: None

- f. Action Plan Recap: Amend the minutes from the Special Board Meeting of April 2, 2018; Request LAFCO to provide candidate information in regards to Agenda Item #3, Create an agenda item regarding Fire Prevention Services before the contract renewal in June of 2019, Administrative Officer/Finance Officer Harris to provide a grand total of reserve funds and provide quarterly finance updates going forward, Chief Marugg to follow up with the Crest Firesafe Council regarding use of Millar Ranch Road as an alternate evacuation route, and President Raddatz to bring permanent Fire Chief flyer for approval at May 9, 2018 Board Meeting.

**Next Meeting:** The next meeting of the Board of Directors will be a Regular Meeting on Wednesday, April 25, 2018, at 5:30 pm, at District Headquarters.

President Raddatz adjourned the meeting at 6:35 pm.

Prepared and Submitted by:

*Shayna Rians*

Shayna Rians  
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Board Recording Secretary