

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
June 13, 2018**

Minutes

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

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

Board Members Absent: None

Staff Present: Fire Chief Criss Brainard, Administrative Officer/Finance Officer Harris and Administrative Assistant Rians

Approval of Agenda: Director Kiel requested consent agenda items 3 and 4 be pulled for individual discussion. [By Board consensus, the Agenda was approved.](#)

The Agenda for the Regular Meeting of June 13, 2018 was posted at District Headquarters on Friday, June 8, 2018, at 5:00 pm.

Pledge of Allegiance: Fire Chief Brainard led the Pledge of Allegiance.

Public Communications: None.

CONSENT AGENDA ITEMS

[Upon a motion by Director Rickards, second by Director Kiel, and vote \(Unanimously in favor\), the Consent Agenda was approved with items 3 and 4 pulled.](#)

1. Approve the Minutes: Regular Meeting of May 09, 2018.
2. Approve Board Member Stipend Payments.
3. Approve Resolution 18-9 – A Resolution of the Board of Directors of The San Miguel Consolidated Fire Protection District to Approve the Use of Department of Justice Criminal Offender Record Information. **(Pulled from Consent)**

Director Kiel sought additional information pertaining to this resolution. Administrative Officer/Finance Officer Harris clarified that approval of this resolution would allow San Miguel Fire District to utilize LiveScan fingerprinting as an additional means of checking applicant backgrounds. Director Nelson recalled LiveScan being required in the past and Fire Chief Brainard confirmed it is required upon initially applying for Paramedic licensure with County of San Diego EMS, but results are not shared beyond the party requiring LiveScan fingerprinting. Director McKenna asked if current employees could be subject to fingerprinting along with the new hires – Legal Counsel clarified only certain

convictions would trigger a notice and that it would need to be brought to negotiations as a bargaining item.

Upon a motion by Director Kiel, second by Director Vacio, and vote (Unanimously in favor), Resolution 18-9 was approved.

4. Approve Resolution 18-10 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Requesting a Temporary Transfer of Funds from the County Treasurer, County of San Diego, for Fiscal Year 2018/2019. **(Pulled from Consent)**

Director Kiel asked how much interest was paid last year, as well as if borrowing funds is absolutely necessary. Administrative Officer/Finance Officer Harris explained that interest costs from the previous fiscal year totaled \$31,243.95, and that borrowing the funds is necessary as we do not receive any large apportionments until approximately halfway through the fiscal year. Director Kiel made a recommendation to the Finance Committee to consider borrowing money from the County, and pay their lower interest, to pay off our bond early and avoid a higher interest rate.

Upon a motion by Director Kiel, second by Director Rickards, and vote (Unanimously in favor), Resolution 18-10 was approved.

5. Approve Resolution 18-11 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Establishing the Limit for Appropriations of Proceeds of Tax Subject to Limitation for Fiscal Year 2018/2019.

ACTION AGENDA ITEMS

6. Adopt the 2018/2019 Preliminary Budget.

Administrative Officer/Finance Officer Harris opened discussion by clarifying a couple items – first, that the large increase under “Salaries & Benefits” on page 2 is for unfunded annual liability. As we pay off our liability of pension costs, we can expect to see this number increase by approximately \$500,000 annually. Ms. Harris also explained that larger expenditures (PPE, facilities maintenance, etc.) are currently being reviewed, so expect to see changes under ‘Expenditures of Reserve Funds.’ The Preliminary Budget allows day to day operations to continue, with larger expenditures taking place after the Final Budget is adopted.

President Raddatz explained that the Finance Committee had reviewed the entire Preliminary Budget, and in that meeting, decided to overlook the ‘percentages’ column as funds increased in any amount from \$0.00 were reflecting extreme percentage increases, even if the increase was a small dollar amount. The Final Budget will be much more detailed.

Director Kiel stated the budget shows expenditures but not revenues, and that the percentages are either disproportionate (any increase from \$0.00), or incorrect altogether. He also noted that the Finance Committee had been previously tasked with doing a long-term projection, and that he has a hard time gauging our finances without knowing the overall picture of the District's finances. Director Kiel also pointed out that the Training Battalion Chief position, which is budgeted for FY 2018/2019, will cost the District approximately \$150,000 per year. Extrapolated over ten years, the cost of this position could be used towards a new fire truck.

Director Nelson agreed it would have been better to have a strategic plan before going into budget planning, but unfortunately, we were not able to complete that before needing to get this Preliminary Budget prepared. He did voice concern with the PERS contribution substantially increasing, and noted that overtime costs will increase as employees accrue more leave time.

Director McKenna stated that a long-term look-ahead was discussed at the Finance Committee meeting and is being worked on by the Chief and staff. This will allow us to save accordingly for large purchases. Director McKenna also stated that she would like funds to be set aside for specific needs and not be utilized for anything but the specific need it was intended for.

President Raddatz shared that a lot of discussion took place at the Finance Committee Meeting, including what reserve funds need to look like, how much money would be needed to make it through another recession without drastic cuts to employees, etc.

Director Kiel would like to see more projections for apparatus and facilities in the Final Budget.

Director Rickards asked Administrative Officer/Finance Officer Harris if she predicted an increase in revenue. Ms. Harris stated that there would be an increase in benefit fees (Resolutions passed at the May 9, 2018 Board Meeting), and that she also projected a conservative 2% increase in property tax. Director Rickards also asked about PASIS funds – Administrative Officer/Finance Officer Harris shared that we have approximately \$386,000.00 unexpended in the FY 2017/2018 budget. Director Rickards also requested information pertaining to costs with Heartland Communications. Fire Chief Brainard provided a handout breaking down the costs for dispatching services over the next year, totaling \$753,978.00, with a \$30,000.00 lump sum being paid this year as part of our buy-in (instead of \$10,000 per year for the next three years).

Director Kiel opposes paying \$30,000.00 this year when we are only obligated to pay \$10,000.00 as there is no savings in paying that balance off early. President Raddatz and Director McKenna explained that repaying the buy-in to Heartland early should be done as Heartland was flexible and accommodating in helping us return to a stand-alone agency.

Director Ek requested clarification on borrowing \$12M from the County. Administrative Officer/Finance Officer Harris clarified that we do not receive our first large apportionment until December, so we are essentially without funds for the first half of the fiscal year unless we borrow from the County. Director Ek also asked about the 18 shifts budgeted in

overtime and asked about strike team overtime and the average per person used. Ms. Harris explained that we are under budget for overtime. Lastly, Director Ek asked if the training Battalion Chief is budgeted and included in the preliminary budget. Ms. Harris clarified it is included in the preliminary budget.

Upon a motion by Director McKenna, second by Director Nelson, and vote (Ek, McKenna, Nelson, Raddatz, Rickards and Vacio in favor, Director Kiel opposed), the 2018/2019 Preliminary Budget was approved as presented with corrections to be made to the percentages column.

7. Training Battalion Chief Position – The Board of Directors will discuss and may act on approving filling the Training Battalion Chief position.

Administrative Officer/Finance Officer Harris provided a handout breaking down the cost of the Battalion Chief position. Fire Chief Brainard commended Deputy Chief Marugg, the existing Battalion Chiefs, and the existing Training Captains for picking up the slack created by the vacancy of this position. Fire Chief Brainard explained the filling of the Training Battalion Chief is crucial for centralized, consistent training to crews.

Director Kiel stated that this last year was not typical – the first year back required a lot of training, and this next year should allow for crews to catch up on any training that may be incomplete. Director Kiel believes this item should be tabled until we have a better understanding of our long-term finances.

Director Vacio asked if this would be a 40 hour per week position and if they would be able to backfill the Duty Chief responsibilities. Fire Chief Brainard clarified yes to both – this position would be available to serve as back-up when other Battalion Chiefs take time off, or to help with large incidents. Director Vacio later noted how busy the Captains already are (running 12-14 calls per day at Station 14) and cannot take on additional training responsibilities.

Director Nelson requested additional information, such as a job description. Legal Counsel advised this was an unrepresented position.

President Raddatz noted that this position had been brought to the Board previously, but it was not budgeted at that time. Now that it is budgeted, President Raddatz would like to approve the position, but requests it be brought back to the Board prior to the position being filled. Director Nelson agreed.

Director Rickards noted that we are about to enter negotiations and stated that that he would feel more comfortable filling this position after we have a better handle on our budget.

Director Ek respectfully disagrees that next year is going to be easier. Personnel may be off probation, but training does not stop. Foreseeing potential retirements in the next 3-5 years means training and mentoring in order to promote. Director Ek noted an early start to fire season and strike teams being sent out, acknowledging the extra work placed on Battalion Chiefs in addition to their training objectives. Director Ek believes the Training Battalion Chief position is needed.

Director McKenna acknowledged hours worked by all personnel and believes this position is overdue but encourages the Chief to bring the position back for Board consideration.

Fire Chief Brainard shared that the current Battalion Chief list is expired. Testing to establish a new list is scheduled for June 29, 2018.

[By Board Consensus, this agenda item was tabled for discussion at a future Board Meeting.](#)

8. Approve CalPERS Lump Sum Payment instead of Monthly Payments.

Administrative Officer/Finance Officer Harris explained that we can save approximately \$83,000 by making a lump sum payment instead of monthly payments.

[Upon a motion by Director Kiel, second by Director Ek, and vote \(Unanimously in favor\), the CalPERS Lump Sum payment was approved.](#)

INFORMATIONAL AGENDA ITEMS

9. CSA 115/LAFCO Application Update.

Fire Chief Brainard distributed a handout and shared that LAFCO wishes to further observe San Miguel's responses into CSA115 as well as our finances. With Station 19 now across the street from CSA115, further analysis of responses seemed unnecessary. LAFCO requests audited numbers in order to analyze our finances, so Administrative Officer/Finance Officer Harris was able to schedule our FY 17/18 audit for July 30, 2018. Chief Butz and Chief Mecham both showed support for San Miguel. Fire Chief Brainard anticipates CSA115's dissolution be complete by December 2018.

10. Station 19 – Temporary Facility Update.

Crews began working out of Station 19 on May 18, 2018. Director Nelson noted that the concrete looks nice and was money well spent. Fire Chief Brainard acknowledged Director Kiel's suggestion of using concrete instead of asphalt.

11. Financial Update.

Administrative Officer/Finance Officer Harris provided a handout and quarterly finance update. This is presented a little early in order to be fit in before the new fiscal year begins, but this shows revenues, expenditures, and anticipated cash balances. Director Kiel requested clarification on equipment – Ms. Harris explained fixed equipment pertains to solar, while capital equipment pertains to MDCs and PPE.

12. Reports

a. Committee Reports

Director Rickards shared that he, Ek, and Raddatz held a meeting of the Negotiations Committee and were prepared for tonight's closed session.

Director Vacio attended a meeting regarding CSA69.

b. Directors' Reports

Director McKenna attended move-in day at new Station 19 and commended personnel for being there to show their support while off duty.

c. Chief's Report / Monthly Activity Report

- We have had 5 brush fires in the past 10 days. Fire season has begun.
- Probationary testing will be completed before the end of July and there are no foreseen issues.
- Six Firefighter Paramedic new-hires are currently in backgrounds. We anticipate a start date of July 9, 2018.
- Battalion Chief testing is scheduled for June 29, 2018.
- A Driver/Operator training course will be conducted at Station 15 next week. This will allow 14 of our currently Firefighter Paramedics to obtain the 1A/1B prerequisite for the Engineer's test.
- We have requested documents from USAR Task Force 8 to get our records up-to-date.
- Fire Prevention will be bringing forward a recommendation in July to have the fee schedule updated.
- Paperwork has been completed for the OES Reimbursement of Administrative Fees.
- A pancake breakfast will be planned for new Station 19 in the near future.

d. Association of San Miguel Firefighters Communications

Engineer Jon Hamblin spoke on behalf of the Association. He shared that many personnel assisted with the Station 19 move while off duty, as well as attended the Spring Valley festival while off duty. The Association is glad to be back and will be holding E-Board nominations soon. Mr. Hamblin also shared that a former San Miguel firefighter, Nick Johnson (currently a Captain with CAL FIRE), has been diagnosed with stage 4 Chronic Lymphocytic Leukemia. The Association has offered assistance to the Johnson family and shared a GoFundMe fundraiser can be found on Facebook.

e. Correspondence

Fire Chief Brainard shared three 'Thank You' letters – one from the Kiwanis for our attendance at their Safety Officers Appreciation Dinner, one from Ventura County for our assistance with the Thomas Fire, and one from Bancroft Elementary School for a class visit by E14.

f. Action Plan Recap

Bring Agenda Item #7, Filling of the Training Battalion Chief position, forward at a future meeting.

Correct percentages from preliminary budget

Look into borrowing County monies for early Bond payoff and potential savings

CLOSED SESSION

President Raddatz adjourned the meeting to Closed Session at 7:28 pm.

13. Closed Session – Conference with Legal Counsel – Existing/Potential Litigation (Subdivision (a) of Section 54956.9 of the Government Code)
Cases: Danny Reed v. San Miguel Consolidated Fire Protection District
Jeffrey Lee v. San Miguel Consolidated Fire Protection District
John Pitcher v. San Miguel Consolidated Fire Protection District
Jon Winslow v. San Miguel Consolidated Fire Protection District
Robert Pumphrey v. San Miguel Consolidated Fire Protection District
Walter Kraseski v. San Miguel Consolidated Fire Protection District
Andrew Menshek v. San Miguel Consolidated Fire Protection District
Christopher Lobaugh v. San Miguel Consolidated Fire Protection District
Michael Murphy v. San Miguel Consolidated Fire Protection District
Stephen Butcher v. San Miguel Consolidated Fire Protection District
William Bruggema v. San Miguel Consolidated Fire Protection District
Glen Jones v. San Miguel Consolidated Fire Protection District
Barry Alsobrook v. San Miguel Consolidated Fire Protection District
Thomas Hunt v. San Miguel Consolidated Fire Protection District
Jeff Lannon v. San Miguel Consolidated Fire Protection District

No action was taken on Item 13.

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

15. Closed Session – Conference With Labor Negotiator (Government Code §54957.6)
Agency Negotiator: Joseph Sanchez
Unrepresented Employee: Fire Chief

16. Closed Session – Conference With Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

17. Closed Session – Conference With Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Unrepresented Employees: Deputy Chief, Battalion Chiefs, Deputy Fire Marshal, Administrative Officer/Finance Officer, Accounting Specialists, Administrative Assistant, Fire Inspectors, Logistics Officer

Direction was given to the Negotiations Committee for items 14 through 17.

Reconvene to Open Session: President Raddatz reconvened the meeting to Open Session at 8:56 pm.

Next Meeting – Regular Meeting, June 27, 2018, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 8:56 pm.

Prepared and Submitted by:

Shayna Rians

Shayna Rians

Administrative Assistant

Board Recording Secretary