

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

Minutes

President Raddatz called the meeting to order at 5:31 pm.

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

Board Members Absent: Directors Ek and Vacio

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 July 11, 2018 was posted at District Headquarters on Friday, July 6, 2018, at 5:00 pm.

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

Public Communications: Engineer Mike Hays presented a video that will be shown at tomorrow night's 1-year anniversary and end-of-probation ceremony.

CONSENT AGENDA ITEMS

Upon a motion by Director Rickards, second by Director Nelson, and vote (Unanimously in favor with Directors Ek and Vacio absent), the Consent Agenda was approved with items 3 and 4 pulled.

1. Approve the Minutes: Regular Meeting of June 13, 2018
Regular Meeting of June 27, 2018
2. Approve Board Member Stipend Payments.
3. Approve the weed abatement fixed special assessments (Fire Prevention Services) for fiscal year 2018/2019. **(Pulled from Consent)**

Director Kiel requested further information as to why two of the properties listed totaled around \$11,000 in weed abatement charges. Kenny Osborn, President of Fire Prevention Services, Inc., explained that they were large plots of land and clarified that abated land is charged at \$0.10 per square foot, with heavier fuels like sumac being piled up and quantified by cubic yard. Director Kiel had previously asked about "repeat offenders" – Mr. Osborn provided statistics that 26 properties out of 53 have been abated in the past, and that only 2 properties that were force abated had not received notices in prior years.

Director Nelson also asked about “repeat offenders” – Mr. Osborn explained that vacant land owned by companies and corporations are able to deduct property tax but not property maintenance, making them more apt to leave their lot(s) out of compliance, resulting in forced abatement. Chief Brainard thanked Kenny Osborn for FPS, Inc.’s “Christmas in July” in which property owners that are unable to clear their land get it done free of charge. Chief Brainard also thanked Mr. Osborn for allowing the District to add 2 weeks onto the notice timeline for forced abatement, in which District Administration and Engine Companies make a last-ditch effort to get in touch with property owners. Director Kiel also thanked Mr. Osborn for his work towards controlling fire hazards in the District.

Upon a motion by Director Kiel, second by Director Nelson, and vote (Unanimously in favor with Directors Ek and Vacio absent), the weed abatement fixed special assessments (Fire Prevention Services) for fiscal year 2018/2019 was approved.

4. Approve the Fire Mitigation Fee Multi-Year Plan. **(Pulled from Consent)**

Fire Mitigation Fees are required to be spent on growth within the district. Administrative Officer/Finance Officer Harris explained the conversations she has had with the County on the future projects San Miguel will be submitting. Director Kiel wanted clarification on the \$650,000 showing in multiple years. Administrative Officer/Finance Officer Harris discussed that the money currently is being transferred into the General Fund Account and offsetting the cost of the Lease Revenue Bonds. Director Kiel asked for additional clarification and to make changes to the plan to reflect only one year of the \$650,000 being utilized. Chief Brainard stated that some standards are changing and next year the district will have a better understanding of what the County Fire Authority wants implemented.

Upon a motion by Director Kiel, second by Director Rickards, and vote (Unanimously in favor with Directors Ek and Vacio absent), the Fire Mitigation Fee Multi-Year Plan was approved as revised.

ACTION AGENDA ITEMS

5. Station 19 (Bradley) Relocation – The Board of Directors may take action to approve additional funds to allow Station 19 Temporary Facility to be completed. Chief Brainard explained that requested additional funds listed in his staff report show \$76,564.00 – However, an invoice was discovered to be mixed in for concrete work at Station 14. The current amount of funds needed for Station 19 is \$61,563.00. These additional funds were not anticipated to go over budget but were necessary to acquire the permanent use permit. Director Kiel expressed disappointed that the Board did not get the opportunity to weigh in *before* the money was spent and asked if we had explored other options for securing materials on-site. Chief Brainard explained that they initially believed the sprung structure would be self-contained and able to be secured, but it was not. Chief Brainard had inquired with San Diego and Lakeside regarding security at their newly-built locations and learned that both had incurred losses. Given the location of Station 19, it was determined that

valuable building equipment and supplies could easily be taken. It was believed that we would be able to stay in budget, but with the discovery of the underground boulders and extra trenching, the project took an extra 2 months. On-site security was necessary and totaled \$24,000.

Director Kiel asked why County inspectors decided that the approved plan wasn't sufficient. Mr. Tockstein explained that in order to obtain the final occupancy permit, the County required additional rocks and plants for landscape. An addition \$14,000 was also used on lighting. Mr. Tockstein also clarified that the County building inspector has the right to make changes in the field, even in regard to an approved plan. The total percentage over budget is approximately 11%.

Director McKenna thanked Mr. Tockstein for his expertise and work on Station 19.

Chief Brainard commended Mr. Tockstein for knowing how to navigate the County and getting the project completed.

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

INFORMATIONAL AGENDA ITEMS

1. **CSA 115/LAFCO Application Update.**

Chief Brainard shared that there have been 108 calls for service since May 18, 2018, with 61 of those being run by San Miguel. Heartland Communications took over dispatching for CSA115 at 0000 hours July 2, 2018 and because these numbers are being pulled from two separate CADs (Monte Vista and Heartland), we can't be 100% certain on their accuracy. More accurate numbers will be collected once operating off of one single CAD.

As for the dissolution process, the LAFCO commission directed that this process be expedited on June 4. Administrative Officer/Finance Officer Harris coordinated with the auditing firm to move San Miguel's audit to July 30. We anticipate the draft audit to be complete by early to mid-August for our internal review and subsequent sharing with LAFCO. The final audit should be complete around the end of August for our review and presentation to the Board for approval. LAFCO will take it back to the October 1 meeting, then allow a public comment/protest period (35 days after October 1 meeting) – No problems are anticipated. After that, everything will be gathered and sent to the Board of Equalization, so the funds will begin being redirected from the County to Lakeside and San Miguel.

Director Kiel stated he anticipated Station 19 responding to a higher percentage of calls into CSA115. Chief Brainard reiterated the numbers may not be entirely accurate because they are being pulled from two CADs, but also explained that there had been many instances where Engine 19 takes a call, then a second call comes in, leaving Engine 9 to respond. There had also been a glitch with the system defaulting Engine 19 to the Miramar area anytime they were not in quarters. That issue has been resolved. Director Kiel requested that Chief Brainard continue to provide call volume updates on a monthly basis.

Director Nelson asked if there had been any security concerns pertaining to old Station 19 on Clarendon. Chief Brainard shared that a couple people had gained access to the building – one bringing and plugging in a microwave – but that there has been no damage done. Logistics Officer Camarena has done a good job placing a vehicle on the premises and lights on timers to give the impression that the building is occupied.

The real estate company selling the property continues to hold open houses and seems to have some interested buyers, but the station technically being a 1-bedroom is not ideal for a potential buyer.

Director Kiel suggested pulling the property off the market to see if another store will be moving into the old Vons, then seeing if they would be interested in our property to supplement the loading dock area or to serve as an office space.

Director McKenna shared her belief that interest rates are low and we are in a “seller’s market” -- it would not be financially responsible of the District to not try and sell the property now.

Director Kiel requests to have this topic added to the next Board Meeting Agenda, and believes it may be worth it to get a second professional opinion from someone other than the realtor currently listing old Station 19.

2. Reports

a. Committee Reports

Director Rickards shared that a Negotiations Meeting is coming up on July 18, 2018.

Director Nelson shared that himself and Chief Brainard are attending the Heartland Training Facility meeting on July 12, 2018.

Director Raddatz shared that the first Negotiations Committee meeting went well.

b. Directors’ Reports

Director Kiel shared his regrets that he will not be able to attend the 1-year ceremony on July 12, 2018.

c. Chief’s Report / Monthly Activity Report

Chief Brainard shared that FY 17/18 Revenues and Expenses have been accounted for and we are approximately \$5.5M under budget. Administrative Officer/Finance Officer Harris wanted to be modest in her estimation before finalizing these numbers, which is why \$2.2M under budget it what was previously projected.

The test for Battalion Chief took place on June 29, 2018. Both applicants passed the test and have been placed on the eligible list.

The Captains test has been pushed back to the first week in August due to some applicants being out on strike teams.

Natalie Grimes is now Interim Deputy Fire Marshal after Tony Morgan’s retirement. She is already proactively looking at updating fee schedules for Fire Prevention.

Monday, July 16 we have 6 new Firefighter Paramedics starting.

Administrative Officer/Finance Officer Harris has completed our first calculated OES reimbursement. We were able to go from recouping the default Admin rate of

10% to over 22%. This is full reimbursement according to the contract, plus overhead charge, and will help offset our costs in assisting the state.

The West Fire burned 505 acres, destroyed 35 homes and 22 other buildings. Our own Director Vacio sustained minor injuries.

Our one-year anniversary and probation ceremony is tomorrow at 6 pm in the apparatus bay at Station 15. Dinner will be catered by Brody's.

Yesterday, Chief Brainard was selected as chair for HCFA Board of Chiefs.

Director McKenna acknowledged the great position we have been able to get the District into within the past year, and believes we are on the right track for the future.

Director Nelson congratulated Ms. Grimes on her appointment to Interim Deputy Fire Marshal. Director Nelson also shared that he has known our new Fire Inspector, Seth Robinson, since he was a child.

In response to questions by Director Kiel, Administrative Officer/Finance Officer Harris clarified where excess revenue came from.

d. Association of San Miguel Firefighters Communications

Captain Roddey Blunt shared that he has been elected President of the Association. Captain Jeff Shinn is Vice President, Engineer Jon Hamblin is Secretary, Engineer Mike Hays is Treasurer, Engineer Stan Milewski will represent A shift, Engineer Pat Carroll will represent B shift, and Firefighter Paramedic Eric Benton will represent C shift. Captain Blunt acknowledged the work on the previous e-board for an excellent first year – Captain Kurt Fryling, Captain Ron Quinlan, Engineer Glen Jones, and Captain Mike Christiansen.

Captain Blunt shared that he was proud to see 5 pieces of equipment sent to help with the West Fire, backfilling 4 of those within 2 hours thanks to off-duty personnel calling in and offering to help. Thanks to Directors Ek and Vacio for their work on the West Fire, and glad Vacio is safe and out of the hospital.

San Miguel will have 2 booths at the MDA Chili Cookoff this Saturday at 1:30 pm, 200 W Morena Dr (east end of Seaport Village). The theme this year is "Redneck Yacht Club."

Captain Blunt is happy for 16 Firefighter Paramedics, 14 Engineers, and 7 Captains to be getting off probation tomorrow. He is also looking forward to the 6 new Firefighter Paramedics starting and is also looking forward to serving as Association President. Captain Blunt thanked the Board for their work to bring San Miguel back to a stand-alone District.

e. Correspondence

None

f. Action Plan Recap

- Chief Brainard to bring back CSA115 call stats on a monthly basis
- Old Station 19 to be added to next meeting's agenda per Director Raddatz

CLOSED SESSION

President Raddatz adjourned the meeting to Closed Session at 6:57 pm.

3. Closed Session – Public Employee Performance Evaluation (Government Code §54957)
Title: Fire Chief

No action was taken in closed session.

Reconvene to Open Session: President Raddatz reconvened the meeting to Open Session at 7:47 pm.

Next Meeting – Regular Meeting, July 25, 2018, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 7:48 pm.

Prepared and Submitted by:

Shayna Rians

Shayna Rians
Administrative Assistant
Board Recording Secretary