

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
September 12, 2018**

Minutes

President Raddatz called the meeting to order at 5:33 pm.

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

Board Members Absent: Director Rickards

Staff Present: Fire Chief Criss Brainard, Deputy Chief Marugg, Administrative Officer/Finance Officer Harris, Accounting Specialist Herron and Administrative Assistant Rians

Approval of Agenda: Director Kiel requested Agenda Items 6 & 8 be pulled for individual discussion. [By Board consensus, the Agenda was approved.](#)

The Agenda for the Regular Meeting of September 12, 2018 was posted at District Headquarters on Friday, September 7, 2018, at 5:00 pm.

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

CLOSED SESSION

President Raddatz adjourned the meeting to Closed Session at 5:37 pm.

1. Closed Session – Conference With Labor Negotiator (Government Code §54957.6)
 - Agency Negotiators: Fire Chief Brainard
Joseph Sanchez
 - Employee Organization: Unrepresented Employees: Deputy Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Accounting Specialists, Administrative Assistant, Fire Inspectors, Logistics Officer

2. Closed Session – Conference With Real Property Negotiator (Government Code §54956.8)
 - Property: APN 484-222-0400
 - Agency Negotiator: Fire Chief Brainard
 - Negotiation Parties: Joseph De Mars and Richard Whitakar
 - Under Negotiation: Price and Terms of Payment

3. Closed Session – Conference With Real Property Negotiator (Government Code §54956.8)
Property: APN 484-222-0400
Agency Negotiator: Fire Chief Brainard
Negotiation Parties: Dan Whitt
Under Negotiation: Price and Terms of Payment

Action taken on Closed Session Agenda Item #2 to sell old Station 19 for \$329,000. This will be a 10-day escrow with purchasers Joseph De Mars and Richard Whitakar. The Board vote is unanimously in favor (with Director Rickards absent). Kim Raddatz will be the signer of the documents as Board President.

Reconvene to Open Session: President Raddatz reconvened the meeting to Open Session at 6:53 pm.

Public Communications: Crest resident Lindin Brooks shared concerns over two fuel pumps potentially being added to an existing convenience store on the corner of La Cresta and Mountain View in the community of Crest. Concerns include increased traffic congestion and potentially increased traffic collisions. Chief Brainard stated he was not sure what input the Fire District may have in the advancement of the project, but that he would have Interim Deputy Fire Marshal Grimes follow up.

CONSENT AGENDA ITEMS

Upon a motion by Director Kiel, second by Director Ek, and vote (Unanimously in favor with Rickards absent), the Consent Agenda was approved with items 6 & 8 pulled for individual discussion.

4. Approve the Minutes: Regular Meeting of August 8, 2018.
Special Meeting of August 29, 2018.
5. Approve Board Member Stipend Payments.
6. Receive and File 2018 Audit Report in Accordance With the California Government Code – The Board of Directors will receive and file the District’s FYE 2018 Audit Report.

Director Kiel requested clarification on Page 5 of the Audit, where \$32.5M is listed under Unfunded Liability. Administrative Officer/Finance Officer Harris explained that this figure exists for Governmental Accounting and is merely an estimate of future costs. Many factors go into the process of determining this estimated figure, including future costs of retirees and their health benefits. More information on unfunded liabilities will be forthcoming, as the Chief and Administrative Officer/Finance Officer Harris are among District staff that will be attending the CalPERS Conference in October 2018.

Upon a motion by Director Vacio, second by Director McKenna, and vote (Unanimously in favor with Rickards absent), the Receiving and Filing of the 2018 Audit Report was approved.

7. Resolution 18-13 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying the Terms and Conditions for Fire Department Response Away From Their Official Duty Station and Assigned to an Emergency Incident. The Board of Directors will consider approving this Resolution.
8. Resolution 18-14 – A Resolution of the Board of Directors of San Miguel Consolidated Fire Protection District Approving an Amendment to the San Miguel Fire District Cafeteria Plan.

Director Kiel requested clarification on the Cafeteria Plan, stating that it will cost the District \$200,000. Administrative Officer/Finance Officer Harris explained that the cost Director Kiel is referring to would be a “worst-case scenario” if all of the employees hired after November 1, 2011 enrolled in the family plan coverage, but that likely would not be the case. Director Raddatz asked Administrative Officer/Finance Officer Harris to clarify the difference between new hires and employees prior to a specific date. Ms. Harris explained how the District’s OPEB liabilities are set up and that the liability will eventually drop once you have retirees off the District’s plan. New hires only receive the minimum CalPERS requirement for a retiree and that is where you will see decrease in the liability. It is looking long-term.

Upon a motion by Director McKenna, second by Director Ek, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), Resolution 18-14 was approved.

9. Resolution 18-15 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Approving Designation Agent for Non-State Agencies for Obtaining Certain Federal Financial Assistance.

ACTION AGENDA ITEMS

10. Allocation of 2017/2018 General Fund Revenue – The Board of Directors may accept the recommendation of where to allocate General Fund Revenue into Reserve Funds.

Director Raddatz shared that the Finance Committee met and reviewed the recommendations for distributing revenue into reserve funds. The Finance Committee felt confident in the allocations and shared that the projected balance of reserves will be increasing from \$3,705,000 to \$5,310,000 – an increase of approximately 43%.

Director Nelson shared that the Finance Committee is aware of funds needed for Facilities.

Director McKenna commended staff for their preparation of spreadsheets and materials for the Finance Committee, effectively displaying the information necessary for them to make informed decisions. Director McKenna also commended Chief Brainard for projecting District needs so we can be prepared and not have to play “catch up.”

Director Ek requested clarification on the vehicle fund reflecting \$2.6M – Chief Brainard stated that figure includes paying off the leased engine as well as the purchase of a new truck.

Director Kiel believes this is a great move in the right direction and that we are headed towards being a financially healthy district.

Upon a motion by Director Kiel, second by Director Ek, and vote (Unanimously in favor with Director Rickards absent), the allocation of General Fund Revenue into Reserve Funds was approved.

11. Training Battalion Chief Position – The Board of Directors will discuss and may take action on approving filling the Training Battalion Chief position.

Chief Brainard reminded the Board that this item was brought forward on June 13, 2018 with the presentation of the preliminary budget. The Board asked that Chief Brainard wait to fill the position until the Final Budget was presented, which was done today.

Director Vacio shared that he had been in the Training Battalion Chief office and saw great planning on the white board and feels that the position should be filled as soon as possible.

Upon a motion by Director Ek, second by Director Raddatz, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), filling of the Training Battalion Chief position was approved.

12. Unrepresented Employees – Terms of Employment – The Board of Directors will consider approving the Terms of Employment for all Unrepresented Employees.

Upon a motion by Director Nelson, second by Director Ek, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), Terms of Employment for Executive Staff was approved.

Upon a motion by Director Vacio, second by Director Nelson, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), Terms of Employment for Unrepresented Employees was approved.

13. Public Hearing – 2018/2019 Fiscal Year Final Budget – The Board of Directors will conduct a public hearing and may adopt the 2018/2019 fiscal year final budget.

Director Raddatz opened the Public Hearing Session at 7:43 pm. With no one wishing to speak, Director Raddatz closed the Public Hearing Session at 7:43 pm.

Director McKenna expressed concern that the Wellness Program may not provide a reduction in overall workers compensation costs. Chief Brainard shared that there will be a Wellness Program presentation in October 2018 before the District moves forward.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), the 2018/2019 Fiscal Year Final Budget was adopted.

INFORMATIONAL AGENDA ITEMS

14. CSA 115/LAFCO Update.

Chief Brainard shared there were 731 total unit responses into CSA-115 last fiscal year. San Miguel responded to 82 of those, approximately 11%, resulting in \$48,481 of revenue. Since July 2, 2018, there have been 88-unit responses, with San Miguel has responding to 47, which is 53%. We will likely respond to 50-60% of all calls in CSA-115 going forward.

LAFCO accepted our draft audit, and the approved final budget will be sent tonight. The property tax exchange was approved and will be going to the Board of Supervisors on September 25, 2018. LAFCO meets October 1, 2018, will then hold a public hearing, and the dissolution of CSA-115 will go to the State Board of Equalization in December.

15. Reports

a. Committee Reports

Director Raddatz shared that the Finance Committee had a lengthy but informative meeting in regard to the adoption of the final budget.

b. Directors' Reports

Director McKenna attended the 9/11 Memorial Stair Climb.

c. Chief's Report / Monthly Activity Report

Chief Brainard shared that we will receive our OES Type 1 apparatus this Friday. Chief Brainard also shared that keypad entry to District Headquarters is nearing completion. This will improve security of the building when the Board Room is utilized by community groups.

d. Association of San Miguel Firefighters Communications

Association President Roddey Blunt shared that San Miguel Firefighters raised approximately \$7,000 during their 1-day participation in the Muscular Dystrophy Association boot drive. San Miguel Firefighters are also participating in Oktoberstache alongside Heartland Firefighters. Funds raised will benefit a Fire family experiencing hardship.

The Association is taking part in a BBQ competition on Troy Street in front of Cali Comfort BBQ October 28, 2018. Captain Blunt commended Negotiations on a smooth process this year.

e. Correspondence

None

- f. **Action Plan Recap**
Interim Deputy Fire Marshal Grimes to follow up with Crest resident Lindin Brooks regarding proposed fuel pumps.

Confirm second Board Meeting for September 26, 2018 – Agenda to cover Agreement for Payment with Lakeside Fire Protection District related to the reorganization of CSA-115.

Next Meeting – Regular Meeting, September 26, 2018, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 8:10 pm.

Prepared and Submitted by:

Shayna Rians

Shayna Rians

Administrative Assistant

Board Recording Secretary