

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
February 13, 2019**

*Minutes*

President Raddatz called the meeting to order at 5:32 pm.

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

Board Members Absent: Directors Kiel and Rickards

Staff Present: Fire Chief Brainard, Deputy Chief Marugg, Battalion Chief Floyd, Administrative Officer/Finance Officer Harris, and Administrative Assistant Rians

Approval of Agenda: Director Raddatz requested that Agenda Item #7 be tabled for a future meeting when more Board members can be present.

Legal Counsel spoke about adding an item to the Agenda and stated that it is allowed and necessary when the need arises after the Agenda has been published. Chief Brainard explained that a decision is needed regarding repair or replacement of a District vehicle that was involved in a vehicle accident and requests an Action Item be added to the agenda (Battalion Chief Vehicle Purchase – Emergency Purchase).

Upon a motion by Director McKenna, second by Director Nelson, and vote (unanimously in favor with Kiel and Rickards absent), the addition of an Action Item on the agenda was approved.

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of February 13, 2019 was posted at District Headquarters on Friday, February 8, 2019, at 5:00 pm.

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

Public Communications: None.

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

**CLOSED SESSION**

1. Closed Session – Conference With Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Fire Chief Brainard  
Joseph Sanchez

Employee Organization: Unrepresented Employees:  
Accounting Specialist

2. Closed Session – Conference with Legal Counsel – Potential Litigation  
(Subdivision (b) of Section 54956.9 of the  
Government Code)  
Number of cases: 2

Reconvene to Open Session: President Raddatz reconvened the meeting to Open Session at 6:37 pm, and reported no action taken during Closed Session.

### **CONSENT AGENDA ITEMS**

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

1. Approve the Minutes: Regular Meeting of January 1, 2019.
2. Approve Board Member Stipend Payments.
3. Approve Engagement Letter for Legal Services.
4. Receive and File Quarterly Investment Report in Accordance with California Government Code.
5. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.

### **ACTION AGENDA ITEMS**

6. *\*\*Agenda item added at the request of Chief Brainard and approved by Board and moved to top of Action items so Fleet Mechanic Marro could be available for questions\*\**  
B6 Primary Vehicle Replacement Request – The Board of Directors may take action on approving the purchase of a replacement Battalion Chief vehicle.

The District's primary Battalion Chief command vehicle was involved in a vehicle accident on 01/25/2019. Although there is significant damage, there is not enough for insurance to deem the vehicle "totaled." The current B6 vehicle is a 2006 Ford F-250. Due to its age and now having been involved in this accident, Chief Brainard's recommendation to the Board was to repair the vehicle and repurpose it into a staff vehicle and purchase a replacement vehicle. Chief Brainard and Fleet Mechanic Marro answered questions of the Board pertaining to vehicle damage, insurance coverage, and cost of the replacement vehicle. Due to the need of the vehicle for operational use, the Board approved the purchase of the vehicle as an emergency purchase, outside of an amended budget. The cost of the vehicle and outfitting will be \$110,000.

Upon a motion by Director McKenna, second by Director Ek, and vote (Unanimously in favor with Kiel and Rickards absent), purchase of a new Battalion Chief vehicle and repair/repurposing of the damaged vehicle was approved.

7. Board Compensation – The Board of Directors may take action on approving changes to the Board Policy Manual – Policy 3 – Board Compensation and Training.

Tabled for future discussion per Director Raddatz.

8. Apparatus Payoff – The Board of Directors may take action on approving the payoff of the leased apparatus or continue with the lease option.

Chief Brainard shared that the budget originally planned for payoff of the lease, but continuing the lease will allow us to keep an additional \$500,000 in the apparatus replacement account. Maintaining the lease for an additional year will cost about \$14,000 in interest but will keep our reserve balance healthy enough to replace a vehicle should any additional accidents occur.

Upon a motion by Director McKenna, second by Director Vacio, and vote (Unanimously in favor with Kiel and Rickards absent), continuation of the apparatus lease option was approved.

9. Reclassification of (1) Accounting Specialist Position – The Board of Directors may take action on the reclassification of one (1) Accounting Specialist position to an Administrative Analyst position.

Upon a motion by Director Nelson, second by Director Ek, and vote (Unanimously in favor with Kiel and Rickards absent), reclassification of one Accounting Specialist position was approved.

## **INFORMATIONAL AGENDA ITEMS**

10. Finance Update.

Administrative Officer/Finance Officer Harris presented year-to-date financial information on revenues and expenses as of 02/12/19. She noted that there is \$255,000 remaining in fire receivables for overtime the district currently has budgeted unfilled positions of three Engineers and one Firefighter/Paramedic. Administrative Officer/Finance Officer also discussed the reserve funds current balances and discussed CalPERS information. The district is waiting for a new actuary to review the reports and set up a meeting.

11. Speed Bump Update.

Chief Brainard shared that multiple communities have contacted the District regarding speed bumps. The current policy states that speed bumps, or anything that slows emergency response time, are not to be implemented. The District worked with the County and Supervisor Jacob to establish a policy allowing speed bumps without hindering efficient emergency response. The County is adopting a 3-part speed bump that allows emergency apparatus to straddle the center of the roadway and avoid slowing down. The County will

be removing the existing speed bumps on Del Rio and replacing them with the new 3-part speed bumps.

## 12. LAFCO Island 3 & 4 Final Update.

Fire Chief Brainard shared that parcels from Islands 3 & 4 have been incorporated into their respective Districts.

## 13. Reports

### a. Committee Reports

Director McKenna shared that the Finance Committee will be reviewing and bringing forward to the Board a Fire Prevention Bureau fee schedule update.

Director McKenna also shared that Board Compensation was discussed and that the Finance Committee believed the \$100 stipend for standing committees was fair. This item will be discussed at a future Board Meeting. Lastly, a mid-year review was provided to the Finance Committee by AO/FO Harris. Director Vacio attended the HCFA meeting and shared that the Board voted for each dispatcher to attend one psychological counseling session per year. Santa Ysabel pulled out of HCFA and the committee voted to allow their leaving.

### b. Directors' Reports

Director McKenna asked about the Steele Canyon event last Saturday. Deputy Chief Marugg shared that Battalion Chief Lawler was able to coordinate the attendance of Engine Companies, CERT, and the Fire Prevention trailer.

### c. Chief's Report / Monthly Activity Report

County Chiefs have created a section for Safety/Behavioral Wellness. Chief Brainard shared that there was overwhelming support for providing resources to first responders. San Miguel's two new engines should be here sometime in March.

### d. Association of San Miguel Firefighters Communications

Captain Jeff Shinn shared that Local 1434 worked with Local 2881 on funeral services for former San Miguel/CDF Firefighter Greg Madsen. San Miguel has also registered for the St Patrick's Day Parade on March 16<sup>th</sup>.

### e. Correspondence

Resident Michael Bryant submitted a letter to the Board regarding Fire Prevention Services.

### f. Action Plan Recap

Administrative Officer/Finance Officer Harris to add a modest projected revenue figure to the Revenues/Expenditures spreadsheet.

**Next Meeting** – Regular Meeting, February 27, 2019, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 7:41 pm.

Prepared and Submitted by:

*Shayna Rians*

Shayna Rians

Administrative Assistant

Board Recording Secretary