

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
June 12, 2019**

Minutes

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

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

Board Members Absent: Director Nelson

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

Approval of Agenda: Director Kiel requested Consent Agenda items #5 and #7 be pulled for individual discussion, and Director Raddatz requested Action Agenda item #12 be discussed before item #8. **By Board Consensus, the agenda was approved.**

The Agenda for the Regular Meeting of June 12, 2019 was posted at District Headquarters on Friday, June 7, 2019, at 5:00 pm.

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

Public Communications: None.

President Raddatz adjourned the meeting to Closed Session at 5:31 pm.

CLOSED SESSION

1. Closed Session – Public Employee Performance Evaluation (Government Code §54957)

Title: Fire Chief

2. Closed Session – Conference With Labor Negotiator (§54957.6)

Agency Negotiators: Attorney Joseph Sanchez
Fire Chief Brainard

Employee Organization: Chief Officers Association of San Miguel (“COA”) and
Unrepresented Employees: Deputy Chief and
Division Chiefs

Reconvene to Open Session: President Raddatz reconvened the meeting to Open Session at 6:58 pm.

CONSENT AGENDA ITEMS

Upon a motion by Director McKenna, second by Director Kiel, and vote (unanimously in favor with Nelson absent), the Consent Agenda was approved with items 5 and 7 being pulled for discussion.

3. Approve the Minutes: Regular Meeting of May 8, 2019
Regular Meeting of May 22, 2019
4. Approve Board Member Stipends.
5. Approve Resolution 19-10 – 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 2019/2020.

Director Kiel suggested using the balances in reserve funds in place of borrowing funds from the County to save cost on interest. Director McKenna expressed concern that depleted reserve balances may reflect poorly on the District's audit. Administrative Officer/Finance Officer Harris will look into it, but mentioned the reserve fund balances are gaining interest which may offset the cost of the County loan.

Upon a motion by Director Kiel, second by Director Rickard, and vote (unanimously in favor with Nelson absent), Resolution 19-10 was approved.

6. Approve Resolution 19-11 – 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 2019/2020.
7. Approve Resolution 19-12 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Acknowledging Receipt of a Report Made by the Deputy Fire Marshal of the San Miguel Consolidated Fire Protection District Regarding the Inspection of Certain Occupancies Requiring Annual Inspection be Performed in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

Deputy Fire Marshal Grimes spoke about the inspection requirements mandated by the State Fire Marshal, and why San Miguel fell short in conducting all inspections. She shared that there is currently one vacant Fire Inspector position, but once filled, Ms. Grimes believes we will be able to complete all inspections. Chief Brainard shared that out of three applicants, two did not make it to the interview portion and that compensation may be a factor in the low number of applications we have been receiving.

Upon a motion by Director McKenna, second by Director Ek, and vote (unanimously in favor with Nelson absent), Resolution 19-12 was approved.

ACTION AGENDA ITEMS

8. Organization Restructure – The Board of Directors will discuss and may take action on approving: 1) Eliminating the Deputy Chief and Battalion Chief – Training/EMS positions and replacing them with two Division Chief positions, **OR** 2) Eliminating the Deputy Chief position and replacing it with two Division Chief positions **AND** may adopt the Division Chief salary schedule and approve the Terms of Employment.

Chief Brainard spoke of organizational needs and succession planning, and the need to restructure our Organizational Chart. Chief Brainard explained the rolled-up costs for the organization restructure options – Eliminating the Deputy Chief and Training Battalion Chief positions for two Division Chief positions would cost approximately \$47,000.00 annually. If the Deputy Chief position was eliminated and replaced with two Division Chiefs while maintaining the Training Battalion Chief position, the total annual cost would be approximately \$205,000.00.

Director Kiel shared that he believes the financial future is too uncertain to make an informed decision at this time.

Director Raddatz acknowledged the need for the restructure and additional position(s), but shared concern over the cost.

Director McKenna also acknowledged the need for the restructure and believes it is time to right-size the District, also sharing that Chief Brainard deems this restructuring as necessary if he is bringing it to the Board.

Director Rickards complimented Chief Brainard and staff but states he cannot support the third position until he sees more numbers from the budget.

Director Ek states San Miguel is probably 50% staffed compared to similar agencies and supports two Division Chiefs and a Training Battalion Chief.

Director Vacio agrees with Director McKenna that the Chief would only bring this to the Board if he felt it absolutely necessary to be considered.

Director McKenna made motion to implement two Division Chiefs in addition to the Training Battalion Chief (eliminating Deputy Chief), and to adopt the Division Chief Salary Schedule and Terms of Employment. This motion was seconded by Director Ek but resulted in a split vote, with Ek, McKenna and Vacio in favor, Kiel, Raddatz and Rickards opposed, and Nelson absent.

Upon a motion by Director Raddatz, second by Director McKenna, and vote (Ek, McKenna, Raddatz and Vacio in favor, Kiel and Rickards opposed, Nelson absent), the Organization Restructure was approved as follows:

Eliminate the Deputy Chief position, implement two Division Chiefs effective July 1, 2019, adopt the Salary Schedule and Terms of Employment, and maintain the Training Battalion Chief position in Organizational Chart and Budget but leave it vacant until a later date upon Board approval.

9. Preliminary Budget – The Board of Directors will discuss and may take action on adopting the 2019/2020 Preliminary Budget.

Director Kiel asked if the Preliminary Budget needed to be adjusted to reflect the two Division Chief positions. It does not – the Final Budget will reflect that information. Director Kiel also wanted to note that our projected transfer to reserves for 2017/2018 was \$1,850,000.00 but we were actually able to put \$5,300,000.00 into reserves with all reserves adding up to almost \$7,400,000.00.

Upon a motion by Director Kiel, second by Director Vacio, and vote (unanimously in favor with Director Nelson absent), the Preliminary Budget was approved.

10. CalPERS Lump Sum Payment – The Board of Directors may take action on approving the CalPERS Lump Sum Payment instead of Monthly Payments.

Director Kiel wanted it to be noted that making a lump sum, instead of multiple payments, saves the District about \$98,000 annually.

Upon a motion by Director McKenna, second by Director Kiel, and vote (unanimously in favor with Director Nelson absent), the CalPERS Lump Sum Payment was approved.

11. Budget Program Approval – The Board of Directors may take action on approving the following programs to be implemented prior to the final adoption of the budget in September – 1) Peer Support/Chaplain Program.

Chief Brainard shared that this is a formality as these programs have already been discussed, but requires Board approval for programs being reinstated, with a total cost of approximately \$23,000.00.

Upon a motion by Director Rickards, second by Director Kiel, and vote (unanimously in favor with Director Nelson absent), the Peer Support/Chaplain program was approved.

12. Fire Prevention Fee Schedule – The Board of Directors shall review the Fire Prevention Fee Schedule for 2019/2020 and may give direction to staff to place an agenda item on the July 10, 2019 Regular Meeting of the Board of Directors to have a public hearing and consider adopting the Fire Prevention Fee Schedule for 2019/2020.

Deputy Fire Marshal Grimes shared that the Fire Prevention Fee Schedule has remained unchanged for 13 years, despite salary and benefit packages increasing, technology costs increasing, more inspections being required, plan checks becoming more intricate, and various other factors that all contribute to making the Fire Prevention Bureau less cost-neutral.

Director Kiel asks what the District's revenue would be if the increase is approved. A handout was provided to the Board which showed Revenue vs Expense for Fire Prevention from FY 2015 through FY 2019. An analysis of projected revenue with proposed increase has not been completed. Director Rickards requested clarification on the Administrative Fee, and Administrative Officer/Finance Officer Harris explained how

the proposed Administrative Fee was calculated. Director Raddatz explained that while being discussed in the Finance Committee meeting, it was suggested to utilize a formula based on salary percentage, and not a fixed number, so that the Administrative Fee would flux with increased Administrative costs.

Director McKenna commended Deputy Fire Marshal Grimes for her work in preparing this information. She also pointed out the Net Loss on the Revenues/Expenditures handout and expressed her support for working towards making Fire Prevention cost neutral.

Chief Brainard shared that the District currently has a handful of major projects in the works, which is atypical, and would likely result in inaccurate and undefendable figures if a projection was calculated.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (Ek, McKenna, Raddatz, Rickards and Vacio in favor, Kiel opposed, and Nelson absent), the proposed Fire Prevention Fee Schedule will be placed on the July 10th Agenda for Public Hearing.

INFORMATIONAL AGENDA ITEMS

13. Administrative Officer/Finance Officer Harris reported on the District's finances. She reviewed the Budget Comparison Report and discussed the reserve fund balances. She stated that the end of the fiscal year was fast approaching, and she will have more information with the Final Budget in September once the year is closed out and final financial information has been collected. Staff is working on several forecasting elements for the final budget and will be utilizing their overtime analysis to track where overtime expenditures are being expended on (e.g. Training, Sick Leave, Annual Leave, etc.).
14. Reports
 - a. Committee Reports
Director McKenna shared that a Finance Committee meeting was held, and all pertinent information has already been discussed/shared with the Board.
 - b. Directors' Reports
Director Raddatz thanked Chief Brainard for attending his Father's funeral services.
Director Rickards asked if any issues have continued with Mercy Ambulance and the island area. Chief Brainard says they properly re-aligned Zone 2 and response times are acceptable.
Director Kiel commended Director Raddatz on making it to the meeting so soon after surgery.
Director McKenna worked with Chief Brainard, DFM Grimes, and Fire Prevention Services, Inc. regarding an abatement issue. Director McKenna gives accolades to FPS, Inc. for being gracious in resolving the issue.
Director McKenna also recalled a presentation on upcoming developments and potential revenue in the District and requested an update. Chief Brainard clarified that it was a PowerPoint presentation created by DFM Grimes.

Director Ek asked about the Rancho-Helix-deOro FireSafe Council – Chief Brainard shared he and Deputy Chief Marugg will attend their upcoming meeting.

- c. **Chief’s Report / Monthly Activity Report**
Chief Brainard shared that Federal Fire is changing their reimbursement process despite being in the middle of the Contract. We are waiting on reimbursement for one fire from last year – we believe we will continue to receive reimbursements. June 3, CalFire cancelled all burn permits for San Diego and Imperial Counties. Chief Brainard commended Director McKenna for brokering the meeting with FPS, Inc. which resulted in a positive outcome.
- d. **Association of San Miguel Firefighters Communications**
None.
Multiple Directors observed that a Local representative has not been present for the past four Board meetings.
- e. **Correspondence**
Chief Brainard shared that a retired Sheriff’s Deputy Sergeant self-ambulated to Station 21 in need of Medical Aid and thanked Captain Read Clark, Engineer Jeff Hofmann, and FFPM Mike McKinley for their care.
Chief Brainard also received a Certificate of Recognition from Senator Brian Jones’ office for San Miguel’s CERT program.
- f. **Action Plan Recap**
Administrative Assistant Rians to e-mail DFM Grimes’ PowerPoint of pending building projects with projected revenue, the Fire Prevention Fee Schedule to be placed on the July 10, 2019 Agenda for Public Hearing, and AO/FO Harris to look into using reserve funds versus borrowing from the County.

Next Meeting – Regular Meeting, June 26, 2019, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 8:29 pm.

Prepared and Submitted by:

Shayna Rians

Shayna Rians
Administrative Assistant
Board Recording Secretary