

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

Minutes

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

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

Board Members Absent: None

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

Approval of Agenda: Chief Brainard shared that Deputy Fire Marshal Grimes was unable to attend and requested Informational Agenda Item #10 be tabled until the January Board Meeting. [By Board consensus, the Agenda was approved.](#)

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

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

Public Communications: None.

Judge Daniel Lamborn conducting the swearing-in of re-elected Board Members

Jim Ek, Theresa McKenna, and Mike Vacio.

A brief recess was held for refreshments.

CONSENT AGENDA ITEMS

[Upon a motion by Director Nelson, second by Director Rickards, and vote \(unanimously in favor\), the Consent Agenda was approved.](#)

1. Approve the Minutes: Regular Meeting of October 10, 2018.
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.

5. Approve Combined Tax Report submitted by SCI Consulting Group

ACTION AGENDA ITEMS

1. Wellness Program – The Board of Directors may consider approving the implementation of a Wellness Program for the District through San Diego Sports Medicine.

After presenting a PowerPoint on San Diego Sports Medicine’s Wellness Program, Dr. Parker answered questions of the Board.

Upon a motion by Director Kiel, second by Director Rickards, and vote (unanimously in favor), implementation of the Wellness Program was approved.

2. Election of Board Officers – The Board will elect Board Officers pursuant to Board Policy Manual item 2.1. The Officers of the Board are President, Vice President and Secretary.

Director Raddatz, President
Director Rickards, Vice President
Director Vacio, Secretary

3. Director Policy Manual –The Board of Directors will consider approving changes to the Director Policy Manual.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor), changes to the Director Policy Manual were approved. District staff will update the manual verbiage as discussed and distribute via email to all Directors for approval.

INFORMATIONAL AGENDA ITEMS

4. CSA 115/LAFCO Update.

As of December 1, 2018, CSA 115 was successfully dissolved into Lakeside and San Miguel. The first of four annual payments from Lakeside is expected shortly, and this agenda item will be removed from future meeting agendas.

5. ~~Fire Prevention Project and Fee update.~~ Tabled for future meeting.

6. Reports

- a. Committee Reports

Director Ek shared that HCFA expressed gratitude to San Miguel for the early payoff of our buy-in expense.

b. Directors' Reports

Director McKenna attended Spring Valley Tailgate & BBQ Festival on October 28th and shared that the crews participating in the BBQ competition represented San Miguel well. Director Raddatz thanked the Board, the Association, and Administration for the condolences and support received after his mother's passing.

c. Chief's Report / Monthly Activity Report

Chief Brainard hopes to deliver goals and objectives of the District by June 2019, with a Strategic Plan team selection happening in April 2019. Truck specifications have been completed and are currently with Pierce. Chief Brainard hopes to bring pricing to the January Board Meeting. Almost \$5,000 was raised between Fill the Boot drives at Steele Canyon and Monte Vista high schools. We would like to include Valhalla High School in future boot drives.

d. Association of San Miguel Firefighters Communications

None.

e. Correspondence

Chief Brainard shared two "Thank You" letters – One from the Burn Institute and another from residents that were assisted on a childbirth call.

f. Action Plan Recap

Chief Brainard to obtain return-on-investment documents for Directors.
Staff to update/track changes to Director Policy Manual and email to Directors.

Next Meeting – Regular Meeting, January 9, 2019, 5:30 pm, District Headquarters.

President Raddatz adjourned the meeting at 8:56 pm.

Prepared and Submitted by:

Shayna Rians

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Administrative Assistant

Board Recording Secretary