

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, December 14, 2022, 5:30 pm
2850 Via Orange Way, Spring Valley, CA 91978

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

Swearing In Ceremony
District 1 Vice Chair Vargas Presiding

New Director Edward Woodruff and

re-elected Directors Theresa McKenna, Harry Muns and Christopher Pierce

APPROVAL OF AGENDA

(Agenda items shall be addressed in the published order unless a member of the Board or a member of the public requests a specific item be taken out of order and the Board agrees to do so.)

PUBLIC COMMENT

The public may bring an item not on the agenda forward; however, the Board will not be able to take any action at this meeting. If appropriate, the item will be referred to the Board and/or Fire Chief to determine if the item will be placed on a future Board agenda. Items from Board members or Staff may not be discussed by the Board, but, if appropriate, will be placed on a future Board agenda. To facilitate business proceedings, a three (3) minute period shall be allotted to each person addressing the Board. Any writings or documents provided to a majority of the members of the San Miguel Consolidated Fire Protection District regarding any item on this agenda will be made available for public inspection in the San Miguel Consolidated Fire Protection District Headquarters located at 2850 Via Orange Way, Spring Valley, California, during normal business hours.

Compliance with the Americans with Disabilities Act (US Code Title 42) – Assistance for Those with Disabilities: If you have a disability and need accommodation to participate in the meeting, please call (619-670-0500) or email (info@sanmiguelfire.org) and Recording Secretary Shayna Rians will make necessary arrangements.

SPECIAL PRESENTATION

San Miguel Leadership will conduct the following, with an intermission to follow:

- Badge-pinning for Fire Personnel

CONSENT AGENDA ITEMS

1. Approve the Minutes - Regular Meeting of October 12, 2022
Special Meeting of October 17, 2022
Special Meeting of October 28, 2022
2. Approve Board Member Stipend Payments.
3. Approve Combined Tax Report submitted by SCI Consulting Group.

ACTION AGENDA ITEMS

4. 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.

5. Resolution 22-23 A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District to Allow Participation in the County of San Diego Neighborhood Reinvestment Program.
6. Resolution 22-24 A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District to Allow Participation in the County of San Diego Community Enhancement Program.
7. District Owned Property & Information Technology Policies – The Board of Directors may take action to adopt a Board Policy related to Directors’ use of District electronic equipment specific to District business. (Brought forward from November 9, 2022, regular meeting).

INFORMATIONAL AGENDA ITEMS

8. Annual Report Presentation – Fire Chief Brainard will present the Annual Report to the Board of Directors.

REPORTS

9. Committee Reports
10. Directors’ Reports
11. Chief’s Report
12. Association of San Miguel Chief Officers Communications
13. Association of San Miguel Firefighters Communications
14. Correspondence

CLOSED SESSION AGENDA ITEMS

15. Closed Session – Public Employee Discipline/Dismissal/Release/Reassignment (Government Code §54957)
16. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
17. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer’s Association of San Miguel
18. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

ACTION PLAN RECAP

NEXT MEETING – Regular Meeting, January 11, 2023, 5:30 pm, District Headquarters

ADJOURNMENT

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, October 12, 2022, 5:30 pm**

MINUTES

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

BOARD MEMBERS PRESENT Directors McKenna, Nelson, Pierce, Raddatz (in-person)
Director Robles (teleconference, 5:43 pm)

BOARD MEMBERS ABSENT Directors Ek and Muns

STAFF PRESENT Fire Chief Brainard, Division Chief Browning, Administrative Officer/Finance Officer (AO/FO) Harris, and Administrative Assistant Rians

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of October 12, 2022, was posted at District Headquarters on Friday, October 7, 2022, at 5:00 pm.

Director Nelson led the Pledge of Allegiance.

PUBLIC COMMENT

None

SPECIAL PRESENTATION

Mark Baker (Director at Lakeside Fire) and Chief Butz (Fire Chief at Lakeside Fire) made a presentation regarding Educational Revenue Augmentation Fund (ERAF). The Fire Districts Association of California (FDAC) has formed a committee to review and look into re-establishing funding to fire agencies that were reallocated through ERAF.

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 6:09 pm.

1. Closed Session – Conference with Legal Counsel – Existing Litigation
(Case Number: 37-2020-00033387-CU-OE-CTL)
(Government Code §54956.9 Subdivision (b)) – Number of Cases: 1

President McKenna reconvened the meeting to Open Session at 6:49 pm.

CONSENT AGENDA ITEMS

Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor with Directors Ek and Muns absent), the Consent Agenda was approved.

2. Approve the Minutes - Regular Meeting of September 14, 2022
3. Approve Board Member Stipend Payments.

4. Approve Resolution 22-21 – Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting a Conflict-of-Interest Code Pursuant to the Political Reform Act of 1974 and Rescinding All Previous Codes of the District.

ACTION AGENDA ITEMS

5. Public Hearing (Second Reading) – Ordinance 2022-1 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Which Adopts the California Fire Code, 2022 Edition, and 2021 International Fire Code with Certain Amendments, Additions, and Deletions and Repealing Ordinance 2019-2. After the Second Reading, the Board of Directors will consider adopting Ordinance 2022-1.

President McKenna requested a motion to waive further reading, and introduce by title only, Ordinance 2022-1.

Upon a motion by Director Nelson, second by Director Raddatz, and vote (unanimously in favor with Directors Ek and Muns absent), waiving of further reading of Ordinance 2022-1 was approved.

President McKenna opened the Public Hearing at 6:51 pm. With no members of the public wishing to speak, President McKenna closed the Public Hearing at 6:52 pm.

Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor with Directors Ek and Muns absent), the Second Reading of Ordinance 2022-1 was approved, with staff directed to post Ordinance 2022-1 as required by law.

6. Public Hearing (Second Reading) – Ordinance 2022-2 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1. After the Second Reading, the Board of Directors will consider Adopting Ordinance 2022-2.

President McKenna requested a motion to waive further reading, and introduce by title only, Ordinance 2022-2.

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor with Directors Ek and Muns absent), waiving of further reading of Ordinance 2022-2 was approved.

President McKenna opened the Public Hearing at 6:53 pm. With no members of the public wishing to speak, President McKenna closed the Public Hearing at 6:54 pm.

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor with Directors Ek and Muns absent), the Second Reading of Ordinance 2022-2 was approved, with staff directed to post Ordinance 2022-2 as required by law.

7. Resolution 22-22 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying a Surplus Vehicle, Authorizing Its Liquidation.

Upon a motion by Director Nelson, second by Director Raddatz, and vote (unanimously in favor with Directors Ek and Muns absent), Resolution 22-22 was approved.

8. District Owned Property & Information Technology Policies – The Board of Directors may take action to adopt a Board Policy related to Directors’ use of District electronic equipment specific to District business.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor with Directors Ek and Muns absent), Board Policy relating to electronic equipment was tabled to the regular meeting of November 9, 2022.

REPORTS

9. Committee Reports

Director Nelson attended the Heartland Communications meeting and shared that the new Director was given direction to make a significant purchase of equipment.

Director Raddatz shared there is some news pertaining to CSA 69 and deferred the topic to Chief Brainard to share through his *Chief’s Report*.

Director McKenna shared that the Negotiations Committee has been meeting with all associations and Chief Brainard has set a date to meet with Unrepresented employees.

10. Directors’ Reports

Director Pierce shared that he attended the Open House at Station 14 on October 8, 2022. He thanked everyone for their support of the event and shared positive feedback from the community. Director Pierce also met with County Supervisor Nora Vargas as part of his involvement with the Spring Valley Community Planning Group and invited her to Stations 16 and 15/Headquarters with a date to be determined in December.

Director Robles attended the Open House at Station 14 and shared positive feedback from the community.

11. Chief’s Report

Chief Brainard echoed the positive feedback from Station 14’s Open House and shared that another Open House is being hosted at Station 22 on October 15, 2022.

Chief Brainard shared that the CSA 69 meeting was the first meeting of the new JPA formation between Santee and Lakeside, as the County has dissolved CSA 69. Two commissioners from each agency were sworn in. San Miguel will have a seat at the Board of Chiefs for operational issues, but no commission seat as the District has no financial risk.

Action Plan Recap from September 14, 2022, Board Meeting

- Staff to add adoption of Ordinance 2022-2 (Community Facilities District) for the October 12, 2022, Board Meeting.
 - Consent Agenda item #4
- Staff to schedule and publish the Second Reading of Ordinance 2022-1 (Fire Code Adoption) for the October 12, 2022, Board Meeting.
 - Action Agenda Item #5
- Chief Brainard to research any increase in calls related to diabetic patients and insulin shortage
 - Comparing FY20/21 to FY21/22 there was a slight decrease in diabetic calls
- Chief Brainard to invite Director Mark Baker from Lakeside Fire Protection District to present at the October 12, 2022, Regular Board Meeting regarding ERAF

- Special ERAF presentation at the October 12th meeting

Succession Planning Task Books – Staff and Association of San Miguel Firefighters Local 1434 will work on refining annualized task books for all ranks that provides consistent on-duty post promotion/probation training to coincide with step increases.

Consensus from the Board for Chief Brainard to work with Local 1434 on moving this item forward.

CARES Audit for the \$2.1M – The audit has been completed and the District is waiting for the report to be finalized.

San Diego Regional Fire Fighter Memorial – Engineer Matt Thompson has volunteered to provide an initial sketch of the Memorial.

First Responder Assessment/Treatment Fee

- San Miguel's annual Advanced Life Support (ALS) reimbursement from AMR is essentially based on the same items, both PE and NPE that would be used to justify establishing a First Responder Fee.
- The District could bill the delta between what is reimbursed from AMR (\$839K) and the balance that is not covered by the current reimbursement.
- Billing companies can set up billing for the Board approved amount but advise it is a source of significant complaints in every jurisdiction they represent.
- Once the delta can be confirmed, it will be presented under an informational item at a Board meeting.

Cell Tower – Station 18 notice to terminate by carrier – Revenue loss of \$22,000

Significant Incidents

- 1600 Ramona, broken and blowing gas line – 2½ hours to resolve
- Sept 15 - Jamacha and Fury – ½ acre vegetation fire
- Oct 8 - 8500 Lake Bluff – Structure Fire, 1 minor injury to occupant
- Oct 8 - Barcelona Ct – Structure Fire – ext fire spread to attic – Damage \$180,000

12. Association of San Miguel Chief Officers Communications

Battalion Chief Blunt noted that the negotiations process is going smoothly. He also discussed an OES heat wave pre-position strike team that facilitated a timely response to fire conditions and kept a potentially big incident manageable. He also noted four working structure fires in the past week.

13. Association of San Miguel Firefighters Communications

Captain Grogger shared there will be an Octoberstache event October 16 at Eastbound in Lakeside, with funds benefitting a police officer from El Cajon battling breast cancer.

He also commented on the Local's participation in the Open Houses/Breakfasts.

El Cajon firefighters reached out to Local 1434 seeking support for Measure P, which adds Fire resources for the City of El Cajon. Local 1434 is supporting those efforts.

Captain Grogger also shared that a Critical Response Plan for San Miguel is in the works and will be beneficial to have in place in the event that our personnel experience a major injury or death.

14. Correspondence

None

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 7:28 pm.

- 15. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

- 16. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer’s Association of San Miguel

- 17. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

- 18. Closed Session – Conference with Legal Counsel – Potential Litigation (Government Code §54956.9 Subdivision (b)) – Number of Cases: 1

- 19. Closed Session – Fire Chief’s Performance Evaluation

President McKenna reconvened the meeting to Open Session at 8:28 pm.

ACTION PLAN RECAP

- Staff to post Ordinance 2022-1 and 2022-2 as required by law
- Chief Brainard to meet with Labor regarding Task Books

*The next Board Meeting will be a Regular Meeting, **November 9, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 8:29 pm.

Prepared and submitted by:
Shayna Rians
Board Recording Secretary

**San Miguel Consolidated Fire Protection District
Special Meeting of the Board of Directors
Monday, October 17, 2022, 5:00 pm**

MINUTES

President McKenna called the meeting to order at 5:08 pm.

BOARD MEMBERS PRESENT Directors Ek, McKenna, Muns, Nelson, Pierce, Raddatz and Robles

BOARD MEMBERS ABSENT None

STAFF PRESENT Fire Chief Brainard and Administrative Officer/Finance Officer Harris

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Special Meeting of October 17, 2022, was posted at District Headquarters on Friday, October 14, 2022, at 5:00 pm.

Director Robles led the Pledge of Allegiance.

PUBLIC COMMENT

None

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 5:09 pm.

1. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
2. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

President McKenna reconvened the meeting to Open Session at 7:59 pm, reporting that direction was given to the Negotiations Committee.

*The next Board Meeting will be a Regular Meeting, **November 9, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 7:59 pm.

Prepared and submitted by:
Shayna Rians
Board Recording Secretary

**San Miguel Consolidated Fire Protection District
Special Meeting of the Board of Directors
Friday, October 28, 2022, 10:30 am**

MINUTES

President McKenna called the meeting to order at 10:30 am.

BOARD MEMBERS PRESENT Directors Ek, McKenna, Muns, Nelson, Raddatz and Robles (in-person)
Director Pierce (teleconference)

BOARD MEMBERS ABSENT None

STAFF PRESENT Fire Chief Brainard and Administrative Officer/Finance Officer Harris

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Special Meeting of October 28, 2022, was posted at District Headquarters on Tuesday, October 25, 2022, at 5:00 pm.

Chief Brainard led the Pledge of Allegiance.

PUBLIC COMMENT

None

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 10:32 am.

1. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
2. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

President McKenna reconvened the meeting to Open Session at 1:12 pm.

*The next Board Meeting will be a Regular Meeting, **November 9, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 1:13 pm

Prepared and submitted by:

Shayna Rians

Board Recording Secretary



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: December 14, 2022
To: Board of Directors
From: Shayna Rians, Administrative Assistant
Subject: Board Member Stipend Payments

Background

Effective January 1, 2015, a formal payment procedure was established to pay board members their monthly meeting stipends. To initiate the payment process, a stipend form for board meetings, training, and local meetings/events will be submitted.

Recommendation

Approve the attached board member monthly meeting stipend forms for October and November 2022.

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: October 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/04/22	Negotiations Committee	\$100.00	x
10/12/22	Regular Board Meeting	\$173.25	x
10/17/22	Special Board Meeting	\$173.25	x
10/18/22	Negotiations Committee	\$100.00	x
10/28/22	Special Board Meeting	\$173.25	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Stipend Paid:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Total Expense Claim:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Total Mileage:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Total Amount Due:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
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Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/04/22	Negotiations Committee	\$100.00	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

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Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
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srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: October 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/17/22	Special Board Meeting	\$173.25	x
10/28/22	Special Board Meeting	\$173.25	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

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Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
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 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____	Total Stipend Paid: \$0.00
Date: _____	Total Expense Claim: \$0.00
	Total Mileage: \$0.00
	Total Amount Due: \$0.00
Approved at Board Meeting on: 12/14/2022 _____	

MAXIMUM OF 4 MEETINGS PAID PER MONTH
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 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: October 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/12/22	Regular Board Meeting	\$173.25	
10/17/22	Special Board Meeting	\$173.25	
10/19/22	Finance Committee	\$100.00	
10/28/22	Special Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$619.75	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1" style="width: 100%;"> <tr> <td>Total Stipend Paid:</td> <td>\$619.75</td> </tr> <tr> <td>Total Expense Claim:</td> <td>\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td>\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td>\$619.75</td> </tr> </table>	Total Stipend Paid:	\$619.75	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$619.75
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San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____	Total Stipend Paid: \$0.00
Date: _____	Total Expense Claim: \$0.00
	Total Mileage: \$0.00
	Total Amount Due: \$0.00
Approved at Board Meeting on: 12/14/2022 _____	

MAXIMUM OF 4 MEETINGS PAID PER MONTH
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srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: October 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/12/22	Regular Board Meeting	\$173.25	
10/17/22	Special Board Meeting	\$173.25	
10/28/22	Special Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$519.75	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1" style="width: 100%;"> <tr> <td>Total Stipend Paid:</td> <td style="text-align: right;">\$519.75</td> </tr> <tr> <td>Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td style="text-align: right;">\$519.75</td> </tr> </table>	Total Stipend Paid:	\$519.75	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$519.75
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Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$519.75								
Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiguelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
11/17/22	CSDA Meeting	\$100.00	
TOTAL MEETING STIPEND		\$100.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1" style="width: 100%;"> <tr><td>Total Stipend Paid:</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Total Expense Claim:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Mileage:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Amount Due:</td><td style="text-align: right;">\$100.00</td></tr> </table>	Total Stipend Paid:	\$100.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$100.00
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Total Mileage:	\$0.00								
Total Amount Due:	\$100.00								
Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: October 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
10/12/22	Regular Board Meeting	\$173.25	
10/17/22	Special Board Meeting	\$173.25	
10/19/22	Finance Committee	\$100.00	
10/28/22	Special Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$619.75	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1"> <tr> <td>Total Stipend Paid:</td> <td>\$619.75</td> </tr> <tr> <td>Total Expense Claim:</td> <td>\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td>\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td>\$619.75</td> </tr> </table>	Total Stipend Paid:	\$619.75	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$619.75
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Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$619.75								
Approved at Board Meeting on: 12/14/2022 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____	Total Stipend Paid: \$0.00
Date: _____	Total Expense Claim: \$0.00
	Total Mileage: \$0.00
	Total Amount Due: \$0.00
Approved at Board Meeting on: 12/14/2022 _____	

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Jesse Robles

Month/Year: November 2022

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
11/28/22	Negotiations Committee	\$100.00	
TOTAL MEETING STIPEND		\$100.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Stipend Paid:</td> <td style="text-align: right; padding: 2px;">\$100.00</td> </tr> <tr> <td style="padding: 2px;">Total Expense Claim:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Total Mileage:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Total Amount Due:</td> <td style="text-align: right; padding: 2px;">\$100.00</td> </tr> </table>	Total Stipend Paid:	\$100.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$100.00
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Approved at Board Meeting on: <u>12/14/2022</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH
 Forms are due the 1st of each month
 Please submit to Shayna Rians
srians@sanmiquelfire.org



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: December 14, 2022
To: Board of Directors
From: Leah Harris, Administrative Officer/Finance Officer
Subject: Combined Tax Report

Background

SCI Consulting Group completes each fiscal year, a Combined Tax Report that provides an overview of the scope of their services, including all tasks necessary to prepare the taxes and administer them throughout the fiscal year. This includes calculation of the taxes, preparation of the Tax Report and Tax Roll, submission of the taxes, confirmation of levies to be included on tax bills, direct response to property owner inquiries, and administration of the tax levies throughout the fiscal year. The Combined Tax Report is a look back of the previous fiscal year.

Discussion

The Combined Tax Report has been revised several times with updated information to ensure that information related to the Prop E Citizen Oversight Committee process and adjustments to the way the District separates out revenues and expenditures related specifically to Prop E are captured.

Fiscal Impact

None.

Recommendation

Approve the Combined Tax Report for the Fiscal Year 2021/2022 dated December 2022.

FY 2021-22

TAX REPORT

San Miguel Consolidated Fire Protection District (Former East County FPD)

- Fire Suppression & Emergency Services
- Fire Protection & Emergency Medical Services
- Advance Life Support (Paramedic/Firefighters) Engines
- Prop E – Fire Suppression, Protection & Emergency Medical Response Services

December 2022
Final Report

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300
www.sci-cg.com

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San Miguel Consolidated Fire Protection District

Board of Directors

Theresa McKenna, President
Jesse Robles, Vice-President
Jeff Nelson, Secretary
Jim Ek, Board Member
Harry Muns, Board Member
Christopher Pierce, Board Member
Kim Raddatz, Board Member

San Miguel Fire Chief

Criss Brainard

Tax Administration Consultant

SCI Consulting Group

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Executive Summary

In July 2008 East County Fire Protection District (“ECFPD” or “former District”) completed the necessary steps, as directed by the San Diego County Local Agency Formation Commission (LAFCo), in order to merge with San Miguel Consolidated Fire Protection District (the “Consolidated District”). The former East County Fire Protection District was originally established on July 1, 1994, as the first non-contiguous Fire District in the State of California, created as a result of the merger of Crest Fire Protection District and the Bostonia Fire Protection District.

The ECFPD area covers nearly 12 square miles. An estimated 15,000 residents receive fire, emergency medical, and rescue services from the former ECFPD and now directly from the Consolidated District. The area covered by the former District is located in the unincorporated area of eastern San Diego County, including the community of Bostonia (unincorporated area north of the City of El Cajon), and the community of Crest (portion of unincorporated areas of El Cajon, between the City of El Cajon and the Harbison Canyon / Alpine area). The ECFPD boundaries are displayed on page 16 of this report. After the LAFCo merger the Consolidated District now covers a 47 square mile area in the Eastern portion of San Diego County, serving the communities of Bostonia and Crest (area previously served by ECFPD), and Casa de Oro, Grossmont / Mt. Helix, La Presa, Rancho San Diego, Spring Valley, and unincorporated areas of El Cajon and La Mesa.

The Consolidated District is governed by a seven-member Board of Directors who are elected by the general population within the District boundaries and serve four-year terms, representing also the former ECFPD.

The former District’s operations and services are funded from several sources: a fraction of *ad valorem* property taxes; the fire suppression and emergency services (Crest Area) special benefit tax; the fire protection and emergency medical services (Bostonia Area) special benefit tax; the advanced life support (paramedic/firefighter) engines special benefit tax; the fire suppression, protection and emergency medical response services special tax (Proposition E); and other miscellaneous sources.

Crest Special Benefit Tax

During a special election held on April 8, 1980, registered voters within the Crest area of the District approved the Fire Suppression and Emergency Services Special Benefit Tax (the "Crest Special Benefit Tax").

The purpose of the Crest Special Benefit Tax is to fund operating expenses, capital improvements expenditures, and debt repayment to provide local fire suppression and emergency services.

Bostonia Special Benefit Tax

The Fire Protection and Emergency Medical Services Special Benefit Tax (the "Bostonia Special Benefit Tax") was passed by 95.4% of registered voters within the Bostonia area of the District on June 3, 1997.

The purpose of the Bostonia Special Benefit Tax is to fund operating expenses, capital improvement expenditures and debt repayment to provide local fire protection and emergency medical services.

Paramedic Special Benefit Tax

In November 2002, registered voters in the East County Fire Protection District voted 71.5% in favor of The Special Benefit Tax for the Provision of Advanced Life Support (Paramedic/Firefighter) Engines (the "Paramedic Special Benefit Tax").

The purpose of the Paramedic Special Benefit Tax is to provide paramedic / firefighters to provide advanced life support (paramedic) service.

Proposition E Special Tax

On September 25, 2007, registered voters in the East County Fire Protection District approved Proposition E, a new special tax, by 73.2%. The full text of Proposition E and its ballot results are provided on pages 13 and 15 in this report.

The purpose of this special tax is to raise additional revenue to fund operating expenses, capital improvement expenditures and debt repayment to provide local fire suppression, protection, and emergency response services within the boundaries of the ECFPD, pursuant to Government Code Section 50077 et seq.

This Report summarizes the purpose of the special taxes, the Fiscal Year 2021-22 special tax, methods of apportionment, and other related data as required by Government Code Section 50075.1 et seq.

The special benefit taxes described above will continue to be collected and their revenues will continue to provide local fire suppression, protection and emergency response services in the Crest and Bostonia communities within the area of the former East County Fire Protection District. The special benefit taxes will continue funding the services for which they were created in their respective service area (Crest and Bostonia) within the boundaries of the former East County Fire Protection District, as approved by its voters.

Special Taxes Fiscal Year 2021-22

There were 2,387 parcels in the District as of July 1, 2022. The total annual special taxes collected by the District for Fiscal Year 2021-22 was \$2,719,965.

The Figure 8 displays the expenditures Fiscal Year 2021-22:

Figure 1 – Actual Expenses for Fiscal Year 2021-22

Actual Expenses FY 2021-22	
Operating Revenues	
Crest Special Benefit Tax Revenue	\$ 60,230
Bostonia Special Benefit Tax Revenue	\$ 287,547
Paramedic Special Benefit Tax Revenue	\$ 430,276
Proposition E - Special Tax Revenue	\$ 1,941,912
Total Operating Revenues	\$ 2,719,965
Operating Expenses	
Salaries and Benefit Costs	
Director Fees	\$ 2,992
Director Benefits	\$ 6,349
Employee Salaries	\$ 3,097,374
Employee Benefits	\$ 1,332,439
Total Salaries and Benefit Costs	\$ 4,439,155
Services and Supplies	
Professional Services	\$ 388,821
Special District Expense	\$ 60,803
Maintenance	\$ 157,761
Insurance	\$ 198,038
Equipment	\$ 79,899
Utilities	\$ 79,498
Supplies	\$ 23,878
Personnel Development	\$ 12,171
Rents and Leases	\$ 36,151
Total Services and Supplies	\$ 1,037,019
Total Expenses	\$ 5,476,174
Net Income before Reserve Related Activities	\$ (2,756,209)

Projections for Fiscal Year 2022-23

The four special taxes will continue funding operating expenses, capital improvement expenditures and debt repayment in order to provide local fire suppression and emergency services, as well as paramedic/firefighters to provide advanced life support (paramedic) services.

The Figure below displays the preliminary projected revenues from the special taxes for the area formerly served by the East County Fire Protection District, and now by the San Miguel Consolidated Fire Protection District, for Fiscal Year 2022-23:

Figure 2 – Projected Revenues for Fiscal Year 2022-23

Crest Special Benefit Tax Revenue	\$60,190
Bostonia Special Benefit Tax Revenue	\$302,348
Paramedic Special Benefit Tax Revenue	\$452,466
Proposition E - Special Tax Revenue	<u>\$1,999,138</u>
Total Revenues from Special Taxes	\$2,814,142

Rates and Special Benefit Tax Methods of Apportionment

The special benefit taxes are levied each year on each taxable parcel of land within its respective boundaries within the former East County Fire Protection District at the annual rates shown in the following tables.

Crest Special Benefit Tax

The passage of the Crest Special Benefit Tax by the Crest voters in April 8, 1980 authorized the District to levy the special benefit tax at a rate of \$10.00 per benefit unit as described in the table below. The Crest Special Benefit Tax did not provide for any future annual increases to the original tax rate; therefore, the tax rates have remained the same since they were first levied in Fiscal Year 1980-81.

Figure 3 – Crest Special Benefit Tax Rates – April 8, 1980

Parcel Land Use	Maximum Number of Units of Benefit	Tax Rate per Benefit Unit
Unimproved	2 units per acre and/or portion of acre up to 20 units per parcel	\$10.00
Residential	4 units per dwelling	\$10.00
Commercial	10 units per acre and/or portion of acre	\$10.00
Industrial	20 units per acre and/or portion of acre	\$10.00
Irrigated Farm	6 units per parcel	\$10.00
Mobilehome	2 units per dwelling unit	\$10.00
Trailer Parks	1 unit per acre and/or portion of acre	\$10.00
Institutional	6 units per parcel	\$10.00

Bostonia Special Benefit Tax

The table below displays the Bostonia Special Benefit Tax rates as they were approved on June 3, 1997, and first applied in Fiscal Year 1997-98.

Figure 4 – Bostonia Special Benefit Tax Rates – June 3, 1997

Parcel Land Use	1997 Approved Tax Rate
Residential	\$ 40.00 per dwelling
Commercial / Industrial	\$ 200.00 per parcel
Institutional	\$ 60.00 per parcel
Recreational	\$ 20.00 per parcel
Irrigated Farmland & Unimproved Acreage	\$ - per parcel

In order to help ensure that the revenues from the Bostonia Special Benefit Tax grow in line with the inflation adjusted cost of providing local fire protection and emergency medical services, the tax rate may be adjusted in future years based on the increase in consumer price index for the San Diego County Area (“CPI”), as determined by the United States Department of Labor, and approved by the voters in 1997. The following table shows the rates used for Fiscal Year 2021-22, which was increased by 1.50% over the previous year, which was equal to the change in CPI as of January 1, 2021.

Figure 5 – Bostonia Special Benefit Tax Rates – Fiscal Year 2021-22

Parcel Land Use	FY 2021-22 Tax Rate
Residential	\$ 73.13 per dwelling
Commercial / Industrial	\$ 365.75 per parcel
Institutional	\$ 109.71 per parcel
Recreational	\$ 36.53 per parcel
Irrigated Farmland & Unimproved Acreage	\$ - per parcel

Paramedic Special Benefit Tax

The table below displays the Paramedic Special Benefit Tax rates that were approved by the registered voters in the District on November 5, 2002.

Figure 6 – Paramedic Special Benefit Tax Rates – Nov 5, 2002

Parcel Land Use	2002 Approved Tax Rate
Residential	\$ 49.00 per dwelling
Commercial / Industrial	\$ 400.00 per parcel
Institutional	\$ 500.00 per parcel
Recreational	\$ 300.00 per parcel
Farmland (Irrigated & Non-Irrigated)	\$ 200.00 per parcel

Note: Single Family Residential (SFR) includes condominiums and manufactured homes on lots. Other Residential properties include any type of multi-family properties, such as duplex, triplex, apartments, mobile home parks, etc.

As approved by the District voters in 2002, the Paramedic Special Benefit Tax rate may be adjusted in each year based on the increase in the consumer price index for the San Diego County Area (“CPI”), as determined by the United States Department of Labor. The following table shows the rates used for Fiscal Year 2021-22 which were increased by 1.50%, which is the change in the CPI, in order to meet the adjusted cost of providing local fire protection and emergency medical services. The following table shows the rates to be used for Fiscal Year 2021-22.

Figure 7 – Paramedic Special Benefit Tax Rates – Fiscal Year 2021-22

Parcel Land Use	FY 2021-22 Tax Rate
Residential	\$ 76.65 per dwelling
Commercial / Industrial	\$ 625.79 per parcel
Institutional	\$ 782.27 per parcel
Recreational	\$ 476.37 per parcel
Farmland (Irrigated & Non-Irrigated)	\$ 312.89 per parcel

Proposition E Special Tax

The special tax is levied each year on each taxable parcel of land within the boundaries of the former East County Fire Protection District. The passage of Proposition E by the voters on September 25, 2007, authorized the District to levy the special tax at a rate of \$250.00 per tax unit or Single-Family Residence for Fiscal Year 2007-08 as shown below:

Figure 8 – Proposition E Special Tax Rate – September 25, 2007

Land Use	Rate FY 2007-08	Unit
Single Family Residential	\$ 250.00	per parcel
Other Residential	\$ 250.00	per dwelling unit
Commercial/Industrial	\$ 250.00	per 1/10 of acre
Agricultural/Vacant	\$ 125.00	per parcel
Institutional/Miscellaneous	\$ 250.00	per parcel

Note: Single Family Residential (SFR) includes condominiums, manufactured homes on lots, and residences on agricultural and ranch properties. Other Residential properties include any type of multi-family properties, such as duplex, triplex, apartments, mobile home parks, etc.

In order to help ensure that the revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and medical emergency response services, the tax rate may be increased in future years by an annual amount not to exceed 3.00% per year. The Board of Directors approved the following tax rate for Fiscal Year 2021-22:

Figure 9 – Proposition E Special Tax Rate - Fiscal Year 2021-22

	Rate FY 2021-22	Unit
Single Family Residential	\$353.95	per parcel
Other Residential	\$353.95	per dwelling unit
Commercial/Industrial	\$353.95	per 1/10 of acre
Agricultural/Vacant	\$176.98	per parcel
Institutional/Miscellaneous	\$353.95	per parcel

The Board of Directors will hold an annual public hearing (every year) to set Proposition E special tax rate and allocations funded by the special tax. Each year there will be a public accounting of the use of Proposition E special tax funds (Combined Tax Report) during the past year, as required by Government Code Section 50075.3, and approval of the use of funds for the next year.

Prop E Citizen’s Oversight Committee Established

Prior to East County Fire Protection District’s, Station 18 & 19 (ECFPD) consolidation with San Miguel Consolidated Fire Protection District in 2008, the citizens of ECFPD overwhelmingly approved a ballot measure for a special tax “Prop E” to maintain/improve Fire/EMS service. One of the requirements required the San Miguel Board to establish a volunteer Citizen Oversight Committee for Prop E. The original Oversight Committee was established but dissolved quickly after consolidation. A committee was formed again for the oversight of these funds.

The committee meets monthly and reviews financial statements and reports from the District on the special tax. The committee prepares an annual report that explains whether the District had demonstrated that best efforts have been applied to maximize opportunities for expenditures to be used in conjunction with other local agencies in a manner that benefits the public and reduces costs.

The current committee members are:

Kandhy Franklin
Mike Herrin
Bennett McDonald
Joyce Peterson
Kyle Herman

Administration of Special Taxes

General Administrative Requirements

The special benefit tax levies are calculated for all parcels on the new fiscal year's assessor roll. This roll includes all parcels that are in existence prior to January 1 of the previous fiscal year. After the special tax levies have been computed, the levy data must be filed with the County Auditor prior to August 10 of each year for inclusion on property tax bills.

After submission of the parcel tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills, which typically occurs in October. The special tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

Use of Proceeds

All proceeds of the special benefit taxes levied and imposed shall be accounted for and paid into a special account for each special benefit tax designated for use of operations and maintenance of the District, pursuant to Government Code Section 50075.1(b) and (c).

Appropriations Limit

Pursuant to Section 7902.1 of the California Government Code or any successor provision of law, the Board shall provide in each year for any increase in the District's appropriations limit as shall be necessary to ensure that Parcel Tax proceeds, and of all qualified parcel tax levied by the District, may be spent for the authorized purposes.

Use of Parcel Tax Proceeds

In general, revenue from the three special benefit taxes for Fiscal Year 2021-22 property tax bill collections were used to fund local fire suppression, protection and emergency medical services in the Bostonia and Crest areas, formerly served by ECFPD and now by the Consolidated District. The services provided comprise the following:

- Emergency Response
Mitigate fire or explosion, medical emergencies, rescue, hazardous material spills and hazardous material incidents.
- Disaster Preparedness
Maintenance and coordination of the District's Disaster Preparedness Program.

- **Public Assistance**
Respond to requests for service from the public when those services are not otherwise assigned to other public agencies.
- **Loss Prevention**
Programs that include the implementation and enforcement of fire and life safety regulations and laws.
- **Public Education and Information**
Programs to prepare the citizens of the District to better prevent and mitigate emergencies.
- **Administration**
Administration and overhead costs.

More specifically, the Crest and Bostonia Special Benefit Taxes and the Proposition E Special Tax fund operating expenses, capital improvement expenditures and debt repayment in order to provide local fire suppression and emergency services. The Paramedic Special Benefit Tax funds paramedic/firefighters to provide advanced life support (paramedic) services.

Annual Audit

An account has been established for deposit of the proceeds by the Board. For so long as the tax is in effect, the Chief or the financial officer of the District shall cause a report to be filed with the Board no later than December 31 of each year, commencing December 31, 2012, stating (1) the amount collected and expended in such year, and (2) the status of any projects or description of any programs funded. The report may relate to the calendar year, fiscal year, or other appropriate annual period, as said officer shall determine, and may be incorporated into or filed with the annual budget, audit, or other appropriate routine report to the Board.

Independent Citizens' Oversight Committee

ECPD formed an independent citizens' oversight committee to ensure Prop E tax revenue was only spent to fulfill the stated intent of the ballot measure. The committee was later dissolved after it was determined that expenses exceeded revenues generated by the special taxes, as well as with the consolidation of ECPD into San Miguel Consolidated Fire Protection District.

The committee was reestablished by the Board of Directors in Fiscal Year 2021-22. Members are appointed by the Board to oversee all expenditures for Prop E.

Appeals Procedure

Taxpayers wishing to challenge the County Assessor's determination must do so under the procedures for correcting a misclassification of property pursuant to Section 4876.5 of the California Revenue and Taxation Code or other applicable procedures. Taxpayers seeking a refund of the Parcel Tax paid shall follow the procedures applicable to property tax refunds pursuant to the California Revenue and Taxation Code.

Public Information

Taxpayers and other interested persons can obtain information regarding the parcel tax, or other information by contacting the District's parcel tax levy administrator, SCI Consulting Group at telephone number (707) 430-4300 or (800) 273-5167. SCI Consulting Group's toll free property-owner inquiry line is also included with property tax bills.

Auditor Filing and Reporting

Parcel tax levies for the upcoming fiscal year must be filed with the San Diego Tax Collector by August 10. The parcel tax levies have been submitted and confirmed for the Fiscal Year 2021-22. After submission of the parcel tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills which typically occurs in October. The parcel tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

Proposition E – Ballot Text and Ballot Results

Proposition E – Ballot Text

PROPOSITION E EAST COUNTY FIRE PROTECTION DISTRICT

To keep and maintain the District’s two existing fire stations open, keep property insurance rates manageable, employ professional firefighters and to provide year-round fire protection and medical emergency response services, do you support an annual special tax for local fire protection and emergency medical services for properties within the East County Fire Protection District, to save our local fire protection and emergency response services?

FULL TEXT OF SPECIAL TAX PROPOSITION E EAST COUNTY FIRE PROTECTION DISTRICT PARCEL TAX FOR FIRE SUPPRESSION, PROTECTION AND EMERGENCY MEDICAL RESPONSE SERVICES FOR THE COMMUNITIES OF CREST AND BOSTONIA

The East County Fire Protection District is responsible for fire protection and emergency medical response services in the Bostonia and Crest areas. Last year, the District responded to over 2,000 emergencies in the Bostonia and Crest communities.

In order to keep the East County Fire Protection District’s two existing fire stations open, keep property insurance rates manageable, employ professional firefighters and to provide year-round fire protection and medical emergency response services, the District proposes to levy a special tax on each taxable parcel of land within the District at the following annual rates:

- Single Family Residential: \$250 per parcel
- Other Residential: \$250 per dwelling unit
- Commercial / Industrial: \$250 per one-tenth acre
- Agricultural / Vacant: \$125 per parcel
- Institutional / Miscellaneous: \$250 per parcel

Taxable parcels are those parcels that appear on the annual secured San Diego County property tax roll. Assessor’s Use Codes established by the San Diego County Assessor’s Office are used to identify and categorize property.

The purpose of this parcel tax will be to ensure continued local fire suppression, protection and emergency response services for all residents, employees and guests in the District. The revenues raised by this special tax will only be used to defray operating expenses, capital improvement expenditures and debt repayment to accomplish the foregoing purposes.

In order to help ensure that the revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and medical emergency response services, the tax rate may increase in future years by an annual amount not to exceed 3% per year.

If the special tax is approved by two-thirds of the voters voting on the measure, the District's appropriations limit will be increased by the amount of this voter-approved tax.

The special tax revenues shall be deposited into a separate account held by the San Diego County Treasurer for exclusive use by the East County Fire Protection District, in accordance with Government Code Section 50075.1, and shall be expended by the District according to a plan developed annually by the District staff and approved and adopted by the District's Board of Directors. A citizens' oversight committee appointed by the Board will review and report on the expenditure of tax revenues.

The District will cause to be filed an annual report with its Board of Directors, which report shall include the amount of special tax revenues collected and expended, and which shall otherwise comply with the accountability measures established in Government Code Sections 50075.1 et seq.

Proposition E – County Counsel Impartial Analysis

COUNTY COUNSEL IMPARTIAL ANALYSIS - SPECIAL TAX PROPOSITION E EAST COUNTY FIRE PROTECTION DISTRICT PARCEL TAX FOR FIRE SUPPRESSION, PROTECTION AND EMERGENCY MEDICAL RESPONSE SERVICES FOR THE COMMUNITIES OF CREST AND BOSTONIA

As a voter within the East County Fire Protection District ("District") you are asked to vote on a special tax proposed for adoption by resolution of the District's Board of Directors to be levied annually on each taxable parcel as follows:

- Single Family Residential: \$250 per parcel
- Other Residential: \$250 per dwelling unit
- Commercial/Industrial: \$250 per one-tenth acre
- Agricultural/Vacant: \$125 per parcel
- Institutional/Miscellaneous: \$250 per parcel

The special tax may increase in future years in accordance with inflation, but not to exceed 3% per year.

Use of Special Tax Revenue. The revenue raised will be used only to pay for operating expenses, capital improvements and debt repayment to ensure continued local fire protection and emergency response services within the District.

Expenditure Plan and Accountability Measures. The resolution adopted by the District Board of Directors requires that:

- (1) The revenue raised be expended in accordance with a plan approved and adopted annually by the Board of Directors;
- (2) A citizens' oversight committee appointed by the Board of Directors will review and report on the expenditure of the special tax revenue; and
- (3) The District will file an annual report including the amount of special tax revenue collected and expended, and comply with all accountability standards required by State law.

Appropriation Limit. The District's appropriation limit will increase in accordance with the amount of revenue raised by the special tax.

Two-thirds Voter Approval Required. Two-thirds of those voting on this measure must approve the special tax in order for the tax to be adopted.

A "YES" vote is a vote in favor of the special tax.

A "NO" vote is a vote against the special tax.

Proposition E – Ballot Results, September 25, 2007

Proposition E was held as a San Diego County Registrar of Voters special mail ballot election. Ballots were mailed to all registered voters in August 2007; the votes were due back to the Registrar of Voters on September 25, 2007, Election Day. The Official results of the election are listed below:

COUNTY OF SAN DIEGO – REGISTRAR OF VOTERS

TUESDAY, SEPTEMBER 25, 2007

SPECIAL MAIL BALLOT ELECTION

OFFICIAL RESULTS

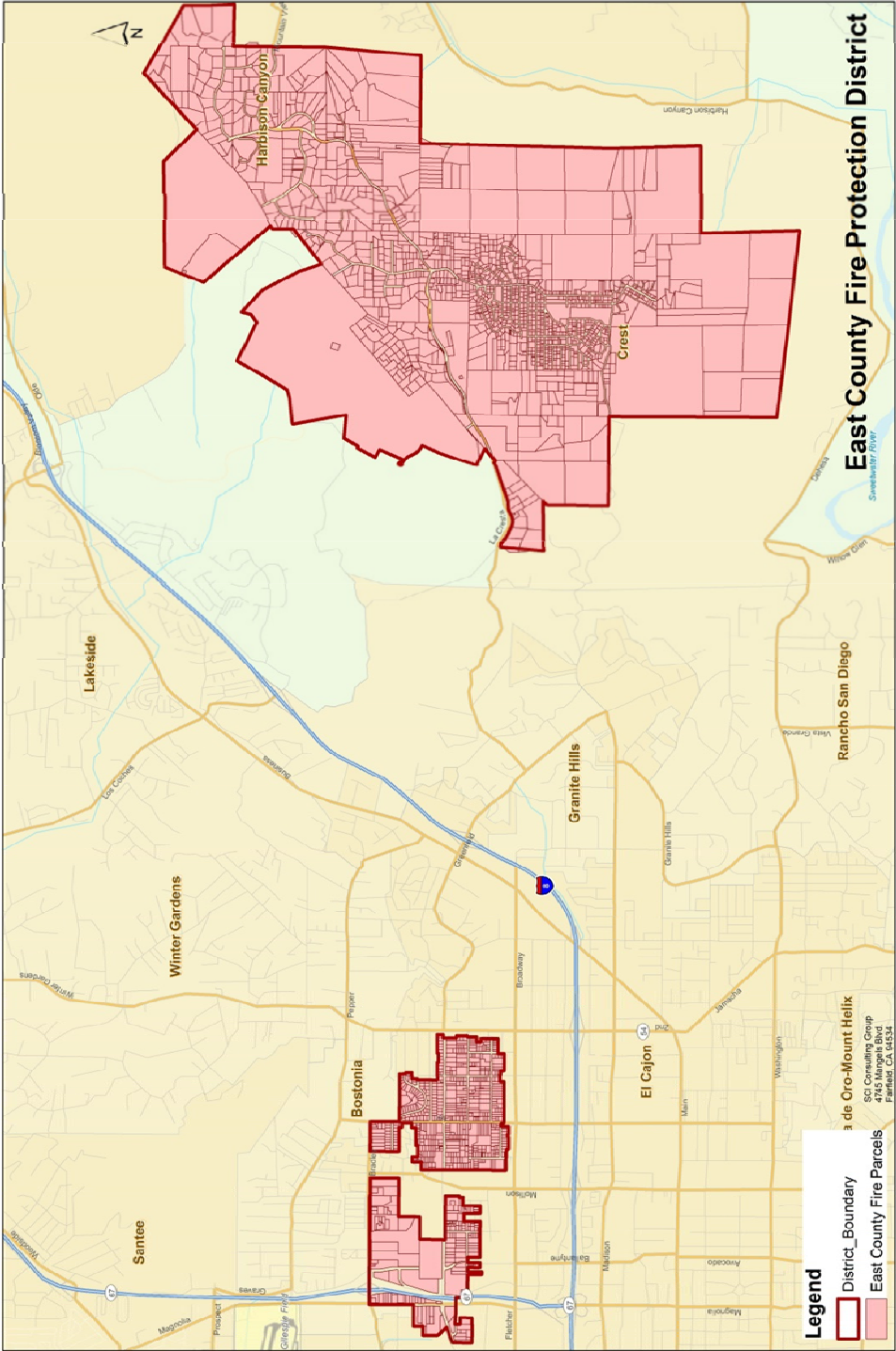
EAST COUNTY FIRE PROTECTION DISTRICT

Prop E Special tax for fire protection and emergency medical services.

Total Registered Voters		4,684
Total Votes Cast		1,740
Turnout		37.1%
PROP E (Req. 2/3)	Votes	Percent
YES	1273	73.2%
NO	467	26.8%

District Boundary

The following diagram displays the boundaries of the former East County Fire Protection District, and specifically the Crest and Bostonia areas.



Appendix A – Special Tax Rolls, Fiscal Year 2021-22

The four tax rolls for the four benefit taxes named below, listing the Fiscal Year 2021-22 special benefit taxes, have been filed with the San Miguel Consolidated Fire Protection District and are included herein by reference as Appendix “A.”

- Fire Suppression and Emergency Services – Crest Area
- Fire Protection and Emergency Medical Services – Bostonia Area
- Advanced Life Support – Paramedic/Firefighter Engines
- Proposition E – Fire Suppression, Protection and Emergency Medical Response Services

Appendix B – Parcel Tax Reporting – Statistical Data

Reference is hereby made to the Parcel Tax Reporting – Statistical Data forms for the following special taxes: Fire Suppression and Emergency Services – Crest Area; Fire Protection and Emergency Medical Services – Bostonia Are; Advanced Life Support – Paramedic/Firefighter Engines; and Proposition E – Fire Suppression, Protection and Emergency Medical Response Services



San Miguel Fire & Rescue

Service Beyond Expectations

Administrative Staff Report

Date: December 14, 2022

To: Board of Directors

From: Leah Harris, Administrative Officer/Finance Officer

Subject: Resolution 22-23 – Participation in County of San Diego Neighborhood Reinvestment Program and Resolution 22-24 Participation in County of San Diego Community Enhancement Program

Background

The County of San Diego has two grant program opportunities that non-profit organizations, including public agencies can apply for. The Neighborhood Reinvestment and Community Enhancement Program funds shall be allocated for approved expenditures.

Discussion

Applicants shall return all paperwork required to be submitted by Board Policy B-58, Board Policy B-72 (Neighborhood Reinvestment Program), or a grant agreement entered into pursuant to these policies in a timely fashion. If an applicant has overdue/past due documentation from either a Neighborhood Reinvestment or Community Enhancement Program grant, an applicant may not apply for additional funding until the applicant has submitted all required documentation for the prior grant. Resolutions must be on file with the application.

Fiscal Impact

Cost Sharing Grant – percentage to be determined by the County of San Diego.

Recommendation

Adopt Resolution 22-23 and Resolution 22-24.

Attachments

- A. Resolution 22-23
- B. Resolution 22-24

Resolution 22-23

A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District to Allow Participation in the County of San Diego Neighborhood Reinvestment Program

WHEREAS, the County of San Diego Neighborhood Reinvestment Program provides funding for non-profit corporations for certain specified purposes; and

WHEREAS, the San Miguel Consolidated Fire Protection District wants to file an application with County of San Diego for Neighborhood Reinvestment Program funding.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of San Miguel Consolidated Fire Protection District:

1. Confirms that San Miguel Consolidated Fire Protection District is a non-profit California corporation or a public agency under the laws of the State of California;
2. Approves the filing of an application with the County of San Diego for Neighborhood Reinvestment Program funding during the County's current fiscal year; and
3. Authorizes the people listed below to sign a grant agreement with the County of San Diego for Neighborhood Reinvestment funds for the current fiscal year.

Criss Brainard, Fire Chief

Andy Lawler, Division Chief

Leah Harris, Administrative Officer/Finance Officer

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 14th day of December 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Board President

Resolution 22-24

A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District to Allow Participation in the County of San Diego Community Enhancement Program

WHEREAS, the County of San Diego Community Enhancement Program provides funding for non-profit corporations for certain specified purposes; and

WHEREAS, the San Miguel Consolidated Fire Protection District wants to file an application with County of San Diego for Community Enhancement Program funding.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of San Miguel Consolidated Fire Protection District:

1. Confirms that San Miguel Consolidated Fire Protection District is a non-profit California corporation or a public agency under the laws of the State of California;
2. Approves the filing of an application with the County of San Diego for Community Enhancement Program funding during the County's current fiscal year; and
3. Authorizes the people listed below to sign a grant agreement with the County of San Diego for Community Enhancement funds for the current fiscal year.

Criss Brainard, Fire Chief

Andy Lawler, Division Chief

Leah Harris, Administrative Officer/Finance Officer

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 14th day of December 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Board President