

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, June 14, 2023, 5:30 pm**

MINUTES

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

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

BOARD MEMBERS ABSENT None

STAFF PRESENT Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Administrative Officer/Finance Officer (AO/FO) Harris, Deputy Fire Marshal Newman, and Executive Assistant/Board Clerk Rians

Director Muns led the Pledge of Allegiance.

APPROVAL OF AGENDA

Director McKenna requested that Agenda Item #9 be moved to follow Agenda Item #25. After advancing through the agenda faster than anticipated, Agenda Item #9 was moved after Agenda Item #27 with further consensus. [By Board Consensus, the agenda was approved.](#)

The Agenda for the Regular Meeting of June 14, 2023, was posted at District Headquarters on Friday, June 9, 2023, at 5:00 pm.

PUBLIC COMMENT

None

SPECIAL PRESENTATION

San Miguel Leadership presented Life Extending Awards to individuals who assisted a citizen involved in a motorcycle accident.

San Miguel Leadership also acknowledged Division Chief Browning's 32 years of service to the District and wished him well into retirement.

President Robles called an intermission from 5:47 – 6:05 pm.

INFORMATIONAL AGENDA ITEMS

1. The Board of Directors will hear a presentation on the California Liquid Assets Securities System (CLASS). *Postponed to the July 12, 2023, meeting*
2. San Diego County Fire Chief's Association, Health and Safety Section, presented information regarding cancer awareness.

San Diego Fire Engineer Kyle O'Neill, who serves as his department's Cancer Health Coordinator, shared a PowerPoint presentation on cancer awareness. Discussion included the importance of decontamination, the incident rate of certain types of cancer, and which screenings have proven most effective in detecting early-stage cancers.

REPORTS

3. Committee Reports

Directors Raddatz and Robles shared that the Finance Committee continues to work on the Board of Directors' Financial Management and Investment Policy.

Director Muns shared that HCFA has some minor updates to the JPA agreement – an action item to approve these changes will be on our next regular meeting agenda.

4. Directors' Reports

Director Raddatz attended the Coffee Cups and Fire Trucks event at Station 23 and noted a good turnout with great coffee. He also shared that the station looks good after adding drought-resistant landscaping.

Director Robles polled the Board for a date to hold a Master Planning Workshop. The agreed-upon date for the workshop will be Wednesday, August 16, 2023, at 5:30 pm.

Director Robles also commended staff on the District website and acknowledged how fire personnel conducted themselves at a recent incident involving the Sheriff's Department.

5. Chief's Report

Action Plan Recap from April 12, 2023, Board Meeting

- Staff to post Ordinance 2023-1 – **Completed**
- Board Finance Workshop: June 28, 2023, 10 am - 2 pm (lunch provided) – **Scheduled**
- Discuss the possibility for BLS units in SMG – **In progress**
- Staff to continue researching voting options – **In progress**
- Add Negotiations to next meeting in Closed Session for the Fire Chief – **Agenda Item #9**

Promotions and Assignments

- Ron Quinlan promoted to Division Chief
- Mike Christiansen moved to Training BC
- Nick Nava promoted to Battalion Chief
- Travis Embleton promoted to Captain
- Corey Powell promoted to Engineer
- Steven Michel promoted to Engineer

Station 14 Property Perimeter Wall Emergency Repair

- Initial stabilization in place waiting for repair quotes

Community Outreach

- June 5th Jamacha Elementary Kinder/1st grade station tour at 22s (90 students)
- June 10th Coffee cups and Fire Trucks at Station 23.
- June 15th E18 visit Crest Elementary for the last day of school
- June 18th E23 visit Shadow Mountain Church Fathers Day car show June 18th
- June 18th T15 visit Skyline Church Fathers Day picnic
- Noah Homes - Donations of dinner with Firefighters
- Grossmont Hospital Auxiliary Foundation dinner with Firefighters
- Grossmont College Interns – 3 social media interns fall semester

Significant Incidents

- June 4th – La Cresta Rd Rescue overside the side fire w multi patients

6. Association of San Miguel Chief Officers Communications
Newly promoted Battalion Chief Nava (B Shift) spoke on behalf of the Chief Officers Association. Nava shared that he and Chief Christiansen are enrolled in a CA-219 fire operations class this week.
7. Association of San Miguel Firefighters Communications
Captain Mike Hays shared that Local 1434's annual golf tournament was successful, raising approximately \$18,000. Captain Hays commended Ronnie Gilman and Cameron Smith for their efforts towards the Coffee Cups and Fire Trucks event. The Local continues to improve their development based on the SWOT analysis. The cookoff challenge, formerly internal to San Miguel, is in the works to expand zone-wide. A few events are coming up, including a Padres game, a 4th of July get-together at Silver Strand, an end-of-summer party in August, and the annual Christmas party tentatively scheduled for December 12 at Sycuan.
8. Correspondence
Chief Brainard shared a letter from the Kiwanis thanking us for attending the annual Safety Officers Appreciation Dinner.

CONSENT AGENDA ITEMS

Upon a motion by Director McKenna, second by Director Woodruff, and vote (unanimously in favor), the Consent Agenda was approved.

10. Approve the Minutes Regular Meeting of May 10, 2023
11. Approve Board Member Stipend Payments.
12. Approve Resolution 23-12 – 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 2023/2024.
13. Approve Resolution 23-13 – 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 2023/2024.
14. Approve Resolution 23-14 – 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.
15. Receive and File Quarterly Investment Report in Accordance with California Government Code.
16. Credit Card Expenditures Review – The Board of Directors will review the credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
17. Review the Quarterly Employee Reimbursement Report.

INFORMATIONAL AGENDA ITEMS

18. Quarterly Financial Update – Administrative Officer/Finance Officer Harris provided the 3rd Quarter Financials; the document is available for review on the District website.

ACTION AGENDA ITEMS

19. LAFCO Ballot for San Diego County Consolidated Redevelopment Oversight Board.
Upon a motion by Director Pierce, second by Director Muns, and vote (unanimously in favor), San Miguel's ballot will be cast in favor of Tim Robles from Lakeside Fire District.
20. Ballot for California Special Districts Association Board of Directors, Southern Division, Seat C.
Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor), San Miguel's ballot will be cast in favor of incumbent Arlene Schafer from Costa Mesa Sanitary District.
21. Proposed Preliminary Budget – The Board of Directors will discuss and may take action on adopting Resolution 23-15 for the approval of the 2023/2024 Preliminary Budget.
Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor), the preliminary budget was approved.
22. CalPERS Lump Sum Payment – The Board of Directors may take action on approving the CalPERS Lump Sum Payment instead of Monthly Payments.
Upon a motion by Director Nelson, second by Director McKenna, and vote (unanimously in favor), the CalPERS lump sum payment was approved.
23. Purchase of Apparatus – The Board of Directors may take action to approve the procurement process of purchasing a New Type I Apparatus in Fiscal Year 2023/2024.
Upon a motion by Director Raddatz, second by Director McKenna, and vote (unanimously in favor), the purchase of a new Type I apparatus was approved.
24. Refurbishment of Type I Engine – The Board of Directors may take action to approve the refurbishment of a Type I Engine in Fiscal Year 2023/2024.
Upon a motion by Director Muns, second by Director Woodruff, and vote (unanimously in favor), the refurbishment of a San Miguel Type I apparatus was approved.
25. Emergency Response Vehicle Purchase – The Board of Directors may take action to approve the procurement process of purchasing a New Emergency Response Vehicle in Fiscal Year 2023/2024.
Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor), the purchase of a new Battalion 6 vehicle was approved.
26. Public Hearing – The Board of Directors will conduct a public hearing and may adopt Resolution 23-16 Fire Mitigation Fee Program & Capital Improvement Plan FY 2023-24.
Director Robles opened the public hearing at 8:01 pm. With no members of the public wishing to speak, **Director Robles closed the public hearing at 8:02 pm.**

Upon a motion by Director Raddatz, second by Director McKenna, and vote (unanimously in favor), Resolution 23-16 was approved.
27. Public Hearing – Public Hearing #1 to Receive Public Comment on the Proposed Fire Prevention Fee Schedule and Direct Staff to schedule Public Hearing #2 for the July 12 Board Meeting.
Director Robles opened the public hearing at 8:02 pm. With no members of the public wishing to speak, **Director Robles closed the public hearing at 8:03 pm.**

Upon a motion by Director McKenna, second by Director Robles, and vote (unanimously in favor), Staff is directed to schedule Public Hearing #2 for the July 12, 2023 Board Meeting.

CLOSED SESSION AGENDA ITEMS

President Robles adjourned the meeting to Closed Session at 6:35 pm.

9. Closed Session – Conference with Labor Negotiator (§54957.6)
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| Agency Negotiators: | Attorney Joseph Sanchez |
| Title: | Fire Chief |

President Robles reconvened the meeting to Open Session at 8:18 pm.

ACTION PLAN RECAP

- Chief Brainard and Executive Staff to review District’s wellness program
- Master Planning Workshop scheduled for Wednesday, August 16, 2023 at 5:30 pm

*The next Board Meeting will be a Special Meeting (Board Financial Workshop), **June 28, 2023, 5:30 pm**, District Headquarters*

President Robles adjourned the meeting at 11:52 pm

Prepared and submitted by:
Shayna Rians
Board Clerk