

**The San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, November 8, 2023, 5:30 pm**

***MINUTES***

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

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

**BOARD MEMBERS ABSENT** Director Muns

**STAFF PRESENT** Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Battalion Chief Christiansen, Administrative Officer/Finance Officer Harris, Administrative Analyst Diana Derobertis, Deputy Fire Marshal Jon Newman, Fire Services Officer Camarena, and Executive Assistant/Board Clerk Rians.

**Director Pierce led the Pledge of Allegiance**

**APPROVAL OF AGENDA**

Director Robles requested Action Agenda Item #13 be tabled to the December meeting. By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of November 8, 2023, was posted at District Headquarters on Friday, November 3, 2023, at 5:00 p.m.*

**PUBLIC COMMENT - None**

**SPECIAL PRESENTATIONS**

Hayden Yantha, Field Representative from Assemblywoman Marie Waldron's office, presented a Staff representing Assemblywoman Marie Waldron (California State Assembly District 75), presented \$500,000 towards the construction of new Station 18.

San Miguel Leadership will conduct badge-pinning for Fire Personnel and acknowledge retiring personnel at the December meeting.

**CONSENT AGENDA ITEMS**

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

1. Approve the Minutes
  - Regular Meeting of September 13, 2023
  - Regular Meeting (Master Planning Workshop) of September 27, 2023
2. Approve Board Member Stipend Payments
3. Receive and File Quarterly Investment Report in Accordance with California Government Code
4. Review Credit Card Expenditures of the Fire Chief and Administrative Officer/Finance Officer
5. Review the Quarterly Employee Reimbursement Report

6. Review the Quarterly Information Technology Access Log

#### **INFORMATIONAL AGENDA ITEMS**

7. Quarterly Financial Update – Administrative Officer/Finance Officer Harris presented the Quarterly Financial Update for the Period Ended September 30, 2023. AO/FO Harris presented information for the first quarter of the Fiscal Year and stated that expenses are trending higher for the quarter, which is to be expected, with benefits being due in July. Insurance is trending at 71% of the current budget due to annual payments made in July and workers' compensation payments happening throughout the year. Overtime continues to trend higher due to strike team reimbursements not being received and overtime expenses increasing.

***Director Muns arrived at 5:38 pm.***

8. Presentation of Revenue/Expenses – Administrative Officer/Finance Officer Harris presented information related to revenue and expenses per direction from the Board Workshop.
9. Deputy Fire Marshal Newman presented information on Accessory Dwelling Units and shared that information will be forthcoming regarding Assembly Bill 1033.

#### **ACTION AGENDA ITEMS**

10. Resolution 23-23 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Opposing Initiative 21-0042A1

Upon a motion by Director Pierce, second by Director Muns, and vote (Directors McKenna, Muns, Pierce, Raddatz, Robles and Woodruff in favor, Director Nelson opposed), Resolution 23-23 was approved.

11. Resolution 23-24 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Appointing the Administrative Officer/Finance Officer

Upon a motion by Director Nelson, second by Director Raddatz, and vote (unanimously in favor), Resolution 23-24 was approved.

12. Resolution 23-25 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Appointing the Board Clerk

Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor), Resolution 23-25 was approved.

13. Land Acknowledgment Resolution Draft – The Board of Directors will receive information and may take action on a draft land acknowledgment for the San Miguel Consolidated Fire Protection District. (Requested by Director Robles)

Tabled to December meeting.

14. Committee Discussion – The Board of Directors will discuss committee roles and responsibilities. (Requested by Director McKenna)

The Board discussed participation in Commission and Committee meetings, roles and responsibilities, and the Board approving outgoing correspondence. Legal Counsel suggested

any decisions be reflected in policy. Commission Representatives and Committee Chairs will bring recommendations for policy guidelines to the January 2024 meeting. Additionally, Board Clerk Rians will revamp the Commissions and Committees reference document and bring it forward at the December 13, 2023, Regular Meeting for review.

Upon a motion by Director McKenna, second by Director Robles, and vote (unanimously in favor), the District will fund three Board attendees to the CSDA quarterly meeting/dinner.

15. Urban Search and Rescue Task Force Reestablishment – The Board of Directors will receive information and may take action allowing personnel to voluntarily participate in the San Diego Urban Search and Rescue Task 8 Team

Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), the District's participation in USAR was approved.

## REPORTS

16. Committee Reports

Director Raddatz shared that the Finance Committee reviewed the financial information that was presented today. There was discussion regarding forecasting revenue and expenditures and ensuring one-time revenues are not considered among recurring revenue. Director Nelson noted the need to review cost increases (fuel, equipment, etc.) over referring to the published federal inflation rates.

Director Nelson attended the Heartland Communication Commission Meeting as the alternate to Director Muns. A contract was granted for Very High Frequency (VHF) communications, and the dispatchers received recognition for their work.

Director Pierce (primary representative for Heartland Fire Training Authority) shared that the new Heartland Fire website is live, and their next Academy graduates on February 17, 2024. Director Pierce also spoke on behalf of the Government Affairs Committee (Ad Hoc), stating that it is budget time for many of our representatives. Direction was given to Chief Brainard to seek monetary assistance from Assemblywoman Dr. Weber's office toward thermal imaging cameras.

Director Robles shared that Negotiations are being completed with the employee organizations and unrepresented employees.

17. Directors' Reports

Directors Nelson and Pierce attended an event to meet the candidates vying for the County Board of Supervisors 4<sup>th</sup> District seat.

Director McKenna commended Director Robles for the most recent Board Workshop. She shared it was one of the most productive workshops she had ever attended and encouraged building on the open and inviting communication from non-Board members.

Director Robles shared that he and the staff are working on follow-up items from the workshop.

18. Chief's Report

### **Action Plan Recap from September 13, 2023, Board Meeting**

- AO/FO Harris make changes to the adopted final budget, move forward with the comprehensive budget report – **Being finalized.**
- Staff to look into grants for Station 23 solar – **Reviewing County Grant Options.**

### **Action Plan Recap from September 27, 2023, BOD Master Planning Workshop**

- An informational item to be added to the 10/25/2023 meeting showing revenue over expenses for the last 5 fiscal years – **Contained in AO/FO presentation.**
- Division Chief Lawler to contact BB&K for guidance on engaging contractors for projects like station solar **Complete.**
- Chief Brainard to review I.T. best practices **In progress.**
- Resolution for legislative action on the 10/25/2023 agenda **On tonight's agenda.**
- Staff to create a spreadsheet of consensus items from revenue brainstorm **Complete.**
- Chief Brainard to engage BB&K regarding Grossmont Contract **In progress.**
  - Standing meeting with Grossmont Hospital Executive Staff **In progress.**
  - Request seeking approval for Standards of Coverage (with cost quote) at the November 2023 meeting.
    - **IAFF via Local 1434 President will provide this service at no cost.**
    - **If IAFF not used \$65,000 to \$80,000, depending on RFP scope.**

### **APN Assessment**

- 4 APNs within San Miguel involved – Fiscal Impact being investigated.

### **ASA (Ambulance Service Area) - Ambulance Transition**

- Working on MOA with County Council and BB&K

### **Wellness and Enhanced Cancer Screening**

- November 4 – first of 3 days of cancer screening – 105 firefighters screened.
- New contract with First Alarm Wellness, Units stay in District.
  - Increase in cancer screening.

### **Nurse Navigator – Grossmont Hosp District may fund 1 year study.**

- Dr. Swartz assessment of the pilot program

### **Toy Parade December 2 – Station 6 to Parkway Plaza**

### **Honor Guard Academy for Central Zone**

### **FDAC 2-day workshop hosted by San Miguel December 8 & 9 (attached)**

### **Significant Incidents**

- Oct 12 – Electric Veh Fire Complex Suppression w County HazMat
- Nov 1 – 10502 Anaheim SS/SF Structure Fire

### **19. Association of San Miguel Chief Officers Communications**

Battalion Chief Christiansen shared multiple personnel who have probation or have been promoted into higher ranks. A Captain's test will take place in the first quarter of 2024, and the ISA contract has been renewed, which allows the District to recoup some training costs. Chief Christiansen should have some numbers from CalJac to share at the next meeting, which is also a means of recouping some costs. Strike teams were deployed to the Highland Fire in Aguanga, CA; San Miguel crews spent 4 to 5 days there, and everyone did a great job. The Battalion Chiefs are working on a feasibility study for Starlink, enabling the District to have a mobile Emergency Operations Center. Battalion Chiefs are also working on outside testing at the Captain level. Five (5) candidates did well on the Engineer's test, with interviews to come. Battalion Chief Durrell attended the annual CalChiefs conference and reported back on the discussion on PFAs, a material in turnouts being linked to higher instances of cancer, as well as 700 MHz radios showing better transmission inside buildings.

### **20. Association of San Miguel Firefighters Communications**

Captain Hays acknowledged a smooth negotiation process and thanked AO/FO Harris for providing adequate documentation and details, highlighting transparency. Hays acknowledged FFPM Arteaga's work on USAR and FFPM Hardin's work with recruitment. Per the September

board meeting, Hays contacted IAFF regarding the standards of coverage study and is moving forward in getting that scheduled. Hays shared that the annual Octoberstache fundraising and events were a success, the bi-annual bid was well-attended, and all are invited to an Operation BBQ Relief event this coming Saturday, 4-7 pm, at Skyline Church. Funds raised will go to Ashley Durrell as she continues her cancer treatment. Captain Hays also discussed an opportunity for assistance with the fire in Maui, sharing frustration over being unable to participate in a recent activation to support Hawaii. General Counsel Joey Sanchez explained the last-minute notice and not having a current policy in place for this item was the reason for the legal opinion not to support it at this time. The Fire Chief will work with staff on getting this policy written and submitted for consideration. Lastly, Captain Hays announced the annual holiday party is at Sycuan on December 8, 2023, and RSVPs are due.

21. Correspondence

Chief Brainard shared correspondence from Heartland Communications thanking the District for their support after the passing of an employee and a letter from the Grossmont Hospital Foundation acknowledging the donation of a firehouse dinner.

***President Robles adjourned the meeting to Closed Session at 7:38 p.m.***

**CLOSED SESSION AGENDA ITEMS**

22. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

23. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel

24. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
Unrepresented Employees: Division Chief(s), Administrative Officer/Finance Officer, Deputy Fire Marshal, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Executive Assistant/Board Clerk, Fire Inspector(s), Fire Services Officer

***President Robles reconvened the meeting to Open Session at 8:02 p.m.***

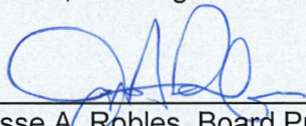
**ACTION PLAN RECAP**

- Action Item #13 (Land Acknowledgment Resolution Draft) on the next agenda
- Staff to prepare a 'Thank You' letter for Assemblywoman Waldron.
- January agenda – Committee Chairs and Commission Representatives to bring back recommendations for policy guidelines.
- Board Clerk Rians to revamp the Commissions and Committees reference document.
- Chief Brainard directed to request funds from Assemblywoman Dr. Weber for thermal imaging cameras.
- December meeting – Memorandum of Understanding between SDCFPD and SMCFPD for Emergency Medical Services.
- Board – Draft Policy – Activation Policy for assignments outside of OES.

*The next Board Meeting will be a Board Workshop on **December 13, 2023, at 5:30 p.m.**, District Headquarters*

***President Robles adjourned the meeting at 8:04 pm.***

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on December 13, 2023.



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Jesse A. Robles, Board President

Attest:



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Shayna Rians, Board Clerk