

San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, September 13, 2023, 5:30 pm
District Board Room - 2850 Via Orange Way (2nd Floor), Spring Valley, CA 91978
Teleconference Location (Robles): Mashantucket Pequot Tribal Nation
Grand Pequot Business Center 39 Norwich-Westerly Rd., Ledyard, CT 06339

AMENDED AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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 an accommodation to participate in the meeting, please call (619-670-0500) or email (info@sanmiguelfire.org) and Board Clerk Shayna Rians will make necessary arrangements.*

CONSENT AGENDA ITEMS

1. Approve the Minutes - Regular Meeting of August 9, 2023
2. Approve Board Member Stipend Payments.
3. Resolution 23-18 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting the 2023 Salary Schedule.
4. Resolution 23-19 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying Surplus Vehicles (Veh 1009), Authorizing their Liquidation.
5. Resolution 23-20 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying Surplus Vehicles (Veh 1013), Authorizing their Liquidation.
6. Resolution 23-21 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying Surplus Vehicles (Scotty Trailer), Authorizing their Liquidation.

INFORMATIONAL AGENDA ITEMS

7. Quarterly Financial Update – Administrative Officer/Finance Officer Harris to provide the Quarterly Financial Update for the Period Ending June 30, 2023.
8. Tropical Storm Hilary – Battalion Chief Durrell will provide an overview of Tropical Storm Hilary.

ACTION AGENDA ITEMS

9. New Position Request – Battalion Chief – The Board of Directors will discuss and may consider for approval the position request for a new 40-hour Battalion Chief.
10. New Program Request – Community Outreach Consultant Request – The Board of Directors will discuss and may consider for approval the new program request for a Community Outreach Consultant.
11. Cardiac Monitors Request for Purchase – The Board of Directors will discuss and may consider for approval the purchase of (3) Zoll X Series Advanced Cardiac Monitors out of the Capital Equipment Fund, following District Procurement Policies.
12. Solar Equipment Request for Purchase – The Board of Directors will discuss and may consider for approval the purchase of Solar Equipment for Stations 14, 22, and 23 out of the Fixed Equipment Fund, following District Procurement Policies.
13. Station Alerting Request for Purchase – The Board of Directors will discuss and may consider for approval the purchase of Station Alerting Systems for Stations 14, 15, 19, 21, and 22, out of the Fixed Equipment Fund, following District Procurement Policies.
14. Station 23 Kitchen Remodel – The Board of Directors will discuss and may consider for approval the remodel of Station 23's kitchen out of the Facilities Replacement/Renovation Fund, following District Procurement Policies.
15. Station 18 Renovation – The Board of Directors will discuss and may consider for approval the renovation of Station 18 out of the Facilities Replacement/Renovation Fund, following District Procurement Policies.
16. Public Hearing – 2023/2024 Fiscal Year Final Budget – Staff will make a presentation of the Final Budget, and the Board of Directors will conduct a public hearing and may adopt the 2023/2024 Fiscal Year Final Budget via Resolution 23-22.
17. Board of Directors' Policy Manual – The Board of Directors will discuss and may take action to review and revise Policies 803 – Financial Management Policy Changes and 810 – Taking Action During an Economic Crisis.

REPORTS

18. Committee Reports
19. Directors' Reports
20. Chief's Report
21. Association of San Miguel Chief Officers Communications
22. Association of San Miguel Firefighters Communications

23. Correspondence

CLOSED SESSION AGENDA ITEMS

24. Closed Session – Conference with Legal Counsel – Existing Litigation

(Case Number: 21-157174)

(Government Code §54956.9 Subdivision (b))

Number of Cases: 1

25. 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

26. 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

27. 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

28. Closed Session – Public Employee Discipline/Dismissal/Release/Reassignment

(Government Code §54957)

ACTION PLAN RECAP

NEXT MEETING – Board Workshop, September 27, 2023, 5:30 pm, District Headquarters

ADJOURNMENT

The District reserves the 4th Wednesday of each month for an additional Regular Meeting if needed.

In accordance with AB 2647, Agenda and supporting documents are available online at
<https://www.sanmiguelfire.org/board-meetings>

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, August 9, 2023, 5:30 pm**

MINUTES

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

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

BOARD MEMBERS ABSENT Director Woodruff

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

Chief Brainard led the Pledge of Allegiance

Director Nelson led a Ringing of the Bell ceremony in memory of Division Chief Danny Reed (retired), who passed away on August 8, 2023.

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of August 9, 2023, was posted at District Headquarters on Friday, August 4, 2023, at 5:00 p.m.

PUBLIC COMMENT - None

CLOSED SESSION AGENDA ITEMS

Director McKenna suggested the Board and Staff attempt to estimate the duration of Closed Session so those attending the Board Meeting can have an idea of when Open Session items will be discussed. Today's Closed Session is estimated to last 45-60 minutes.

President Robles adjourned the meeting to Closed Session at 5:36 p.m.

1. Closed Session – Conference with Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Title: Fire Chief
2. Closed Session – Public Employment pursuant to Government Code §54957
Position: Fire Chief
3. Closed Session – Public Employment pursuant to Government Code §54957
Position: Firefighter Paramedic
4. 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

5. 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

6. 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 6:10 p.m., reporting that the Board is appointing Division Chief Andy Lawler to the position of Fire Chief effective February 3, 2024.

CONSENT AGENDA ITEMS

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

7. Approve the Minutes Regular Meeting of July 12, 2023
8. Approve Board Member Stipend Payments.
9. Receive and File Quarterly Investment Report in Accordance with California Government Code.
10. Credit Card Expenditures Review – The Board of Directors will review the credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
11. Review the Quarterly Employee Reimbursement Report.
12. Review the Quarterly Information Technology Access Log

ACTION AGENDA ITEMS

13. Amendment to Fire Chief's Employment Agreement – The Board of Directors may discuss and approve the amendments to the Fire Chief's Employment Agreement.

Key Terms of the Fire Chief's Employment Agreement are as follows:

- Agreement amended for the period through his retirement date of February 2, 2024.
- Compensation change to reflect an annual base pay salary of \$225,971.
- Receiving a one-time, off-schedule payment of \$7,000 for COVID Hazard Pay.
- Uniform Reimbursement through an accountable plan for \$1,5000.

Upon a motion by Director McKenna, second by Director Muns, and vote (unanimously in favor with Director Woodruff absent), the amendment to the Fire Chief's Employment Agreement was approved.

14. Investment Strategies – The Board of Directors may discuss and approve Staff to move forward with investment strategies.

With the consensus of the Board, Staff received direction to move account balances from the Contingency Reserve Fund, Uncompensated Leave Fund, and District Liabilities Fund accounts from the County to CLASS.

Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor with Director Woodruff absent), the investment strategies were approved.

INFORMATIONAL AGENDA ITEMS

15. Station 18 Progress Update – Division Chief Lawler provided a progress update on Station 18.
16. Key Performance Measures – Division Chief Lawler presented an update on Key Performance Measures, with a new format planned for presentation at the mid-point next fiscal year (February 2024).

Director McKenna requested the KPMs be supplied to the Directors ahead of the Board Meeting.

Chief Brainard discussed ambulance service for the Crest community, sharing that Mercy Ambulance gave notice to the County that they are ending their contract effective September 30, 2023. San Diego County Fire Protection District is taking over on October 1, 2023, and has subcontracted personnel from AMR to staff 10 ambulances in the backcountry. Chief Brainard shared his belief that this will improve service times and noted new Station 18 might be able to house an ambulance. The Board requested that they be given the opportunity to give direction prior to the possibility of any County Fire apparatus/personnel operating out of a San Miguel facility.

REPORTS

17. Committee Reports

Directors Nelson and Pierce reported a productive meeting/station visit with Assemblywoman Dr. Akilah Weber. Director Pierce noted that Dr. Weber is running for a Senate seat which still handles this area.

Director McKenna discussed the formatting and verbiage of letters/documents written by the Government Affairs Committee and asked that it be reviewed by the full Board of Directors prior to letters going out.

Director Robles announced a desire to move the Board Workshop to a date when Legal Counsel can be present. The new date for the Board Workshop will be September 27, 2023, at 5:30 p.m.

18. Directors' Reports

Director Robles shared that the meeting with Assemblywoman Dr. Weber went well.

Director Pierce shared that his niece, two nephews, and parents toured Station 14 – Pierce expressed his appreciation for the crew that hosted.

Director Nelson read a portion of the Directors Policy Manual regarding Board conduct aloud.

Director Raddatz shared that Supervisor Joel Anderson is holding a community meeting tomorrow at the Spring Valley Library, which will address homelessness and community services.

19. Chief's Report

Action Plan Recap from the July 12, 2023, Board Meeting

- AO/FO Harris to provide recommendations for investments – **Agenda #14.**
- Staff to upload the Board of Directors Policy Manual with Amendments outlined, including changes to the Financial Management and Investment Policies, into the Policy Management System – **Complete and final review being completed.**
- Post Ordinance 2023-2 in accordance with law – **Completed.**

Zone 2 Ambulance Transition

- September 30th transition Mercy Ambulance to San Diego County Fire Protection District/American Medical Response (AMR).

Assemblywoman Marie Waldron, 75th Assembly District

- District to receive \$500,000 from the State of California for Station 18 renovation. The Fire Chief has invited Assemblywoman Waldron to a future board meeting, pending scheduling ability.

Wellness and Enhanced Cancer Screening

- Staff meeting with San Diego Sports Medicine/Wellness to explore strategies to enhance early cancer detection.

Significant Incidents

- July 29 – 10001 Javelin Way 3-story single-family dwelling, heavy fire, smoke, and water damage.
One resident was transported with smoke inhalation, and two Firefighters assessed released minor injuries.

20. Association of San Miguel Chief Officers Communications

Battalion Chief Blunt shared that Battalion Chief Nava and his wife welcomed a new baby girl to the San Miguel family. Chief Blunt also spoke about his deployment on a Type 3 OES strike team to the Bonnie Fire in Riverside County, commending crews for their work. Chief Blunt will be the Chief Officer's spokesperson for the time being.

21. Association of San Miguel Firefighters Communications

Captain Mike Hays offered his congratulations to Chief Lawler for his appointment to Chief once Fire Chief Brainard retires. Captain Hays shared that he, Matt Thompson, and Damian Arruda met with one of the Country District 4 candidates with pending plans to meet with Assemblywoman Dr. Akilah Weber as well. As of July 25, Jeff Shinn and Adam Burg are members at large, and Todd Romenesko is the new designated Union representative.

Director Robles extended an invitation for Local 1434 to attend the Board Workshop on September 27th, 2023, and for all staff.

22. Correspondence

None.

Director Robles led a moment of silence in remembrance of CALFIRE Assistant Chief Josh Bischof, CALFIRE Captain Tim Rodriguez, and Exclusive Use Pilot Tony Sousa, who passed away in a helicopter accident during firefighting measures on August 6, 2023.

ACTION PLAN RECAP

- Administrative Officer/Finance Officer Harris to establish an Investment Fund account with CLASS.
- Board Workshop rescheduled to September 27, 2023, at 5:30 p.m.

*The next Board Meeting will be a Regular Meeting on **September 13, 2023, at 5:30 pm**, District Headquarters*

President Robles adjourned the meeting at 7:09 pm

Prepared and submitted by:

Shayna Rians

Board Clerk



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: September 13, 2023
To: Board of Directors
From: Shayna Rians, Executive Assistant/Board Clerk
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 August 2023.

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: August 2023

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
08/09/23	Regular 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 border="1" style="width: 100%;"> <tr><td>Total Stipend Paid:</td><td style="text-align: right;">\$0.00</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;">\$0.00</td></tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
Total Stipend Paid:	\$0.00								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: 9/13/2023 _____									

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: Harry Muns

Month/Year: August 2023

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <i>not</i> want to be paid Stipend
08/09/23	Regular 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: _____	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: 9/13/2023 _____	

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: Jeff Nelson

Month/Year: August 2023

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
08/09/23	Regular Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$173.25	

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;">\$173.25</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;">\$173.25</td></tr> </table>	Total Stipend Paid:	\$173.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$173.25
Total Stipend Paid:	\$173.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$173.25								
Approved at Board Meeting on: 9/13/2023 _____									

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: Christopher Pierce

Month/Year: August 2023

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
08/09/23	Regular Board Meeting	\$173.25	
08/17/23	CSDA Meeting	\$100.00	
TOTAL MEETING STIPEND		\$273.25	

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>\$273.25</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>\$273.25</td> </tr> </table>	Total Stipend Paid:	\$273.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$273.25
Total Stipend Paid:	\$273.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$273.25								
Approved at Board Meeting on: 9/13/2023 _____									

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: August 2023

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
08/09/23	Regular Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$173.25	

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;">\$173.25</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;">\$173.25</td></tr> </table>	Total Stipend Paid:	\$173.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$173.25
Total Stipend Paid:	\$173.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$173.25								
Approved at Board Meeting on: 9/13/2023 _____									

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 A. Robles

Month/Year: August 2023

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
08/09/23	Regular Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$173.25	

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;">\$173.25</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;">\$173.25</td></tr> </table>	Total Stipend Paid:	\$173.25	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$173.25
Total Stipend Paid:	\$173.25								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$173.25								
Approved at Board Meeting on: 9/13/2023 _____									

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: September 13, 2023
To: Board of Directors
From: Leah Harris, Administrative Officer/Finance Officer
Subject: Resolution 23-18 – A Resolution Adopting the Salary Schedule

Background

In order to comply with CalPERS and the California Code of Regulations, Section 570.5, the District is required to adopt a Salary Schedule by resolution. When adopted, the Salary Schedule must be posted on the District's website in a manner that is easily accessible and available for public review.

Discussion

The current salary schedule includes all positions held within the District. With the Fire Chief's contract approved at the August 9, 2023, Board Meeting, the updated salary schedule requires approval and will be posted on the website as required.

Fiscal Impact

None.

Recommendation

Adopt Resolution 23-18.

Attachments

- A. Resolution 23-18
- B. Salary Schedule for the Fire Chief, a contract employee.

Resolution 23-18

**A Resolution of the Board of Directors of the
San Miguel Consolidated Fire Protection District
Adopting the Updated Salary Schedule**

WHEREAS, CalPERS regulations require that employee salaries be included on a publicly approved Salary Schedule; and

WHEREAS, it is necessary to adopt the Salary Schedule by resolution.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Directors of the San Miguel Consolidated Fire Protection District, does hereby resolve, determine and order as follows:

Salary Schedule for the Fire Chief, a contract employee, attached hereto as Attachment I and incorporated herein by this reference, is hereby adopted with an effective date of April 1, 2023.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District on this 13th day of September 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Board Clerk

Jesse A. Robles, Board President

**San Miguel Consolidated Fire Protection District
Fire Chief
Salary Schedule**

<u>By Contract - Effective 04/01/2023</u>	<u>Annual</u>	<u>Monthly</u>	<u>Semi Monthly</u>	<u>Weekly</u>	<u>Daily</u>	<u>Hourly</u>
Contract +4%	\$225,971.00	\$18,830.93	\$9,415.47	\$4,345.60	\$869.12	\$108.64



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Administrative Division Chief
Subject: Resolution 23-19 Surplus of Vehicle

Background

Vehicle 1009 (VIN# 1FDWF36S21EB28520) is a 2001 Ford F350 Utility Truck with 185,523 miles currently assigned to the Fire Services Officer. The motor and rear end require repair, with an estimated cost to repair of \$7,000.00.



Discussion

With the amount of funds needed to repair and maintain this vehicle compared to the worth of the vehicle, it is recommended to surplus this vehicle. According to Kelly Blue Book, a vehicle of this age, mileage, and in "fair" condition has an estimated value of \$500.00.

Useful equipment, such as radios, emergency lighting, and equipment mounts will be removed and evaluated to be placed in current/future light fleet vehicles.

Fiscal Impact

Surplus vehicle and sell for the best offered price.

Recommendation

Approve Resolution 23-19.

Attachments

- A. Resolution 23-19

Resolution 23-19

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

WHEREAS, The San Miguel Consolidated Fire Protection District (hereinafter referred to as District) owns and operates motor vehicles that facilitate the provision of services and conduct of business; and

WHEREAS, From time to time, through normal use, some vehicles become obsolete, unreliable, and excessively costly to maintain; and

WHEREAS, District staff has identified the following as being obsolete, unreliable, and/or excessively costly to maintain:

2001 Ford F350 (VIN: 1FDWF36S1EB28520)

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors finds the vehicles listed above to be no longer needed by the District and, therefore, are deemed surplus; and

BE IT FURTHER RESOLVED That the Board of Directors authorizes staff to liquidate said vehicles in an appropriate manner.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 13th day of September 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Jesse A. Robles, Board President



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Administrative Division Chief
Subject: Resolution 23-20 Surplus of Vehicle

Background

Vehicle 1013 (VIN# 1FMPU16505LB04582) is a 2005 Ford Expedition with 197,500 miles currently assigned to the Fire Services Officer. The transmission is in need of replacement, with an estimated cost to repair of \$6,500.00.



Discussion

With the amount of funds needed to repair and maintain this vehicle compared to the worth of the vehicle, it is recommended to surplus this vehicle. According to Kelly Blue Book, a vehicle of this age, mileage, and in "fair" condition has an estimated value of \$731.00.

Useful equipment, such as radios, emergency lighting, and equipment mounts will be removed and evaluated to be placed in current/future light fleet vehicles.

Fiscal Impact

Surplus vehicle for the best offered price.

Recommendation

Approve Resolution 23-20.

Attachments

- A. Resolution 23-20

Resolution 23-20

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

WHEREAS, The San Miguel Consolidated Fire Protection District (hereinafter referred to as District) owns and operates motor vehicles that facilitate the provision of services and conduct of business; and

WHEREAS, From time to time, through normal use, some vehicles become obsolete, unreliable, and excessively costly to maintain; and

WHEREAS, District staff has identified the following as being obsolete, unreliable, and/or excessively costly to maintain:

2005 Ford Expedition (VIN: 4FMPU16505LB04582)

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors finds the vehicles listed above to be no longer needed by the District and, therefore, are deemed surplus; and

BE IT FURTHER RESOLVED That the Board of Directors authorizes staff to liquidate said vehicles in an appropriate manner.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 13th day of September 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Jesse A. Robles, Board President



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Administrative Division
Subject: Chief Resolution 23-21 Surplus of

Background Vehicle

The Public Education Trailer (VIN# 1STT1PT711SS156) is a 1995 Scotty Trailer. This trailer is outdated and unsafe, and allocating funds for any improvements would not benefit the District.



Discussion

Due to the age and condition of the trailer, it is not

Fiscal Impact

Surplus/dispose of trailer with the lowest cost possible.

Recommendation

Approve Resolution 23-21.

Attachments

- A. Resolution 23-21

Resolution 23-21

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

WHEREAS, The San Miguel Consolidated Fire Protection District (hereinafter referred to as District) owns and operates motor vehicles that facilitate the provision of services and conduct of business; and

WHEREAS, From time to time, through normal use, some vehicles become obsolete, unreliable, and excessively costly to maintain; and

WHEREAS, District staff has identified the following as being obsolete, unreliable, and/or excessively costly to maintain:

1995 Scotty Trailer (VIN: 1STT1PT711SS156)

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors finds the vehicles listed above to be no longer needed by the District and, therefore, are deemed surplus; and

BE IT FURTHER RESOLVED That the Board of Directors authorizes staff to liquidate said vehicles in an appropriate manner.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Consolidated Fire Protection District this 13th day of September 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Recording Secretary

Jesse A. Robles, Board President



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief's Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Administrative Division Chief
Subject: Health and Safety Battalion Chief Position

Background

Year two of the District's current strategic plan states, "Institute Succession Planning and Create District Standards." The District's goal was to review rank structures and workloads between classifications and action be taken to ensure workload balance and consistency through an annual review of individual roles and responsibilities.

Since 2017, the District has maintained its current suppression management level of three operational shift Battalion Chiefs, one Training Battalion Chief (approved in 2018), two Divisions Chiefs, and the Fire Chief. By comparison to similar-sized agencies, suppression Executive Staff is outside the acceptable levels of span of control for program oversight, project development, and completion. The workload has increased significantly since 2017, specifically in state and federal mandates and the threat of litigation on public safety entities. This has left the District at our current point of not meeting requirements and missing meetings that provide critical information from local, county, state, and federal partners. This position will benefit the District by taking on Health and Safety (risk management) tasks in support of the Administrative Division Chief and Human Resources. Like most organizations, due to the amount of exposure to our organization, this position requires a dedicated position. This will be the hands-on person to take on support of the day-to-day programs and processes with duties such as maintaining and updating the District Injury Illness Injury Program, ensuring regulatory compliance, maintaining and updating personal protective inspections equipment and documentation, reviewing and investigating all work-related injuries to provide fire service knowledge to the current process, reviewing and investigating apparatus-related driving incidents, coordinating personnel wellness participation and conducting de-identified reviews, and assisting in the development and modification of policies and procedures.

This position allows Executive staff to focus more time on management and organizational planning for the District's future and head off increasing exposure risk to the public safety industry. This position will help accomplish the goal of streamlining and centralizing District programs and processes through fewer channels, providing operational and organizational resiliency, and improving District functionality overall. This position will allow the District to transition from the current, overwhelmingly reactive management approach to a more balanced proactive approach. In addition, this position will provide more resiliency and depth for dealing with increasingly complex incidents in our jurisdiction.

Staff have relied heavily upon light duty personnel or paid overtime to floor personnel to work on large-scale projects such as annual reports, strategic planning, policies and procedures, and Key Performance Measures. While helpful, their presence is transient and non-sustainable.

Managing Organizational Risk Management is a necessary full-time job in the fire service by today's standards. As identified in NFPA 1250, the development and implementation of a fire and emergency organization risk management program is key to organizational success. The end state of reducing the risk to our community, organization, and members daily will be a focal point for this position.

Discussion

Benefits of a Health and Safety Battalion Chief vs. Health and Safety Captain

- Increased decision-making authority
- Greater understanding of organizational exposure and risk. (Mid-level management position, looks at the bigger picture)
- Greater Battalion Chief depth to Operations (backfill for Sick Leave, Annual Leave, strike teams)
- Succession planning path
- Organizational consistency within the Chief Officer ranks
- Bolster our Common Operating Plan by diversifying the Chief Officer workload
- Developing and maintaining relationships with our external partners, most at the Chief Officer level with adjacent organizations

Benefits of a Safety vs. Non-Safety Health & Safety position

- Knowledge of the fire service (chain of command, District operational awareness, Central Zone and Operational area awareness and relationships, NFPA, I.S.O., OSHA compliance)
- Ability to backfill operational vacancies
- Industry standard
- Ability for the appropriate development of systems to ensure regulatory compliance while maintaining the operational tempo of the District
- Ability to Recognize, Identify, and Evaluate Emergency Operations
- Working knowledge of functional areas that drive our Strategic Plan (Operations, Training, Facilities, and Personnel)
- Decreased future workers' compensation with reviews from a suppression viewpoint
- Decreases exposure to OSHA compliance violations

Cost offset to the new position

- Increased oversight of District risk and exposures
- Decreased overtime cost from the use of floor personnel for incomplete projects
- Decreased future workers' compensation
- Decreases exposure to OSHA compliance violations

Fiscal Impact

Rolled up cost, approximately \$225,000 (cost saving in the first fiscal year due to date of request).

Recommendation

Approve the new position of a Health and Safety Battalion Chief and direct the Fire Chief to fill the position effective January 1, 2024.



NEW POSITION/PROGRAM REQUEST FORM

NAME _____ DATE _____

TITLE/RANK _____ DIVISION _____

NAME/TITLE OF REQUEST _____

STRATEGIC GOAL(S) THIS PROPOSAL ADDRESSES

DESCRIPTION OF REQUEST

JUSTIFICATION OF REQUEST

(include relevant data or assessment indicating the need for request)



BUDGET

NAME OF ITEM	COST TO PURCHASE/HIRE	CONTINUING COST	FUNDING ALLOCATION	ADDITIONAL INFORMATION
TOTAL			GRAND TOTAL	

FISCAL SUSTAINABILITY

Confirm the proposed Position/Program adheres to the Board of Directors Manual Subsection 807.1 (Fiscal Sustainability):

- All tasks and programs must conform to the District’s Mission
- Roles and responsibilities of all members of the District must be clearly defined and understood
- All tasks and programs must have clearly defined priorities and expectations
- Being proactive rather than reactive
- Abandoning personal agendas for the welfare of the District
- Cooperation of partnerships and relationships, internally and externally, to promote and improve efficiency and maximize effectiveness
- Involving all members of the District in the budget process. Ultimately, everyone is responsible for the fiscal soundness of the District



**San Miguel Fire & Rescue
Classification Profile**

Position Title	Health and Safety Battalion Chief
Summary of Duties	<p>Under the general direction of the Administrative Division Chief, the position's primary focus is District risk and liability reduction as it relates to Health and Safety. This will be accomplished through current and projected, county, state, and federal legislation, industry standard, N.F.P.A. recommendations, state and federal O.S.H.A. compliance, employee injury and illness, and apparatus incident prevention programs. The position is responsible for the management and oversight of District programs and committees related to health and safety compliance. The work involves researching and developing preventative processes and analytical data in coordination with the District's Training Division and Human Resources. The position will have operational personnel oversight responsibilities from time to time while working in the capacity of a shift Battalion Chief and/or responding to emergency incidents in support of command and control.</p>
<p>Essential Functions</p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> • Maintains and updates personal protective inspections equipment and documentation. • Maintains and updates District Injury Illness Injury Program. • Maintains and updates gas monitor program. • Maintains and updates facility inspections and documentation. • Maintains and updates generator inspections and documentation. • Maintains and updates District facility inspections of annual sprinkler, backflow, standpipe testing and documentation. • Plans and conducts an environmental and occupational health and safety program inspections. • Reviews and investigates all work-related injuries. • Reviews and investigates apparatus-related driving incidents. • Develops methods to maintain compliance with state and federal health and safety standards. • Identifies new revenue sources (grants) • Coordinates personnel wellness participation and conducts de-identified reviews. • Delivers District Health and Safety orientation training program to all new hires. • Assists in developing and updating department policies and standard operating guidelines. • Can be assigned as a suppression chief commanding multiple resources: can be assigned to work shifts for either minimum staffing, strike team coverage or shift exchanges. • Performs other duties as required.

Qualifications – Education, Training & Experience	<ul style="list-style-type: none"> • H.S.O. Training • D.I.C.O. training • S.O.F.R training • 4 years as a rated Captain • F.E.M.A. training • Grant writing
Knowledge, Skills, and Abilities <i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i>	<ul style="list-style-type: none"> • State and Federal OSHA standards • County, State, and Federal Health and Safety legislation • D.O.T. standards and practices • Health and Safety Officer compliance • Infectious control practices • Fire prevention and safety principles • Fire hazards common to places of public assembly • Building construction practices, building code • State and local fire health and safety codes • Good verbal and written communication techniques • Principles of supervision and leadership • Direct the work of others under the stress of emergency situations • Work independently in assigned areas of responsibility • Administer District rules, regulations, policies, and procedures • Recognize fire hazards common to places of public assembly, manufacturing, and commercial buildings • Plan, schedule, lay out and direct the work of others • Maintain effective discipline and morale • Establish and maintain effective working relationships with District personnel, other fire agencies, outside agencies, and the general public • Engage in moderate to strenuous physical activity • Train, supervise, develop, and evaluate employees • Use good verbal and written communication skills • Use computers and computer programs that assist in the accomplishment of assigned tasks
– Licenses & Certifications	<ul style="list-style-type: none"> • Possession of a valid Class C license with a Firefighter endorsement after two years of service • Possession of a State of California Paramedic License or EMT certification • Accreditation as a Paramedic in the County of San Diego (desirable) • Chief Fire Officer • All Hazard Safety Officer • H.S.O. certified • DICO certified
– Physical Condition	Health and Safety Battalion Chief shall possess the physical, mental, and emotional ability to perform the essential duties of the position. They may include occasionally engaging in strenuous physical activity during firefighting and other emergency activities. Employees may be exposed to the physical and emotional hazards associated with firefighting, emergency medical response and rescue.



San Miguel Fire & Rescue

Service Beyond Expectations

Chief's Report

Date: September 13, 2023
To: Board of Directors
From: Criss Brainard, Fire Chief
Subject: Community Outreach Consultant

Background

Since July 2017, San Miguel has developed and maintained a basic internal community outreach program, primarily supported by firefighters to manage, and provide community outreach services and programs on overtime and duties in addition to their full-time job basis. This format has served the District's needs to this point, but a more comprehensive, forward leaning, and efficient program is needed to address many of the gaps in community awareness of programs, services, informational opportunities, customer service feedback, and overall engagement of the communities served by the District.

Additionally, the citizens residing in unincorporated portions of El Cajon and La Mesa unknowingly assume their all-risk fire and medical first response services are provided by the departments serving their neighboring incorporated cities. This misunderstanding leads to delays in service, frustration, and wasted time tracking down their actual fire department.

Discussion

By contracting with a professional community outreach consultant, they will identify key trends and opportunities to achieve an effective and efficient outreach campaign. The firm will develop planning and strategies to meet the objectives of San Miguel's specific needs, which is to engage the community about the services we provide and to help us better understand the needs of our citizens. Some of the anticipated goals are:

- Improve awareness of who San Miguel Fire Rescue is and what services we provide
- Emergency and routine media strategies to keep our communities informed
- Improve Community Collaboration – Build relationships and partnerships
- Provide seasonal PSAs through various social media platforms
- Survey our communities to seek input into service expectations
- Create community feedback processes that can be measured

All of these and more are within the scope of a full-time Public Information officer (PIO), but we believe these goals can be achieved by a part-time communication consultant who specializes in these types of objectives rather than a full-time District position.

Fiscal Impact

\$45,000 annually

Recommendation

Approve staff to review proposals from marketing firms and contract with the best team that can provide our comprehensive service needs.



NEW POSITION/PROGRAM REQUEST FORM

NAME _____ DATE _____

TITLE/RANK _____ DIVISION _____

NAME/TITLE OF REQUEST _____

STRATEGIC GOAL(S) THIS PROPOSAL ADDRESSES

DESCRIPTION OF REQUEST

JUSTIFICATION OF REQUEST

(include relevant data or assessment indicating the need for request)



BUDGET

NAME OF ITEM	COST TO PURCHASE/HIRE	CONTINUING COST	FUNDING ALLOCATION	ADDITIONAL INFORMATION
TOTAL			GRAND TOTAL	

FISCAL SUSTAINABILITY

Confirm the proposed Position/Program adheres to the Board of Directors Manual Subsection 807.1 (Fiscal Sustainability):

- All tasks and programs must conform to the District’s Mission
- Roles and responsibilities of all members of the District must be clearly defined and understood
- All tasks and programs must have clearly defined priorities and expectations
- Being proactive rather than reactive
- Abandoning personal agendas for the welfare of the District
- Cooperation of partnerships and relationships, internally and externally, to promote and improve efficiency and maximize effectiveness
- Involving all members of the District in the budget process. Ultimately, everyone is responsible for the fiscal soundness of the District



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief's Report

Date: September 13, 2023
To: Board of Directors
From: Ron Quinlan, Administrative Division Chief
Subject: ZOLL X Series Cardiac Monitor Purchase

Background

SMFR provides advanced life support (ALS) to the residents we serve, which represents approximately 75% of our calls. Because of this, every frontline SMFR apparatus carries a ZOLL X Cardiac Monitor, which is the most used piece of equipment in our inventory and a mandatory piece of equipment per San Diego County EMS. The District needs to replace its aging inventory of ZOLL X Cardiac Monitor Defibrillators. In 2024, eight ZOLL monitors will reach SMFR's monitor replacement cycle, which is ten years.

Discussion

The ZOLL X monitor performs the following critical diagnostic functions:

1. Cardiac rhythm identification and monitoring
2. Heart rate monitoring
3. Blood pressure acquisition
4. Oxygen saturation monitoring
5. Carbon monoxide monitoring
6. Pacing
7. Defibrillation
8. Time stamping of drug therapy
9. Incident audio recording

SMFR's current inventory consists of nine frontline monitors (E14, T15, E16, E18, E19, E21, E22, E23, and OE410) and four reserve monitors used for backfilling (due to strike team assignments), up staffing (during inclement weather), and as a backup during monitor repairs. After re-evaluation, we have determined the reserve inventory can be reduced from four to three and still meet our needs. This would reduce our total inventory from 13 to 12 monitors.

ZOLL Medical Corporation does not have a recommendation for replacing cardiac monitors but has noted an increase in service calls at the five-year mark. However, The American Heart Association's 2004 *Estimated Useful Lives of Depreciable Hospital Assets* lists the life expectancy of a defibrillator at five years. *The Department of the Army Technical Bulletin* (TB MED 7) lists the

life expectancy of a defibrillator at eight years. After evaluating SMFR’s ZOLL monitor inventory history of repairs, SMFR has implemented a ten-year replacement cycle for its cardiac monitors.

Although ZOLL Medical Corporation offers the ZOLL One Lease Agreement, provides ten new ZOLL X Series Advanced Cardiac Monitors, it cannot be stated what the financial impact will be at the end of the ten-year lease, so it does not clearly benefit the District to elect this lease option.

The chart below displays our cardiac monitor inventory with relevant data.

The replacement plan for eight cardiac monitors is as follows:

FY23-24: Three monitors

FY24-25: Three monitors

FY25-26: Two monitors

	ZOLL X Monitors (13)	Year Purchased	Replacement Year (10yrs.)	Trade-In Value	Replacement Cost
1	AR14E008477	2014	2024	5500	45000
2	AR14E008479	2014	2024	5500	45000
3	AR14E008480	2014	2024	5500	45000
4	AR14E008481	2014	2024	5500	45000
5	AR14E008483	2014	2024	5500	45000
6	AR14E008485	2014	2024	5500	45000
7	AR14E008487	2014	2024	5500	45000
8	AR14E008492	2014	2024	5500	45000
9	AR18C031042	2018	2028	5500	45000
10	AR19I043086	2019	2029	5500	45000
11	AR19I043090	2019	2029	5500	45000
12	AR20K052527	2020	2030	5500	45000
13	AR20K052527	2020	2030	5500	45000

Fiscal Impact

\$135,000 from the Capital Equipment Fund.

Recommendation

Approve the purchase three Zoll Series X Advanced Cardiac Monitors per the final budget



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief's Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Operations Division Chief
Subject: Solar Panel Research for Installation for District Facilities (RFP)

Background

Harnessing of solar power has grown in popularity over the past two decades and is fueled by the desire to increase sustainability and take advantage of potential tax incentives. Over the past year, staff have investigated solar power possibilities and discovered that very few companies are willing to do commercial solar installation. We have also discovered that the rate of return-on-investment may be much less than we would have seen one year ago. Staff continue to research options.

Discussion

The Executive Staff have identified three fire stations that could take advantage of the benefits of solar panel installation: Stations 14, 22, and 23. The cost for these three stations is estimated around \$200,000.

The following stations are not considered for solar panel installation:

- Station 15 is currently outfitted with solar panels.
- Station 16 solar included in the RFP for roof removal
- Station 18 is slated to be potentially rebuilt in the future
- Station 19 is considered a temporary station and not viable for solar panels.
- Station 21 experiences reduced solar energy due to shade from trees and needs further analysis.

Fiscal Impact

\$200,000 from the Fixed Equipment Fund.

Recommendation

Authorize the estimated expenditure from the Fixed Equipment Fund. Staff will complete further research on the feasibility and the benefits of solar, as well as RFP development, and provide an update to the Board as the process moves forward.



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Operations Division Chief
Subject: Approval to replace the outdated alerting systems (Stations 14, 15, 19, 21, 22, 23)

Background

Since returning to a standalone District in 2017, numerous crews have reported intermittent malfunctions and/or failure of their station alerting systems throughout the District. These issues have included low volume, crackling, indiscernible voice transmissions, no light activation, and complete transmission failure. During this time, staff has been able to maintain the systems with loaned and spare equipment from other agencies as they upgraded to the new systems.

Through research with WESNET and Central Dispatch, we have determined that the current District alerting is severely outdated and will continue to fail if not replaced. Based on this information, staff has continued to work on a comprehensive replacement plan with WESTNET.

Station 16 will have their system replaced as part of their overall station repairs and Station 18 will have their system replaced as part of the new station. The systems from the remaining six stations will provide an equipment cache for Stations 16 & 18 until their replacement.

Discussion

This past July, the District moved forward replacing the alerting system at Station 16 based on grant funding received from Supervisor/Chairwoman Vargas. Alerting issues continue and are even increasing at some of our stations and temporary fixes are no longer proving effective. Failure of these alerting systems has a direct impact to effective station/crew alerting and the subsequent responses.

Fiscal Impact

Not to exceed \$300,000 from the Fixed Equipment Fund.

Recommendation

Approve the replacement of the current alerting systems at Stations 14, 15, 19, 21, 22, and 23



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Operations Division Chief
Subject: Station 23 Kitchen Remodel (RFP)

Background

Station 23 was built in 1979 with the living areas (approximately 4600 sq ft) constructed on concrete slab-in-grade. Over the last 40 years, the entire station has had various “patchwork” completed, most notably, crew dormitory flooring and the addition of a Captain’s quarters. The kitchen was identified in the *Facilities Condition Assessment Report* for stained, aging cabinetry as well as significant cracking to the kitchen countertop with separation. This information raises health and safety concerns. The kitchen was assessed by contractors and a scope of services was developed.

The assessment included an inspection of the plumbing and electrical. As part of the demolition, the kitchen cabinets along with some plumbing and electrical, may be removed due to age and condition and will likely need to be replaced.

Discussion

At the conclusion of the facilities assessment, staff concluded that prioritization of facility repairs would be based on health and safety, response readiness, and security. Station 23’s kitchen represents one of the highest priorities.

Although crews have done an effective job cleaning and recaulking the existing surfaces, the kitchen continues to deteriorate and now presents potential health and safety issues. Due to these documented safety issues, it is recommended that these repairs be addressed under the formal bid process, which would require an RFP. This is compliant with our current procurement policy 102.11 (attached). Three qualified prevailing wage bidders will provide written quotes/bids for the entire project, including demolition.

Fiscal Impact

Not to exceed \$75,000. Adequate funds are available in the Facilities Replacement/Renovation Fund.

Recommendation

Approve the project RFP following all of the requirements of policy 102.11.



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief Report

Date: September 13, 2023
To: Board of Directors
From: Andy Lawler, Operations Division Chief
Subject: Fire Station 18 - Proposed Phase 2

Background

Station 18 is a 75-year-old fire station, identified in the *Facilities Condition Assessment Report* as the top priority for replacement. At Board direction, staff began Phase 1 in FY22/23 combining 3 parcels into one legal parcel. Staff also gained approval of a site plan from both the Crest-Harison Canyon Community Planning Group and the County of San Diego. Phase 1 is nearing completion and Phase 2 is ready for FY 23/24 as cited within the assessment report.

Discussion

At the August 9, 2023 Board Meeting, staff provided an overview of the Phase 2. Phase 2 consists of construction of public improvements, placement of temporary living quarters, demolition of the current station and associated structures, hazardous materials abatement, preparation for grading, public improvement storm water plans, securing of necessary permits, and soil mitigation.

PHASE 2 – ESTIMATED COSTS	
Civil Engineering Costs- Site, Grading, Pub Imp, & SWP Plans, Soils, Survey, Mark out	\$135,000
Temporary Facilities (Incl Rental Costs for 14 Months)	\$73,000
Demolition (Includes Haz Mat Survey & Abatement) Main bldg., App Bldg. & Site	\$65,000
Grading (Rough and Final)	\$85,000
Block & Retaining Wall	\$180,000
Site Infrastructure (Sanitary Sewer, Water, Electrical & Security) Water Meter Upgrade	\$110,000
Upgrade Septic System	\$20,000
PUBLIC IMPROVEMENT COSTS	
Grading & Rough	\$7,500
Sidewalk	\$8,500
Curb & Gutter	\$7,370
Driveway Approach & Aprons	\$3,162
Emergency Signals	\$22,000
Street Lighting	\$15,000
Signage	\$15,000
Street Widening (Includes Grading, Asphalt & Striping)	\$ 25,000
5% Contingency for supply chain delays and cost increases	\$38,468
TOTAL ESTIMATED COSTS PHASE 2	\$810,000

Fiscal Impact

\$810,000 from the Facilities Replacement/Renovation Fund per the FY 23/24 Final Budget request.

Recommendation

Approve Phase 2 of the Station 18 project.



San Miguel Fire & Rescue

Service Beyond Expectations

Fire Chief Report

Date: September 14, 2022
To: Board of Directors
From: Fire Chief, Criss Brainard
Subject: Fiscal Year 2023/2024 Proposed Final Budget Adoption

Background

Per the California Government Code, final budget adoption must occur by October 1st of each year. On June 14, 2023, the Board of Directors adopted the Fiscal Year 2023/2024 Preliminary Budget.

Discussion

On September 6, 2023, the Finance Committee reviewed the Proposed Final Budget. The Finance Committee discussed the budget in length, focusing on some increases, pension liability, and new position/program requests. The Finance Committee requested that additional comparison data be included in the Budget Summary, and the current budget is being presented with that information.

It has been determined that the comprehensive budget book formatting be completed after the final budget is adopted to allow for the Board of Directors to focus on the line-item budget and allow staff to make any final changes prior to the comprehensive budget report finalization.

Attached are the revenue and expense documents for review by the Board of Directors and discussion prior to the adoption of the District's Fiscal Year 2023/2024 Final Budget.

Staff will provide a Fiscal Year 2023-2024 Draft Final Budget Adoption presentation.

Recommendation

Adopt the Fiscal Year 2023/2024 Final Budget via Resolution 23-22, and give direction to staff to move forward with the completion of the comprehensive budget report.



San Miguel **Fire & Rescue**
Fiscal Year 2023-24
Draft Final Budget Adoption



San Miguel **Fire & Rescue** Fiscal Year 2023-24 Draft Final Budget Adoption

Table of Contents

Budget Summary Justifications	1-2
Draft Final Budget Summar	3-4
Budget vs. Actual Comparison	5
Draft Final Budget Detail	6-8
Budgeted Expenses by Division	9
Final Budget	10-15
Budget Forecasting & Cash Reserve Projections	16
Replacement Schedule	17-20
Reserve Fund Expenditure Justifications	21-24
Quarterly Financial Update	25-32
June 30 th Comparisons	33-36

SAN MIGUEL FIRE & RESCUE



Fiscal Year 2023-2024 Draft Final Budget

The Fiscal Year 2023-2024 Draft Final Budget is being presented by the Fire Chief and Staff as a compilation of financial information with the primary budget objective to provide the highest possible level of service to all the communities we serve while maintaining a sound financial condition. If adopted by the Board of Directors, Staff will complete the Comprehensive Budget Report as outlined in the Board of Directors Policy Manual Subsection 818 – Budget Criteria.



Draft Final Budget Summary

This section of the budget provides the readers with a summary comparison of the previous Fiscal Year's Final Budget, the approved Preliminary Budget, and the Draft Final Budget for Fiscal Year 2023-2024.

Increase/Decrease Amounts and Percentages are based on the FY 2022-2023 Final Budget and FY 2023-2024 Draft Final Budget.

SAN MIGUEL FIRE & RESCUE



Budget Summary Justifications

REVENUE:

Total Revenues are showing an increase of 5.8% (Budgeted)

Line 1 Property Taxes: Property Taxes are based on the Annual Assessed Valuation Report provided by the County of San Diego and look at current Locally Secured Taxes. At the end of the year, actuals are provided and assessed.

Line 2 Benefit Assessments Revenue: Based on approved resolutions at the May 10, 2023, Regular Board Meeting. These revenues are analyzed and provided to the Board of Directors prior to approving any increase in Benefit Assessments.

Line 3 AMR Contract and Other Miscellaneous Revenue: Includes plan check fees, inspection fees, AMR contract and rental fees of various facilities, and miscellaneous reimbursements. The District's cell towers were removed, and the District will show a decrease this current fiscal year in that revenue source.

YTD for FY 2021-2022 is over budget due to COVID-19 fiscal relief monies received from the State of California Department of Finance for \$2.1M, along with OES Reimbursement of \$1.2M not budgeted for and offset by employee overtime and miscellaneous reimbursements not budgeted for.

Line 4 Interest Income: Mostly consists of the County Investment Pool and the Public Agency Self Insurance System (PASIS). It is anticipated that we will receive less interest income in the upcoming Fiscal Year.

EXPENSES:

Total Expenses are increasing by 10.1% (Budgeted)

Line 8 Employee Salaries: Employee salaries are increasing by 5.3% per the Draft Final Budget with the request of a new position (new position request submitted for Board consideration). The District also increased this line item by three (3) Firefighter Paramedics positions per the direction of the Board of Directors to include it for the Fiscal Year 2023-2024 budget and not amend the previous year's budget. This was not included in the preliminary budget due to oversight from staff. This amount does not include any adjustments for salaries affecting the Memorandums of Understanding or Terms of Employment.

Last year, employees' salaries were increased significantly due to stipend payments, Medicare refunds, and retirement payouts for annual leave and sick leave. These were one-time payments and not considered ongoing costs.

Line 8 Employee Overtime: Employee overtime increased based on salary additions and training overtime being separated out and increased, which was approved during the preliminary budget.

Line 12-14 CalPERS Pension: These line items are based on a strategy approved by the Board of Directors and includes the Pension Lease Revenue Bond. This strategy is being reviewed in September by the Fire Chief and Executive staff, and additional information will be provided to the Board of Directors for additional consideration on how to keep pension costs stable for the District.

Lines 15-23 Services and Supplies: These line items are all increasing based on inflation and reoccurring needs of the District.

San Miguel Fire & Rescue Draft Final Budget Summary

	2022-2023 FINAL Budget	2022-2023 Actual thru 6/30/23	2023-2024 PRELIMINARY Budget	2023-2024 FINAL Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
Operating Revenues						
1 Property Taxes	\$ 23,749,500	\$ 25,415,295	\$ 24,500,000	\$ 25,198,200	\$ 1,448,700	106.1%
2 Benefit Assessments	2,814,800	2,815,037	2,932,000	2,932,000	117,200	104.2%
Total Operating Revenues	26,564,300	28,230,332	27,432,000	28,130,200	1,565,900	105.9%
Non-Operating Revenues						
3 AMR Contract and Other Miscellaneous	1,311,000	1,914,244	1,400,000	1,361,000	50,000	103.8%
4 Interest Income	10,000	97,332	10,000	10,000	-	100.0%
Total Non-Operating Revenues	1,321,000	2,011,576	1,410,000	1,371,000	50,000	103.8%
Total Revenues	\$ 27,885,300	\$ 30,241,908	\$ 28,842,000	\$ 29,501,200	\$ 1,615,900	105.8%
Operating Expenses						
Salaries and Benefits Costs						
5 Director Fees	20,000	15,142	20,000	20,000	-	100.0%
6 Prior Directors Benefits	21,700	26,180	24,000	24,000	2,300	110.6%
7 Retiree Benefits	1,032,300	916,354	1,414,800	1,503,100	470,800	145.6%
8 Employee Salaries	9,566,633	10,108,666	9,624,900	10,072,950	506,317	105.3%
9 Employee Overtime	2,134,200	3,112,270	2,733,100	2,736,100	601,900	128.2%
10 Employee Benefits	3,154,200	3,160,247	3,355,900	3,553,600	399,400	112.7%
11 Financial Emergency Plan	208,705	-	332,500	332,500	123,795	159.3%
12 UAL - Pension Payment	1,416,775	1,417,754	1,420,000	1,420,000	3,225	100.2%
13 Pension Bond	1,058,850	1,058,847	1,260,700	1,260,700	201,850	119.1%
14 Pension Restructuring – Reserve	1,541,150		1,339,300	1,339,300	(201,850)	86.9%

San Miguel Fire & Rescue Draft Final Budget Summary

	2022-2023 FINAL Budget	2022-2023 Actual thru 6/30/23	2023-2024 PRELIMINARY Budget	2023-2024 FINAL Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
Total Salaries and Benefits Costs	\$ 20,154,513	\$ 19,815,461	\$ 21,525,200	\$ 22,262,250	\$ 2,107,737	110.5%
Services and Supplies						
15 Professional Services	2,071,600	1,715,086	2,087,974	2,138,100	66,500	103.2%
16 Special District Expense	312,530	422,867	285,950	285,950	(26,580)	91.5%
17 Maintenance	560,550	788,752	654,750	654,750	94,200	116.8%
18 Insurance	870,000	984,855	951,000	907,260	37,260	104.3%
19 Equipment	573,400	583,698	644,800	659,800	86,400	115.1%
20 Utilities	274,800	469,989	404,700	404,700	129,900	147.3%
21 Supplies	75,560	101,082	90,560	90,560	15,000	119.9%
22 Personnel Development	80,800	88,747	95,800	95,800	15,000	118.6%
23 Rents and Leases	43,300	43,670	44,400	44,400	1,100	102.5%
Total Service and Supplies	\$ 4,862,540	\$ 5,198,747	\$ 5,259,934	\$ 5,281,320	\$ 418,780	108.6%
Total Expenses	\$ 25,017,054	\$ 25,014,208	\$ 26,785,135	\$ 27,543,571	\$ 2,526,517	110.1%
Net Income before Reserve Related Activities	\$ 2,868,246	\$ 5,227,699	\$ 2,056,865	\$ 1,957,629	\$ (910,616)	68.3%



Budget vs. Actual Comparison

This section of the budget provides the readers a summary comparison overview of two budgetary cycles and actuals based on end-of-year cash-based accounting.

San Miguel Fire & Rescue Budget vs Actual Comparison

	2021-2022		2021-2022	2021-2022	2022-2023		2022-2023	2022-2023
	Actual thru	2021-2022	Budget \$	Budget %	Actual thru	2022-2023	Budget \$	Budget %
	6/30/22	FINAL Budget	increase/ decrease	increase/ decrease	6/30/23	FINAL Budget	increase/ decrease	increase/ decrease
Services and Supplies								
15 Professional Services	1,934,706	2,061,890	(127,184)	93.8%	1,715,086	2,071,600	(356,514)	82.8%
16 Special District Expense	254,426	250,230	4,196	101.7%	422,867	312,530	110,337	135.3%
17 Maintenance	627,439	522,750	104,689	120.0%	788,752	560,550	228,202	140.7%
18 Insurance	792,152	820,000	(27,848)	96.6%	984,855	870,000	114,855	113.2%
19 Equipment	356,255	505,900	(149,645)	70.4%	583,698	573,400	10,298	101.8%
20 Utilities	402,357	251,900	150,457	159.7%	469,989	274,800	195,189	171.0%
21 Supplies	95,638	71,400	24,238	133.9%	101,082	75,560	25,522	133.8%
22 Personnel Development	48,685	78,200	(29,515)	62.3%	88,747	80,800	7,947	109.8%
23 Rents and Leases	42,322	41,360	962	102.3%	43,670	43,300	370	100.9%
Total Service and Supplies	\$ 4,553,980	\$ 4,603,630	\$ (49,650)	-1.1%	\$ 5,198,747	\$ 4,862,540	\$ 336,207	6.9%
Total Expenses	\$ 24,625,551	\$ 23,607,651	\$ 1,017,900	4.3%	\$ 25,014,208	\$ 25,017,054	\$ (2,845)	0.0%
Net Income before								
Reserve Related Activities	\$ 6,745,803	\$ 2,596,117	\$ 4,149,686	159.8%	\$ 5,227,699	\$ 2,868,246	\$ 2,359,453	82.3%



Draft Final Budget Detail

This section of the budget provides the readers with a detailed line-item look at the budget for full transparency of what is budgeted by categories, with a final breakdown by Division and Program.

Increase/Decrease Amounts and Percentages are based on the FY 2022-2023 Final Budget and FY 2023-2024 Draft Final Budget.

SAN MIGUEL FIRE & RESCUE



Detailed Expense Budget Justifications

The Detailed Expense Budget is shown by Department and account code to help pull actual expenditure data into the budget and allow for Finance Staff to start analyzing trend analysis and determine the needs of the financial information for the implementation of the new accounting software. This format will be beneficial moving forward with continued transparency.

Line 3 Pension Restructuring – Lease Revenue Bond: Increase in Lease Revenue Bond per amortization schedule.

Line 5-6 Health Insurance Employees, Retirees, Prior Directors: Finance Staff have separated out all health insurance costs between employees, retirees, and prior Directors. There was also an increase in premiums.

Line 8-11 Retirement (Normal Costs) All Classifications: Increases/Decreases are based on salaries related to Classic and PEPRA classifications and the CalPERS rates for the year. As Classic members retire, the normal costs will decrease, and the PEPRA costs will increase with attrition. Finance Staff will be coding these costs separately for actuals to present accurate information.

Line 13 Uniform Allowance: Increase based on approved MOUs and Terms of Employment.

Line 15 Paramedic Recertification: This recertification was increased based on the approved MOU language for Firefighter Paramedics only.

Line 17-23 Employee Overtime: Finance Staff have been trending overtime costs for the past two years and are budgeting based on these trends. Training overtime is being requested to be increased due to ongoing internal training, MOU language to reflect mandatory training costs, and yearly academies for the classifications of Firefighter Paramedics (new hires), Engineer, and Captain. This includes a 12-Shift EMS rideout for new Firefighter Paramedics and promotional rideouts.

Line 23-24 Base Salaries: Request of a new 40-hour Battalion Chief position (new position request submitted for Board consideration). The District also increased this line item by three (3) Firefighter Paramedics positions per the direction of the Board of Directors to include it for the Fiscal Year 2023-2024 budget and not amend the previous year's budget. This was not included in the preliminary budget due to oversight from staff. This amount does not include any adjustments for salaries affecting the Memorandums of Understanding or Terms of Employment for the upcoming year.

Line 25 Financial Emergency Plan: This line item is to assist in the planning for a stabilized budget during an economic downturn and would need additional Board approval. This is tied to the Economic Catastrophic/Recession Plan.

Line 26 Medicare (District Portion – 1.45%): This line item is based on salaries.

Line 29-32 Communications Services and Equipment: There is an increase in fees/equipment costs for radios and ongoing replacement of equipment.

Line 33-35 Equipment Maintenance: Increase in maintenance costs.

Line 37-38 Facilities Maintenance: Increase in maintenance costs.

Line 39-40 Fleet Maintenance: Actuals are pulling outside repair costs. Finance Staff have created separate account codes moving forward to show accurate trend data.

Line 41 Fleet Maintenance (Fuel): Based on actuals and trend analysis.

Line 42 Housekeeping Services and Supplies: Based on actuals and trend analysis.

Line 43 Medical Supplies: Based on actuals and trend analysis.

Line 44-45 Insurance: An increase of approximately 16% reflects the continued deterioration in the pricing available for liability and property rates levied against all California municipalities. The District continues to monitor and assess the needs of the District. Currently, FAIRA continues to provide the most competitive rates along with the best coverage for Fire/EMS services.

Line 46-54 Minor Equipment: Increased costs/replaced on an as-needed basis for fire service equipment. Finance Staff are tracking some analytics internally and opted not to renew some contracts for analysis purposes. Training is requesting an increase in training props and equipment for internal training purposes. The Training Division continues to provide necessary internal training for the development of personnel.

Line 55 Physical Fitness Equipment: Increased costs for maintenance and requesting additional costs to replace station equipment for health and safety purposes. Assessments of all stations have been completed, and each station will be put on a replacement schedule for the equipment – the line item will be reduced once we are on a maintenance cycle for all stations.

Line 60-66 Personnel Development: Increase in Educational Reimbursement per approved MOUs and Terms of Employment, including EMT recertification for Non-Paramedics in the classifications of Captain and Engineer.

Line 67-70 Wellness Services: Increase in Wellness Program of 5% per contract. Actuals are to be split for the final budget based on classifications.

Line 71-83 Professional Services: Information Technology Support Services contract ended effective May 2023. RCCP Program cost increased based on the contract, and HCFA Dispatching increased based on preliminary estimates for the contract.

Line 86-93 Publications and Media: Increase for Fire Prevention code books based on new subscription services and updated NFPA manuals.

Line 94-95 Rents and Leases: Administrative Staff is in a new lease for the copy machine located at the administrative office – there was no change in the lease cost. Station 19 lease of property increase is based on a 3% CPI calculation. The final lease payment (rent) will be determined in the final budget.

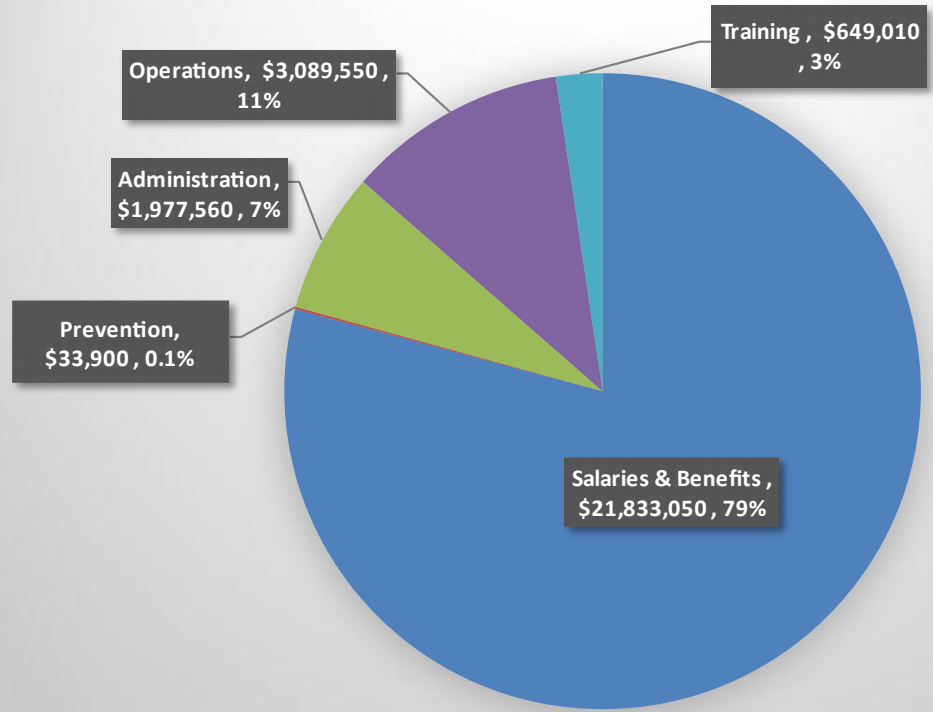
Line Item 96-101 Safety Clothing: Increase of Structure/Brush gear due to increased costs and replacement needs for personal protective equipment.

Line 102-104 Uniforms: Finance Staff will be coding these costs separately for actuals to present accurate information.

Line 105-128 Special District Expenses: Accounting Software will be paid in installments once implementation begins. The Telestaff contract (attendance program for fire service) is increasing due to additional needs for the software.

Line 132-144 Utilities: Increase based on actuals and trend analysis. Finance Staff are working on separating all utilities out per station for continued trend analysis based on actuals.

FY 24 Budgeted Expenses by Division



Total Expense by Division/Program

Salaries and Benefits	\$ 19,948,113	\$ 21,099,000	\$ 21,833,050	\$ 1,878,937	91.4%
Prevention	\$ 32,780	\$ 33,900	\$ 33,900	\$ 1,120	96.7%
Board of Directors	\$ 63,800	\$ 63,800	\$ 63,800	\$ -	100.0%
Facilities Management	\$ 447,200	\$ 594,900	\$ 594,900	\$ 147,700	75.2%
Training Program	\$ 351,450	\$ 600,024	\$ 600,150	\$ 248,700	58.6%
Peer Support/Chaplain Program	\$ 6,100	\$ 6,100	\$ 6,100	\$ -	100.0%
Community Outreach Program	\$ 36,000	\$ 36,000	\$ 79,000	\$ 43,000	45.6%
Administration Management	\$ 1,843,200	\$ 1,868,500	\$ 1,834,760	\$ (8,440)	100.5%
Operations Management	\$ 1,628,300	\$ 1,747,800	\$ 1,762,800	\$ 134,500	92.4%
Fleet Management	\$ 612,650	\$ 687,650	\$ 687,650	\$ 75,000	89.1%
SCBA Program	\$ 38,500	\$ 38,500	\$ 38,500	\$ -	100.0%
CERT	\$ 3,560	\$ 3,560	\$ 3,560	\$ -	100.0%
Explorer Program	\$ 5,700	\$ 5,700	\$ 5,700	\$ -	100.0%
Mapping	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	100.0%
Logistics Volunteer Group	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	100.0%
Reserve Firefighter Program	\$ 33,500	\$ 33,500	\$ 33,500	\$ -	100.0%

San Miguel Fire & Rescue

FINAL BUDGET

Priority				2022/2023	2023/2024	2023/2024	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	Preliminary Approved Budget	Final Budget	Amount	Percent	
			Employee Benefits (5030)	1,425,175	1,428,400	1,428,400	3,225	99.8%	
1	1	Salaries and Benefits	Unfunded Liability CalPERS Payment	1,416,775	1,420,000	1,420,000	3,225	100.2%	UAL Restructuring
2	1	Salaries and Benefits	Retirement - 1959 Survivor Benefit	8,400	8,400	8,400	-	100.0%	PER MOUs/TOEs
			Employee Benefits (5030)	2,600,000	2,600,000	2,600,000	-	100.0%	
3	1	Salaries and Benefits	Pension Restructuring - LRB	1,058,850	1,260,700	1,260,700	201,850	119.1%	UAL Restructuring per Schedule
4	1	Salaries and Benefits	Pension Restructuring – Reserve	1,541,150	1,339,300	1,339,300	(201,850)	86.9%	UAL Restructuring
			Employee Benefits (5031)	2,358,500	2,781,900	2,951,100	592,600	79.9%	
5	1	Salaries and Benefits	Health Insurance - Employees	1,306,200	1,344,800	1,425,700	119,500	109.1%	Increase per MOU & Premiums
6	1	Salaries and Benefits	Health Insurance - Retirees	1,032,300	1,414,800	1,503,100	470,800	145.6%	Increase of Retirees Premiums
7	1	Salaries and Benefits	Health Insurance - Prior Directors	20,000	22,300	22,300	2,300	111.5%	Previous Directors Only
			Employee Benefits (5032)	1,688,200	1,829,500	1,944,800	241,200	86.8%	
8	1	Salaries and Benefits	Retirement - Safety - Classic	955,500	1,056,000	1,171,300	215,800	122.6%	CalPERS rates and New Position
9	1	Salaries and Benefits	Retirement - Safety - PEPRA	652,300	677,700	677,700	25,400	103.9%	Based on Salaries & CalPERS Rates
10	1	Salaries and Benefits	Retirement - Non-Safety - Classic	34,800	54,200	54,200	19,400	155.7%	Based on Salaries & CalPERS Rates
11	1	Salaries and Benefits	Retirement - Non-Safety - PEPRA	45,600	41,600	41,600	(4,000)	91.2%	Based on Salaries & CalPERS Rates
			Employee Benefits (5033)	84,300	84,300	84,300	-	100.0%	
12	1	Salaries and Benefits	Dental Insurance	84,300	84,300	84,300	-	100.0%	Per MOU & Terms of Employment
			Employee Benefits (5036)	56,700	72,500	74,000	17,300	76.6%	
13	1	Salaries and Benefits	Uniform Allowance	56,700	72,500	74,000	17,300	130.5%	New Position
			Employee Benefits (5037)	10,400	10,400	10,400	-	100.0%	
14	1	Salaries and Benefits	Vision Insurance	10,400	10,400	10,400	-	0.0%	Per MOU & Terms of Employment
			Employee Benefits (5038)	-	6,000	6,000	-	0.0%	
15	1	Salaries and Benefits	Paramedic Recertification	-	6,000	6,000	-	0.0%	FFPM MOU Approved
			Employee Overtime (5040)	2,134,200	2,733,100	2,736,100	601,900	78.0%	
16	1	Salaries and Benefits	Overtime	1,728,800	2,109,800	2,109,800	381,000	122.0%	Per MOU & Terms of Employment
17	1	Salaries and Benefits	FLSA	220,700	218,800	218,800	(1,900)	99.1%	Per MOU & Terms of Employment
18	3	Prevention	Prevention Overtime	2,500	2,500	2,500	-	100.0%	Per MOU & Terms of Employment
19	5	Board of Directors	Recording Secretary - Board Minutes	500	500	500	-	100.0%	Per MOU & Terms of Employment
20	2	Facilities Management	Overtime	10,000	10,000	10,000	-	100.0%	Per MOU & Terms of Employment
21	3	Training Program	District Training (All)	164,700	384,500	384,500	219,800	233.5%	Includes Academies & 12-Shift EMS
22	4	Community Outreach Program	Community Outreach Overtime	7,000	7,000	10,000	3,000	142.9%	Needed for Events & Committee

San Miguel Fire & Rescue

FINAL BUDGET

Priority				2022/2023	2023/2024	2023/2024	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	Preliminary Approved Budget	Final Budget	Amount	Percent	
			Employee Salaries (5050)	9,609,838	9,786,000	10,228,200	618,362	94.0%	
23	1	Salaries and Benefits	Base Salaries - Safety	8,600,580	8,643,000	9,085,200	484,620	105.6%	New Position
24	1	Salaries and Benefits	Base Salaries - Non-Safety	800,553	810,500	810,500	9,947	101.2%	Based on FY 2022/2023 Salary
25	2	Salaries and Benefits	Financial Emergency Plan	208,705	332,500	332,500	123,795	159.3%	Additional Approval Needed by BOD
			Employee Benefits (5900)	165,500	171,400	177,250	11,750	93.4%	
26	1	Salaries and Benefits	Medicare (District Portion - 1.45%)	165,500	171,400	177,250	11,750	107.1%	Based on Salaries
			Director Benefits (5010)	1,700	1,700	1,700	-	100.0%	
27	1	Board of Directors	Medicare/Social Security	1,700	1,700	1,700	-	100.0%	Based on Director Fees
			Director Fees (5020)	20,000	20,000	20,000	-	100.0%	
28	1	Board of Directors	Meetings	20,000	20,000	20,000	-	100.0%	
			Communications (6010)	196,000	240,000	240,000	44,000	81.7%	
29	1	Operations Management	RCS Backbone Maintenance	69,000	75,000	75,000	6,000	108.7%	Increase in Fees
30	1	Operations Management	NextGen RCS Fee	50,000	60,000	60,000	10,000	120.0%	Increase in Fees
31	1	Operations Management	Computer Service & Equipment	25,000	25,000	25,000	-	100.0%	Computer & Equipment Needs
32	2	Operations Management	Radio Equipment and Maintenance	52,000	80,000	80,000	28,000	153.8%	Increase in Equipment Costs
			Equipment Maintenance (6020)	95,300	101,700	101,700	6,400	93.7%	
33	4	Administration Management	Plotter Maintenance	600	1,000	1,000	400	166.7%	Increase in Maintenance Costs
34	2	Operations Management	Fire Equipment Maintenance	94,000	100,000	100,000	6,000	106.4%	Increase in Maintenance Costs
35	4	CERT	Miscellaneous Supplies/Repairs	700	700	700	-	100.0%	Funded by Grants/Donations
			SCBA Expense (6021)	38,500	38,500	38,500	-	100.0%	
36	1	SCBA Program	SCBA Equipment	38,500	38,500	38,500	-	100.0%	
			Facilities Maintenance (6030)	176,200	189,000	189,000	12,800	93.2%	
37	2	Facilities Management	Facilities Maintenance	167,200	180,000	180,000	12,800	107.7%	Increase in Maintenance Costs
38	3	Facilities Management	Station Improvement Program	9,000	9,000	9,000	-	100.0%	Each station \$1,000 budget
			Fleet Maintenance (6040)	114,050	114,050	114,050	-	100.0%	
39	1	Fleet Management	Fleet Maintenance Repairs & Supplies	69,050	69,050	69,050	-	100.0%	
40	1	Fleet Management	Apparatus Parts	45,000	45,000	45,000	-	100.0%	
			Fleet Maintenance (6040)	175,000	250,000	250,000	75,000	70.0%	
41	1	Fleet Management	Fuel	175,000	250,000	250,000	75,000	142.9%	Based on Actuals & Trend Analysis

San Miguel Fire & Rescue

FINAL BUDGET

Priority				2022/2023	2023/2024	2023/2024	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	Preliminary Approved Budget	Final Budget	Amount	Percent	
Wellness Services (6105)				145,600	149,000	149,000	3,400	97.7%	
67	1	Administration Management	Employee Assistance Program	22,000	22,000	22,000	-	100.0%	
68	2	Administration Management	Wellness Program	62,000	62,500	62,500	500	100.8%	5% CPI per Agreement
69	2	Operations Management	Wellness Program	42,200	44,200	44,200	2,000	104.7%	5% CPI per Agreement
70	2	Training Program	Wellness Program	19,400	20,300	20,300	900	104.6%	5% CPI per Agreement
Professional Services (6110)				1,526,000	1,538,974	1,589,100	63,100	96.0%	
71	1	Administration Management	Annual Finance/Administrative Fees	77,600	77,600	77,600	-	100.0%	
72	1	Administration Management	Consulting Costs (All)	75,000	75,000	75,000	-	100.0%	
73	2	Administration Management	Legal Counsel	80,000	80,000	100,000	20,000	125.0%	Based on Trend Analysis
74	4	Administration Management	Strategic Plan	3,000	3,000	3,000	-	100.0%	
75	2	Administration Management	IT Support Services	30,000	10,000	-	(30,000)	0.0%	Contract Ended
76	1	Operations Management	RCCP Program Cost (ECO)	12,800	25,000	25,000	12,200	195.3%	Based on Contract/Agreement
77	1	Operations Management	HCFA Dispatching	841,100	860,000	860,000	18,900	102.2%	Based on Contract/Agreement
78	1	Operations Management	Respiratory Fit Tests (79) - (N95)	10,000	10,000	10,000	-	100.0%	
79	1	Fleet Management	Contract Apparatus Maintenance	310,000	310,000	310,000	-	100.0%	Based on Actuals
80	1	Fleet Management	Truck 15 Safety Inspection	2,000	2,000	2,000	-	100.0%	Inspection for New Truck 15 & Old Truck
81	4	Community Outreach Program	Consulting Costs	-	-	40,000	40,000	0.0%	New Program Request
82	2	Training Program	HTF Annual Assessment	71,000	72,874	73,000	2,000	102.8%	Based on Actuals
83	2	Training Program	FTES Tuition	13,500	13,500	13,500	-	100.0%	
Property Tax Refunds (6115)				150,000	150,000	150,000	-	100.0%	
84	1	Administration Management	Refunds - Property Taxes	150,000	150,000	150,000	-	100.0%	Based on Actuals
Property Tax Admin Cost (6116)				250,000	250,000	250,000	-	100.0%	
85	1	Administration Management	Property Tax - Admin Charges	250,000	250,000	250,000	-	100.0%	Based on Actuals
Publications and Media (6120)				24,560	25,800	25,800	1,240	95.2%	
86	3	Administration Management	Miscellaneous Publications and Bulletins	600	600	600	-	100.0%	
87	1	Prevention	Code books, manuals & subscriptions	6,260	7,500	7,500	1,240	119.8%	Subscription Services & Manuals
88	3	Training Program	Code books, manuals & subscriptions	3,800	3,800	3,800	-	100.0%	
89	2	Mapping	Mapping/GIS Updates	1,000	1,000	1,000	-	100.0%	
90	5	Explorer Program	IFSTA Books (5)	400	400	400	-	100.0%	
91	4	Community Outreach Program	Code books, manuals & subscriptions	2,000	2,000	2,000	-	100.0%	
92	4	Community Outreach Program	Community Outreach Supplies/Goods	10,000	10,000	10,000	-	100.0%	
93	1	Operations Management	Miscellaneous Publications and Bulletins	500	500	500	-	100.0%	
Rents and Leases (6130)				43,300	44,400	44,400	1,100	97.5%	
94	1	Administration Management	Equipment Rents & Leases	8,600	8,600	8,600	-	100.0%	
95	1	Administration Management	Station 19 Lease of Property (Rent)	34,700	35,800	35,800	1,100	103.2%	3% CPI per Lease Agreement

San Miguel Fire & Rescue

FINAL BUDGET

Priority			2022/2023	2023/2024	2023/2024	Increase/ (Decrease)		Comments/Justification	
			FINAL Budget	Preliminary Approved Budget	Final Budget	Amount	Percent		
		Safety Clothing (6140)	152,500	152,500	167,500	15,000	91.0%		
96	1	Operations Management	Structure/Brush Gear	100,000	100,000	115,000	15,000	115.0%	Increase in Costs
97	1	Operations Management	Miscellaneous Supplies/Repairs	7,000	7,000	7,000	-	100.0%	
98	1	Operations Management	PPE Cleaning (Professionally)	30,000	30,000	30,000	-	100.0%	
99	3	Reserve Firefighter Program	Reserve Firefighter Safety Clothing	13,800	13,800	13,800	-	100.0%	
100	5	Peer Support/Chaplain Program	Wildland - Jackets	700	700	700	-	100.0%	
101	5	Peer Support/Chaplain Program	Helmets	1,000	1,000	1,000	-	100.0%	
		Uniforms (6145)	31,000	37,300	37,300	6,300	83.1%		
102	5	Administration Management	Non Safety Uniforms	-	6,300	6,300	6,300	0.0%	Per Terms of Employment
103	5	Operations Management	Class "A" Uniforms (24)	30,000	30,000	30,000	-	100.0%	
104	5	Logistics Volunteer Group	Uniforms (2 sets)	1,000	1,000	1,000	-	100.0%	
		Special District Expense (6150)	254,750	220,750	220,750	(34,000)	115.4%		
105	1	Board of Directors	Election Costs (estimate)	40,000	40,000	40,000	-	100.0%	
106	5	Administration Management	Memberships	3,000	3,000	3,000	-	100.0%	
107	2	Administration Management	Badges, Service/Recognition Awards	1,000	1,000	1,000	-	100.0%	
108	3	Administration Management	Admin Related Supplies	38,700	38,700	38,700	-	100.0%	
109	1	Administration Management	Accounting Software	60,000	25,000	25,000	(35,000)	41.7%	
110	1	Administration Management	Telestaff Annual Maintenance	2,000	3,000	3,000	1,000	150.0%	Increase per contract/agreement
111	3	Prevention	Fire Prevention Related Memberships	900	900	900	-	100.0%	
112	2	Prevention	Software & Subscriptions	18,800	18,800	18,800	-	100.0%	Ongoing Costs Included
113	1	Operations Management	Operations Supplies	25,500	25,500	25,500	-	100.0%	
114	1	Fleet Management	District Fees	10,600	10,600	10,600	-	100.0%	Based on Actuals
115	1	Fleet Management	Permits (HazMat, Fuel, etc.)	1,000	1,000	1,000	-	100.0%	
116	5	Logistics Volunteer Group	Recruitment Materials/Supplies	200	200	200	-	100.0%	
117	5	Training Program	Miscellaneous Expenses	10,050	10,050	10,050	-	100.0%	
118	2	Mapping	Mapping Software Maintenance	2,000	2,000	2,000	-	100.0%	
119	4	Reserve Firefighter Program	Miscellaneous Expenses	19,700	19,700	19,700	-	100.0%	For New Reserves only
120	4	Explorer Program	Explorer Fees & Expenses	1,400	1,400	1,400	-	100.0%	
121	5	Peer Support/Chaplain Program	Supplies & Miscellaneous Expenses	2,000	2,000	2,000	-	100.0%	
105	5	Community Outreach Program	Station Dinners	2,000	2,000	2,000	-	100.0%	
123	5	Community Outreach Program	Open Houses	5,000	5,000	5,000	-	100.0%	Events Knockdown props, etc
124	4	Community Outreach Program	Program Development	5,000	5,000	5,000	-	100.0%	
125	5	Community Outreach Program	Fire Expo/Safety Fair (District hosted)	5,000	5,000	5,000	-	100.0%	Increase in public participation
126	4	CERT	Background Checks	500	500	500	-	100.0%	Partially Funded by Grants/Donations
127	4	CERT	Recruitment Supplies	200	200	200	-	100.0%	Partially Funded by Grants/Donations
128	4	CERT	Water/Gatorade	200	200	200	-	100.0%	Partially Funded by Grants/Donations

San Miguel Fire & Rescue

FINAL BUDGET

Priority				2022/2023	2023/2024	2023/2024	Increase/ (Decrease)		Comments/Justification
				FINAL Budget	Preliminary Approved Budget	Final Budget	Amount	Percent	
			Travel and Subsistence (6160)	3,220	3,100	3,100	(120)	103.9%	
129	5	Administration Management	Administrative Meetings	1,000	1,000	1,000	-	100.0%	
130	4	Prevention	Southern California FPO Meetings	220	100	100	(120)	45.5%	
131	4	Prevention	Prevention Institute Conference (1)	2,000	2,000	2,000	-	100.0%	

			Utilities (6170)	274,800	404,700	404,700	129,900	67.9%	
132	2	Administration Management	Board of Directors IT Equipment	5,000	5,000	5,000	-	100.0%	IT needs for BOD -Related Activities
133	2	Administration Management	iPad & IT related items	2,400	2,400	2,400	-	100.0%	
134	2	Prevention	Cell Phone Service (3)	1,800	1,800	1,800	-	100.0%	Based on actuals
135	2	Operations Management	Cell Phone Service & Equip	45,600	45,600	45,600	-	100.0%	Based on Actuals
136	1	Facilities Management	Gas and Electric/Utilities	220,000	200,700	200,700	(19,300)	91.2%	Increase in Utility Costs
137	1	Facilities Management	Utilities - Station 14	-	26,300	26,300	26,300	0.0%	Increase in Utility Costs
138	1	Facilities Management	Utilities - Station 15	-	41,600	41,600	41,600	0.0%	Increase in Utility Costs
139	1	Facilities Management	Utilities - Station 16	-	18,600	18,600	18,600	0.0%	Increase in Utility Costs
140	1	Facilities Management	Utilities - Station 18	-	14,200	14,200	14,200	0.0%	Increase in Utility Costs
141	1	Facilities Management	Utilities - Station 19	-	8,500	8,500	8,500	0.0%	Increase in Utility Costs
142	1	Facilities Management	Utilities - Station 21	-	7,400	7,400	7,400	0.0%	Increase in Utility Costs
143	1	Facilities Management	Utilities - Station 22	-	21,700	21,700	21,700	0.0%	Increase in Utility Costs
144	1	Facilities Management	Utilities - Station 23	-	10,900	10,900	10,900	0.0%	Increase in Utility Costs

Total Expense by Division/Program

Salaries and Benefits	\$ 19,948,113	\$ 21,099,000	\$ 21,833,050	\$ 1,878,937	91.4%
Prevention	\$ 32,780	\$ 33,900	\$ 33,900	\$ 1,120	96.7%
Board of Directors	\$ 63,800	\$ 63,800	\$ 63,800	\$ -	100.0%
Facilities Management	\$ 447,200	\$ 594,900	\$ 594,900	\$ 147,700	75.2%
Training Program	\$ 351,450	\$ 600,024	\$ 600,150	\$ 248,700	58.6%
Peer Support/Chaplain Program	\$ 6,100	\$ 6,100	\$ 6,100	\$ -	100.0%
Community Outreach Program	\$ 36,000	\$ 36,000	\$ 79,000	\$ 43,000	45.6%
Administration Management	\$ 1,843,200	\$ 1,868,500	\$ 1,834,760	\$ (8,440)	100.5%
Operations Management	\$ 1,628,300	\$ 1,747,800	\$ 1,762,800	\$ 134,500	92.4%
Fleet Management	\$ 612,650	\$ 687,650	\$ 687,650	\$ 75,000	89.1%
SCBA Program	\$ 38,500	\$ 38,500	\$ 38,500	\$ -	100.0%
CERT	\$ 3,560	\$ 3,560	\$ 3,560	\$ -	100.0%
Explorer Program	\$ 5,700	\$ 5,700	\$ 5,700	\$ -	100.0%
Mapping	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	100.0%
Logistics Volunteer Group	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	100.0%
Reserve Firefighter Program	\$ 33,500	\$ 33,500	\$ 33,500	\$ -	100.0%

Total Budget Expense	\$ 25,056,553	\$ 26,824,634	\$ 27,583,070	\$ 2,520,517	10.1%
-----------------------------	----------------------	----------------------	----------------------	---------------------	--------------

*Budget % increase/ decrease is budget \$ increase/decrease divided by Preliminary Budget 2024



Reserve Fund Information

This section of the budget provides the readers with detailed information related to budget forecasting and Cash Reserve Projections, along with the Draft Final Budget requests for the Fiscal Year 2023-2024 for all Reserve Funds.

Budget-Forecasting & Cash Reserve Projections

	Contingency Reserve Fund	Uncompensated Leave Fund	Workers' Compensation Fund	Vehicle Replacement Fund	Capital Equipment Fund	Fixed Equipment Replacement Fund	Facilities Replacement/ Renovation Fund
Beginning Balance 6/30/23	\$ 8,868,965	\$ 1,051,715	\$ 515,092	\$ 3,209,791	\$ 510,529	\$ 1,261,017	\$ 3,187,365
TOTAL Projects/Expenditures	(200,000)	-		(2,130,000)	(135,000)	(873,000)	(1,985,000)
Total Transfer IN FY24 for future Capital				1,205,700	432,368	209,426	2,075,404
Ending Projected Cash Balance 6/30/24	\$ 8,668,965	\$ 1,051,715	\$ 515,092	\$ 2,285,491	\$ 807,897	\$ 597,444	\$ 3,277,769
TOTAL Projects/Expenditures				-	(64,751)		(1,776,434)
Total Transfer IN FY25 for future Capital				1,205,700	432,368	209,426	2,075,404
Ending Projected Cash Balance 6/30/25	\$ 8,668,965	\$ 1,051,715	\$ 515,092	\$ 3,491,190	\$ 1,175,513	\$ 806,870	\$ 3,576,739
TOTAL Projects/Expenditures				(878,460)	(12,295)	(718,544)	(1,835,057)
Total Transfer IN FY26 for future Capital				1,205,700	432,368	209,426	2,075,404
Ending Projected Cash Balance 6/30/26	\$ 8,668,965	\$ 1,051,715	\$ 515,092	\$ 3,818,430	\$ 1,595,587	\$ 297,752	\$ 3,817,086
TOTAL Projects/Expenditures				(3,092,179)	(1,376,794)		(1,895,614)
Total Transfer IN FY27 for future Capital				1,205,700	432,368	209,426	2,075,404
Ending Projected Cash Balance 6/30/27	\$ 8,668,965	\$ 1,051,715	\$ 515,092	\$ 1,931,950	\$ 651,161	\$ 507,178	\$ 3,996,875

San Miguel Fire & Rescue Replacement Schedule

Class	Asset Description	Original Purchase Price	Replacement Life	Current Est. Replacement Cost	2024	2025	2026	2027
Fixed Equipment	0 1000 gal. Fuel Tank / FS-15 GAS	\$ 15,000	35	\$ 60,000	-	-	73,767	-
Fixed Equipment	0 500 Gal. Fuel Tank / FS-18 DIESEL	\$ 32,625	35	\$ 60,000	-	-	-	-
Fixed Equipment	0 500 gal. Fuel Tank / FS-15 DIESEL	\$ 9,250	35	\$ 60,000	-	-	73,767	-
Fixed Equipment	0 500 gal. Fuel Tank / FS-23 DIESEL	\$ 9,250	35	\$ 60,000	-	-	73,767	-
Fixed Equipment	0 500 gal. Fuel Tank / FS-16 DIESEL	\$ 9,250	35	\$ 60,000	-	-	73,767	-
Fixed Equipment	0 Cabinets / PPE FS-21	\$ 10,033	40	\$ 15,000	-	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 21)	\$ 21,875	15	\$ 45,000	49,896	-	-	-
Fixed Equipment	0 Diesel Exhaust System Station 22)	\$ 21,875	15	\$ 45,000	49,896	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 23)	\$ 41,715	15	\$ 65,000	72,073	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 18)	\$ 20,395	15	\$ 45,000	49,896	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 19)	\$ 27,915	15	\$ 45,000	49,896	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 15)	\$ 70,000	15	\$ 70,000	-	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 14)	\$ 19,682	15	\$ 45,000	-	-	-	-
Fixed Equipment	0 Diesel Exhaust System (Station 16)	\$ 19,682	15	\$ 45,000	-	-	-	-
Fixed Equipment	0 PPE-Extractor / FS-15	\$ 8,838	12	\$ 15,000	-	-	-	-
Fixed Equipment	0 PPE-Extractor / FS-14	\$ 8,768	12	\$ 15,000	-	-	-	-
Fixed Equipment	0 PPE-Extractor / FS-16	\$ 9,613	12	\$ 15,000	-	-	-	-
Fixed Equipment	0 HVAC Control System (Station 15)	\$ 21,900	20	\$ 50,000	-	-	-	-
Fixed Equipment	0 HVAC Control System (Station 14)	\$ 10,000	20	\$ 25,000	-	-	-	-
Fixed Equipment	0 HVAC Control System (Station 16)	\$ 10,000	20	\$ 30,000	33,264	-	-	-
Fixed Equipment	0 HVAC Control System (Station 18)	\$ 10,000	20	\$ 30,000	33,264	-	-	-
Fixed Equipment	0 HVAC Control System (Station 19)	\$ 10,000	20	\$ 30,000	33,264	-	-	-
Fixed Equipment	0 HVAC Control System (Station 21)	\$ 10,000	20	\$ 30,000	33,264	-	-	-
Fixed Equipment	0 HVAC Control System (Station 22)	\$ 10,000	20	\$ 30,000	33,264	-	-	-
Fixed Equipment	0 HVAC Control System (Station 23)	\$ 10,000	20	\$ 30,000	-	-	-	-
Fixed Equipment	0 Voting/Recording System (HQ)	\$ 5,450	25	\$ 150,000	166,321	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 22,346	10	\$ 24,000	-	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 16,861	10	\$ 16,000	-	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 16,861	10	\$ 16,000	-	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 7,428	10	\$ 8,000	-	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 7,428	10	\$ 8,000	-	-	-	-
Capital Equipment	0 Thermal Imaging Cameras (FLIR-K65)	\$ 7,428	10	\$ 8,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56180	\$ 3,858	8	\$ 5,000	-	-	-	6,473
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56182	\$ 3,858	8	\$ 5,000	-	-	-	6,473
Capital Equipment	0 SENSIT Gas Monitor / Serial # 52892	\$ 3,858	8	\$ 5,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56183	\$ 3,858	8	\$ 5,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56185	\$ 3,858	8	\$ 5,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56184	\$ 3,858	8	\$ 5,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56649	\$ 3,858	8	\$ 5,000	-	-	-	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56181	\$ 3,858	8	\$ 5,000	-	-	6,147	-
Capital Equipment	0 SENSIT Gas Monitor / Serial # 56648	\$ 3,858	8	\$ 5,000	-	-	6,147	-

San Miguel Fire & Rescue Replacement Schedule

Class	Asset Description	Original Purchase Price	Replacement Life	Current Est. Replacement Cost	2024	2025	2026	2027
Fixed Equipment	1 Alerting System - FS-14	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-15	\$ 5,555	20	\$ 60,000	71,286	-	-	-
Fixed Equipment	1 Alerting System - FS-16	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-18	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-19	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-21	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-22	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 Alerting System - FS-23	\$ 5,555	20	\$ 45,000	53,465	-	-	-
Fixed Equipment	1 B/A Compressor (MAKO) (Station 18)	\$ 12,000	15	\$ 60,000	-	-	-	-
Fixed Equipment	1 B/A Compressor (BAUER) (Station 14)	\$ 50,388	15	\$ 60,000	-	-	-	-
Fixed Equipment	1 Emergency Backup Generator FS-14 Diesel	\$ 40,000	35	\$ 75,000	-	-	105,869	-
Fixed Equipment	1 Emergency Backup Generator FS-15 Diesel	\$ 30,000	35	\$ 75,000	-	-	105,869	-
Fixed Equipment	1 Emergency Backup Generator FS-16 Diesel	\$ 30,000	35	\$ 75,000	-	-	105,869	-
Fixed Equipment	1 Emergency Backup Generator FS-19 LPG	\$ 38,102	45	\$ 75,000	-	-	-	-
Fixed Equipment	1 Emergency Backup Generator FS-18 Diesel	\$ 10,000	35	\$ 75,000	-	-	-	-
Fixed Equipment	1 Emergency Backup Generator FS-21 LPG	\$ 38,102	45	\$ 75,000	-	-	-	-
Fixed Equipment	1 Emergency Backup Generator FS-22 Disel	\$ 30,000	35	\$ 75,000	-	-	105,869	-
Fixed Equipment	1 Emergency Backup Generator FS-23 LPG	\$ 38,102	45	\$ 75,000	-	-	-	-
Capital Equipment	1 Rescue Tool Gas Power (Halmatro)1131-1132	\$ 47,380	15	\$ 50,000	-	-	-	-
Capital Equipment	1 Rescue Tool Gas Power (Holmatro)1113-14-15	\$ 20,326	15	\$ 50,000	-	64,751	-	-
Capital Equipment	1 Rescue Tool Battery Power (Holmatro)1136-1137	\$ 34,211	18	\$ 50,000	-	-	-	-
Capital Equipment	1 Rescue Tool Gas Power (Holmatro)1135	\$ 28,133	15	\$ 25,000	-	-	-	-
Capital Equipment	1 Rescue Tool Gas Power (Holmatro)1112	\$ 7,800	15	\$ 25,000	-	-	-	-
Capital Equipment	1 Scott airpac X-3(2018 edition)	\$ 568,695	10	\$ 651,000	-	-	-	-
Capital Equipment	1 Scott 30 min Cylinders (4500)	\$ 15,810	15	\$ 18,000	-	-	-	-
Capital Equipment	1 Scott Voice Amplifiers	\$ 19,050	15	\$ 20,000	-	-	-	-
Fleet	2 2010 FORD Pick Up(CERT)(1023)	\$ 27,842	25	\$ 75,000	-	-	-	-
Fleet	2 2003 FERRARA (RERSRVE) 1120	\$ 385,000	17		-	-	-	-
Fleet	2 2004 FERRAEA (RESERVE) 1121	\$ 385,000	17		-	-	-	-
Fleet	2 2023 KME	\$ 880,000	7	\$ 960,000	-	-	-	-
Fleet	2 2023 KME	\$ 880,000	7	\$ 960,000	-	-	-	-
Fleet	2 102 x 20 SuperCoachTrailer (CERT-1024)	\$ 18,492	25	\$ 45,000	-	-	-	-
Fleet	2 1997 International Navistar(BR46) (1111)	\$ 270,126	20		-	-	-	-
Fleet	2 2005 Pierce FRONT LINE (E-23)(1115)	\$ 438,196	17	\$ 960,000	-	-	-	-
Fleet	2 2005 Pierce (RESERVE) (1113)	\$ 385,296	17		-	-	-	-
Fleet	2 2005 Pierce (RESERVE)(1114)	\$ 438,196	17		-	-	-	-
Fleet	2 2006 Expedition (log46)(1019)	\$ 15,000	25	\$ 60,000	-	-	-	-
Fleet	2 2007 Pierce FRONT LINE (E21)(1116)	\$ 438,852	20	\$ 960,000	-	-	-	1,546,090
Fleet	2 2007 Pierce FRONT LINE (E22)(1117)	\$ 438,852	20	\$ 960,000	-	-	-	1,546,090
Fleet	2 2008 Ford F350 (Service Truck)(1016)	\$ 26,994	25	\$ 135,000	-	-	-	-
Fleet	2 2012 Chevrolet (1025)	\$ 31,085	25	\$ 135,000	-	-	-	-

San Miguel Fire & Rescue Replacement Schedule

Class		Asset Description	Original Purchase Price	Replacement Life	Current Est. Replacement Cost	2024	2025	2026	2027
Fleet	2	2014 4x4 Brush Engine (BR14)(1130)	\$ 270,121	17	\$ 650,000	-	-	-	-
Fleet	2	2014 4x4 Brush Engine (BR23)(1129)	\$ 270,121	17	\$ 650,000	-	-	-	-
Fleet	2	2016 F-250 4WD XLT (B6 Reserve-R1)	\$ 55,509	17	\$ 145,000	-	-	-	-
Fleet	2	2017 Ford Focus (admin)(1030)	\$ 24,887	20	\$ 50,000	-	-	-	-
Fleet	2	2017 Ford Police Interceptor (1029)	\$ 26,888	17	\$ 135,000	-	-	-	-
Fleet	2	2017 Spartan (E18)(1132)	\$ 576,260	17	\$ 960,000	-	-	-	-
Fleet	2	2017 Spartan (E19)(1131)	\$ 576,260	17	\$ 960,000	-	-	-	-
Fleet	2	2018 Chevrolet Tahoe (4603)(1031)	\$ 60,330	17	\$ 145,000	-	-	-	-
Fleet	2	2019 F250 4X4 (B6) (1033)	\$ 133,231	17	\$ 145,000	-	-	-	-
Fleet	2	2019 Ford Explorer(Fire-P) (1032)	\$ 31,243	17	\$ 70,000	-	-	-	-
Fleet	2	2019 Pierce (E14) (1133)	\$ 814,526	17	\$ 960,000	-	-	-	-
Fleet	2	2019 Pierce (E16)(1134)	\$ 814,526	17	\$ 960,000	-	-	-	-
Fleet	2	2021 Chevrolet Tahoe (4602)(1034)	\$ 55,109	17	\$ 135,000	-	-	-	-
Fleet	2	1999 PIERCE LADDER TRUCK 215(1112)	\$ 528,162	20		-	-	-	-
Fleet	2	2019 PIERCE LADDER TRUCK-15 (1135)	\$ 650,000	17	\$ 1,100,000	-	-	-	-
Fleet	2	2023 Chevy Silverado Z-71 1036	\$75,000	17	\$ 135,000	-	-	-	-
Fleet	2	1996 EONE LIGHT & AIR 1109	\$ 305,000	30	\$ 600,000	-	-	878,460	-
Capital Equipment	3	(2) X-Series Zoll Monitors	\$ 72,795	10	\$ 90,000	-	-	-	-
Capital Equipment	3	(2) X-Series Zoll Monitors	\$ 71,295	10	\$ 90,000	-	-	-	-
Capital Equipment	3	X Series Zoll Monitor	\$ 225,600	10	\$ 360,000	416,025	-	-	-
Capital Equipment	3	X Series Defibrillator Monitor	\$ 28,200	10	\$ 45,000	-	-	-	-
Capital Equipment	3	Stryker LUCAS 3 Chest Compression System	\$ 90,000	10	\$ 90,000	-	-	-	-
Capital Equipment	3	PPE Bulk Replacement	\$ 720,000	10	\$ 950,000	-	-	-	1,363,848
Facilities		Fire Station 22			4,966,270	66,548	-	-	-
Facilities		Fire Station 19			563,150	8,383	-	-	-
Facilities		Fire Station 16 Storage			79,394	1,905	-	-	-
Facilities		Fleet Maintenance Building			5,407,248	161,136	-	-	-
Facilities		Fire Station 19 App Bay			150,063	6,136	-	-	-
Facilities		Fire Station 23			2,979,401	137,648	-	-	-
Facilities		Fire Station 14			5,864,515	277,567	-	-	-
Facilities		HQ/Fire Station 15			22,229,630	1,200,400	-	-	-
Facilities		Fire Station 16			6,165,259	347,891	-	-	-
Facilities		Fire Station 21			1,686,874	96,557	-	-	-
Facilities		Fire Station 18 App Bay			369,011	30,407	-	-	-
Facilities		Fire Station 18 Admin/Living Quarters			1,382,494	138,457	-	-	-
Facilities		Fire Station 23 Storage			11,872	11,872	-	-	-
Facilities		FCA Reinvestment Scenario 3				-	1,776,434	1,835,057	1,895,614

San Miguel Fire & Rescue Replacement Schedule

INFORMATIONAL DATA	Current Est. Replacement Cost	2024	2025	2026	2027
TOTAL	\$ 69,809,181	\$ 3,956,842	\$ 1,847,260	\$ 3,450,434	\$ 6,370,668
Fleet	\$ 13,050,000	\$ -	\$ -	\$ 878,460	\$ 3,092,179
Fixed Equipment	\$ 2,265,000	\$ 1,049,838	\$ -	\$ 718,544	\$ -
Capital Equipment	\$ 2,639,000	\$ 416,025	\$ 64,751	\$ 12,295	\$ 1,376,794
Facilities	\$ 51,855,181	\$ 2,484,907	\$ 1,776,434	\$ 1,835,057	\$ 1,895,614
<i>AVERAGE (Rolling 10 years for budget)</i>		3,925,328	3,925,328	3,925,328	3,925,328
<p><i>These amounts are based on several CPI Factors with historical data calculated. All Reserve Accounts have been averaged based on a rolling 10 years for equalization of the amounts put into the reserve accounts yearly. This tool will be adjusted every 4 years and data will be updated on a yearly basis with analytical data received from expenditure trends and CPI factors.</i></p>					
Fleet		1,205,700	1,205,700	1,205,700	1,205,700
Fixed Equipment		209,426	209,426	209,426	209,426
Capital Equipment		432,368	432,368	432,368	432,368
Facilities		2,075,404	2,075,404	2,075,404	2,075,404

SAN MIGUEL FIRE & RESCUE



Reserve Fund Expenditure Justifications

Contingency Reserve Fund:

Board Room & Conference Room I.T. Equipment – Upgrade utilizing American Rescue Plan Act (ARPA) Funding approved by the County of San Diego. These projects were deferred in the previous year due to the timing of contractors and other facility priorities. The request was approved by the Board of Directors at the January 11, 2023, Regular Board Meeting. This could not be started until the HQ renovation was completed. A service agreement has been created, but there is a delay in getting equipment received due to supply issues.

Uncompensated Leave Fund:

The District does not project expenditures in this account but rather uses it on an as-needed basis to reimburse the General Fund account for employee payouts.

Vehicle Replacement Fund:

Apparatus Type 1 Engine – See the Division Chief Report for more information on this budget item request.

Type 1 Engine Equipment – Replacement equipment and new equipment for Apparatus Type 1 request.

Emergency Response Vehicle (Fully Outfitted, including lights) – See the Division Chief Report for more information on this budget item request.

Type 1 Engine Refurbishment (Requested in FY 22/23) – Approved by the Board of Directors at the March 8, 2023, Regular Board Meeting. The contract has not been signed, and the refurbishment will not be completed until Fiscal Year 2023-2024.

Type 1 Engine Refurbishment (New Request) – See the Division Chief Report for more information on this budget item request.

Apparatus – Major Repairs – Budgeted ongoing for emergency repairs if needed throughout the year to stabilize the General Fund.

Capital Equipment Fund:

(3) Zoll X Series Advanced Cardiac Monitors – per replacement schedule.

Fixed Equipment Fund:

Station 16 & 21 HVAC Systems Upgrade – need to be upgraded due to the age of the unit and a lack of function. Energy costs have increased at the station, and it was determined that some of that cost is due to the unit not performing at optimal efficiency. The units are not cooling the station well, and it is recommended to be replaced before it becomes a health and safety issue.

Solar Equipment (Stations 14, 22, 23) – Solar Equipment request per the Board of Directors to start moving all stations to have solar.

Station Alerting Upgrades – Station alerting systems need to be replaced due to the age of the equipment and failing systems.

Lease Payment – Solar Equipment has one year left on the lease agreement, and the payments are based on a fixed amortization schedule.

Overhead Door Replacement – Emergency replacement if needed.

Asphalt/Concrete Work – Emergency Repair if needed.

Lease Payment – Solar Equipment – Final payment year for Headquarters/Station 15.

Facilities Replacement/Renovations Fund:

Station 16 Renovation is being requested in the preliminary budget per the Facilities Condition Assessment. This project will need to be bid through a formal Request For Proposal per the District’s procurement processes.

Facility – Major Repairs/Emergency Needs – For major repairs and/or emergency repairs.

Station 23 Kitchen Remodel – Per facilities condition assessment.

Station 18 Renovation – Phase I tear down and temporary facility.

Reserve Fund Expenditures
2023/2024 Preliminary Final Budget
THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR
THERE IS NO GUARANTEE THESE ITEMS WILL BE PROCURED

	2022/2023 <u>Final</u>	2023/2024 <u>Preliminary Final</u>	2023/2024 <u>Final</u>	<u>Comments/Justification</u>
<i>Contingency Reserve Fund</i>				
<u>Expenditures</u>				
Board Room & Conference Room IT Equipment	400,000	200,000	200,000	Approved by BOD on January 11, 2023
<i>Total Contingency Reserve Expenditures</i>	\$ 400,000	\$ 200,000	\$ 200,000	
<i>Uncompensated Leave Fund</i>				
<u>Expenditures</u>				
No Expenditures	-	-	-	No Expenditures
<i>Total Uncompensated Leave Expenditures</i>	\$ -	\$ -	\$ -	
<i>Vehicle Replacement Fund</i>				
<u>Expenditures</u>				
Apparatus Type 1 Engine	-	975,000	975,000	Approved by BOD on June 14, 2023
Type 1 Engine Equipment	400,000	300,000	300,000	Type 1 & Replacement Equipment
Emergency Response Vehicle (Fully Outfitted, including lights)	73,000	130,000	130,000	Approved by BOD on June 14, 2023
Type 1 Engine Refurbishment (Requested in FY 22/23)		325,000	325,000	Approved by BOD on March 8, 2023
Type 1 Engine Refurbishment (New Request)		350,000	350,000	Approved by BOD on June 14, 2023
Apparatus - Major Repairs	50,000	50,000	50,000	For Major/Emergency Repairs
<i>Total Vehicle Replacement Expenditures</i>	\$ 523,000	\$ 2,130,000	\$ 2,130,000	
<i>Capital Equipment Fund</i>				
<u>Expenditures</u>				
(3) Zoll X Series Advanced Cardiac Monitors			135,000	Per Replacement Schedule
Lucas CPR Compression Devices	250,000			Purchased in FY 22/23
Self-Contained Breathing Apparatus (SCBA) Replacement	650,000			Purchased in FY 22/23
Tablet Command (10)	25,000			Purchased in FY 22/23
<i>Total Capital Equipment Expenditures</i>	\$ 925,000	\$ -	\$ 135,000	
<i>Fixed Equipment Fund</i>				
<u>Expenditures</u>				
Station 16 & 21 HVAC System Upgrade	-	40,000	40,000	Approved by BOD on June 14, 2023
Solar Equipment (Stations 14)			100,000	Solar Equipment Request
Solar Equipment (Stations 22)			100,000	Solar Equipment Request
Solar Equipment (Stations 23)			60,000	Solar Equipment Request
Station Alerting Replacement (Stations 14,15,19,21,22,23)	120,000	186,000	300,000	Replacement of Failing Systems
Overhead Door Replacement	22,000	22,000	22,000	Emergency Replacement (if needed)
Asphalt/Concrete Work	15,000	15,000	15,000	Emergency Repair (if needed)
Lease Payment - Solar Equipment	68,000	236,000	236,000	Lease Agreement - Balloon Payment Due
Station 23 HVAC System Upgrade	25,000	-	-	HVAC System Upgrade
Vehicle Exhaust System	85,000	-	-	Completed in FY 22/23
<i>Total Fixed Equipment Expenditures</i>	\$ 335,000	\$ 499,000	\$ 873,000	

Reserve Fund Expenditures
2023/2024 Preliminary Final Budget
THESE EXPENDITURES ARE COMMITTED IN THE BUDGET & PURCHASED THROUGHOUT THE YEAR
THERE IS NO GUARANTEE THESE ITEMS WILL BE PROCURED

	2022/2023 Final	2023/2024 Preliminary Final	2023/2024 Final	<i>Comments/Justification</i>
<i>Facilities Replacement/Renovation Fund</i>				
<u>Expenditures</u>				
Station 16 Renovation	-	1,000,000	1,000,000	Per Facilities Condition Assessment
Facility - Major Repairs/Emergency Needs	100,000	100,000	100,000	For major/emergency repairs
Station 23 Kitchen Remodel			75,000	Per Facilities Condition Assessment
Station 18 Renovation	-	-	810,000	Phase I – Tear Down & Temporary Facility
Station 15 Renovation	970,000	-	-	Completed in FY 22/23
District HQ Renovation	250,000	-	-	Completed in FY 22/23
<i>Total Facilities Replacement/Renovations Expenditures</i>	\$ 1,320,000	\$ 1,100,000	\$ 1,985,000	
<i>Fire Mitigation Fee Fund</i>				
<u>Expenditures</u>				
Mapping Update	1,000	1,000	1,000	Mapping needs through Fire Mitigation Fees
<i>Total Fire Mitigation Fee Expenditures</i>	\$ 1,000	\$ 1,000	\$ 1,000	
<i>Total Reserve Fund Expenditures</i>	\$ 3,431,000	\$ 3,930,000	\$ 5,324,000	

Per the Board of Director Policy Manual, Subsection 802.1 Fiscal Management and Responsibility, some Reserve Fund purchases require Board of Director approval prior to moving forward with the procurement process. These items have been placed on the agenda under "Action Item" for approval.

All Facilities Replacement/Renovation Requests are per the Facilities Condition Assessment and must be bid at prevailing wage. These items will follow the formal bid process and be sent out as a Request For Proposal ("RFP")



Quarterly Financial Update

This section of the budget provides the readers with the financial statements as provided to the Board of Directors for the Period Ending June 30, 2023. These documents are also provided as a stand-alone document and available on our website with an Executive Summary from the Administrative Officer/Finance Officer.

San Miguel Fire & Rescue
Statement of Revenues and Expenses
For the Period Ending June 30, 2023
(Unaudited– Results Do Not Include All Year End Adjustments)

	YTD	Budget	YTD %	Prior YTD
1 Operating Revenues	\$ 28,230,332	\$ 26,564,300	106%	\$ 25,802,449
2 Non-Operating Revenues	2,011,576	1,321,000	152%	5,568,905
3 Total Revenues	30,241,908	27,885,300	108%	31,371,354
4 Total Expenses	(25,014,208)	(25,056,553)	100%	(24,705,418)
Net Income Before				
5 Reserve Related Expenditures	\$ 5,227,700	\$ 2,828,747	185%	\$ 6,665,935
6 Total Reserve Revenues	710,478	-	-	459,127
7 Total Reserve Expenditures	(3,086,059)	(3,431,000)	90%	(988,036)
8 Increase (Decrease) in Fund Balance	\$ 2,852,118	\$ (602,253)		\$ 6,137,026

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses
For the Period Ending June 30, 2023
(Unaudited– Results Do Not Include All Year End Adjustments)

	YTD	Budget	YTD 100%	Prior YTD
1 Operating Revenues				
2 Property Taxes	\$ 25,415,295	\$ 23,749,500	107%	\$ 23,087,281
3 Benefit Assessments	2,815,037	2,814,800	100%	2,715,168
4 Total Operating Revenues	28,230,332	26,564,300	106%	25,802,449
5 Non-Operating Revenues				
6 AMR Contract and Other Miscellaneous	1,914,244	1,311,000	146%	5,547,517
7 Interest Income	97,332	10,000	973%	21,387
8 Total Non-Operating Revenues	2,011,576	1,321,000	152%	5,568,905
9 Total Revenues	30,241,908	27,885,300	108%	31,371,354
10 Operating Expenses				
11 Salaries and Benefits				
12 Director Fees	15,142	20,000	76%	11,968
13 Prior Director Benefits	26,180	1,700	1540%	25,396
14 Retiree Benefits	916,354	1,032,300	89%	-
15 Employee Salaries	10,108,666	9,775,338	103%	8,827,124
16 Employee Overtime	3,112,270	2,134,200	146%	3,866,025
17 Employee Benefits	3,160,247	3,174,200	100%	3,880,360
18 UAL - Pension Payment	1,417,754	1,416,775	100%	3,460,697
19 Pension Bond	1,058,847	1,058,850	100%	-
20 Pension Savings Reserve	-	1,541,150	0%	-
21 Total Salaries and Benefits	19,815,461	20,154,513	98%	20,071,570
22 Services and Supplies				
23 Professional Services	1,715,086	2,116,300	81%	1,934,706
24 Special District Expense	422,867	281,530	150%	334,294
25 Maintenance	788,752	565,850	139%	627,439
26 Insurance	984,855	870,000	113%	792,152

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses
For the Period Ending June 30, 2023
(Unaudited– Results Do Not Include All Year End Adjustments)

	YTD	Budget	YTD 100%	Prior YTD
27 Equipment	583,698	561,900	104%	356,255
28 Utilities	469,989	306,800	153%	402,357
29 Supplies	101,082	75,560	134%	95,638
30 Personnel Development	88,747	80,800	110%	48,685
31 Rents and Leases	43,670	43,300	101%	42,322
32 Total Service and Supplies	5,198,747	4,902,040	106%	4,633,848
33 Total Expenses	25,014,208	25,056,553	100%	24,705,418
Net Income Before				
34 Reserve Related Activities	\$ 5,227,700	\$ 2,828,747		\$ 6,665,935

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

35 Fire Mitigation Revenue	\$ 259,217	\$ -	0%	\$ 170,452
36 Miscellaneous Reserve Revenue	103,120	-	0%	220,715
37 Interest Reserve Revenue	348,142	-	0%	67,961
38 Total Reserve Revenues	710,478	-	0%	459,127
39 Total Reserve Expenditures	3,086,059	3,431,000	90%	988,036
40 Increase (Decrease) in Fund Balance	\$ 2,852,118	\$ (602,253)		\$ 6,137,026

*YTD - Year to Date

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Balance Sheet
For the Period Ending June 30, 2023
(Unaudited– Results Do Not Include All Year End Adjustments)

	<u>Jun-22</u>	<u>Jun-23</u>
Assets		
Cash in County - General	\$ 9,718,910	\$ 9,658,001
Cash in County - Fund Reserves	16,793,777	18,604,475
Fire Mitigation Fund	504,030	265,444
Restricted Cash and Investments	545,771	533,109
Cash in CB&T	253,046	1,894,577
Accounts Receivable	43,398	164,180
Fixed Assets	13,394,186	13,404,910
Total Assets	\$ 41,253,118	\$ 44,524,695
Liability		
Current Liabilities	2,878,362	29,112,443
Net Pension Liability	53,964,863	30,031,222
Accounts Payable	(88,678)	903,316
Total Liability	56,754,549	60,046,984
Fund Balance	(15,501,431)	(15,522,289)
Total Liabilities & Fund Balance	\$ 41,253,118	\$ 44,524,695

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

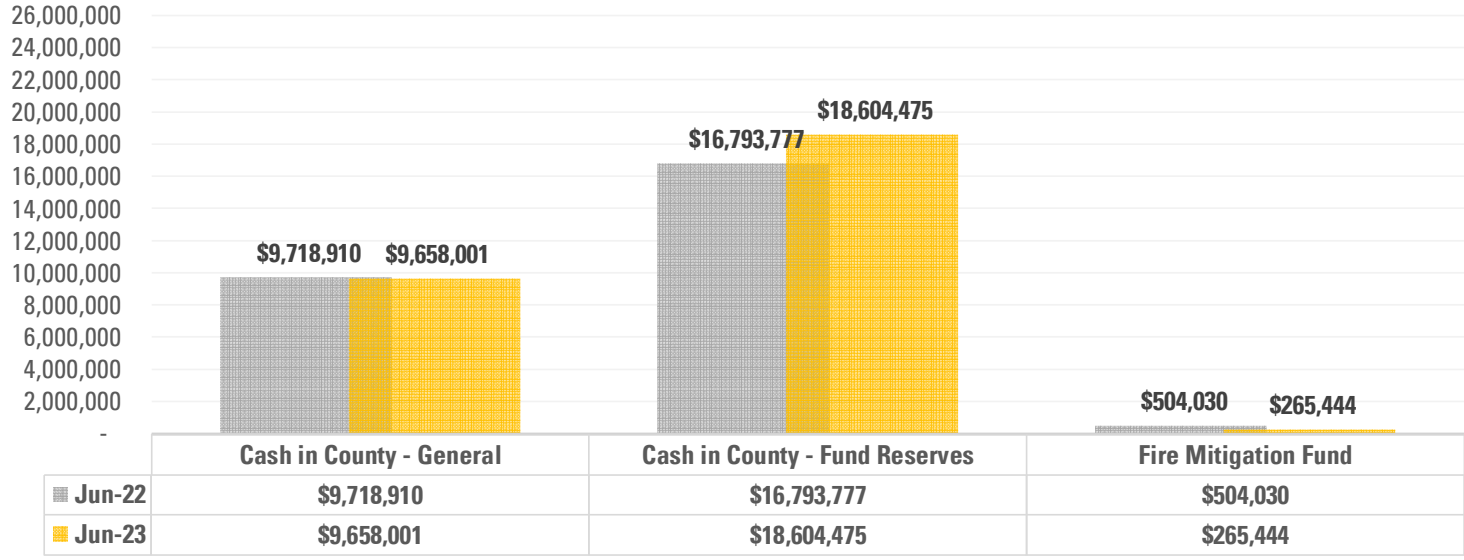
The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

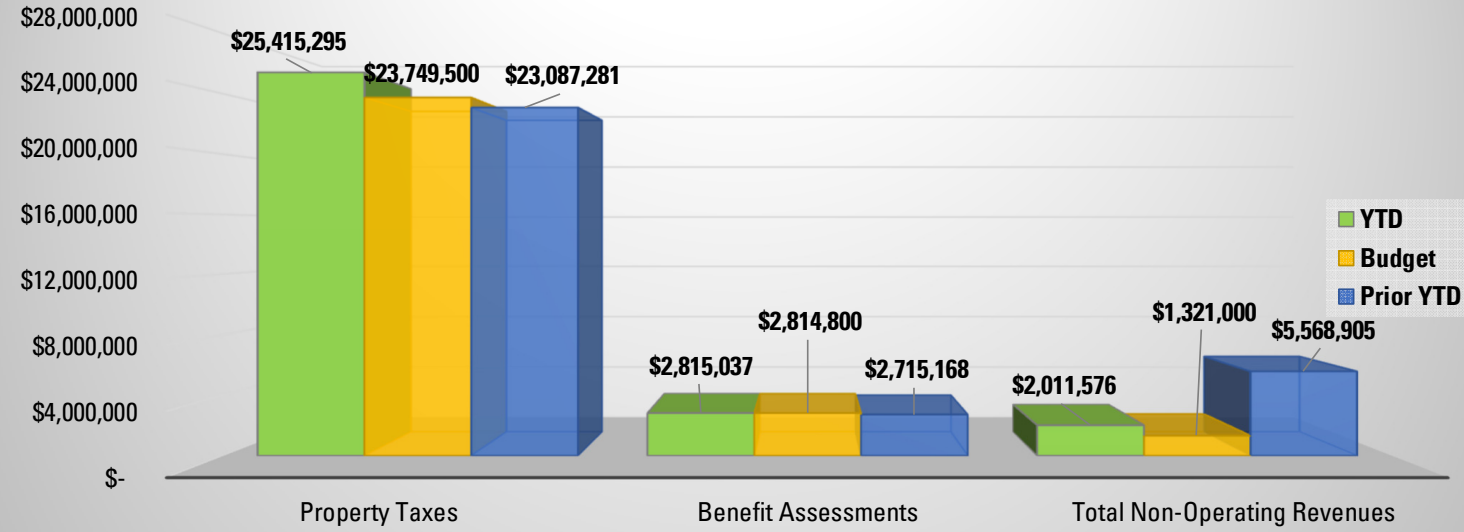
San Miguel Fire & Rescue
Cash & Investments
as of June 30, 2023
(Unaudited– Results Do Not Include All Year End Adjustments)

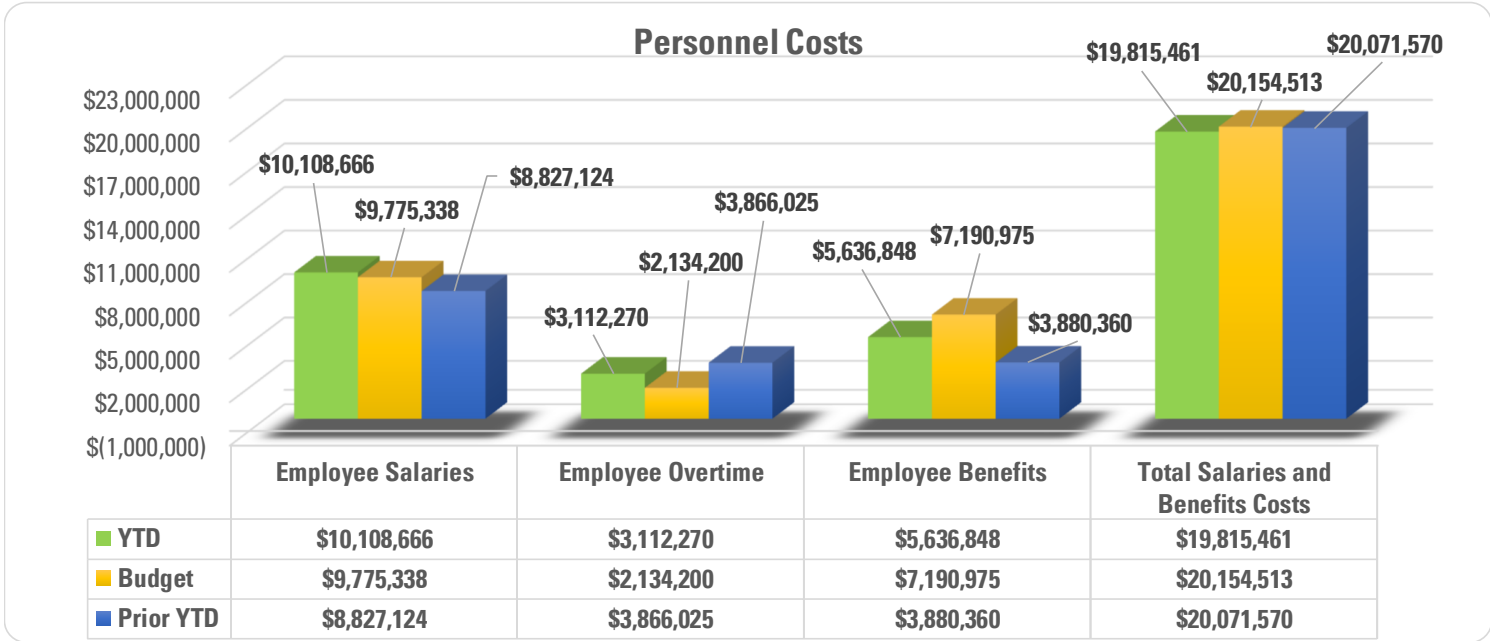
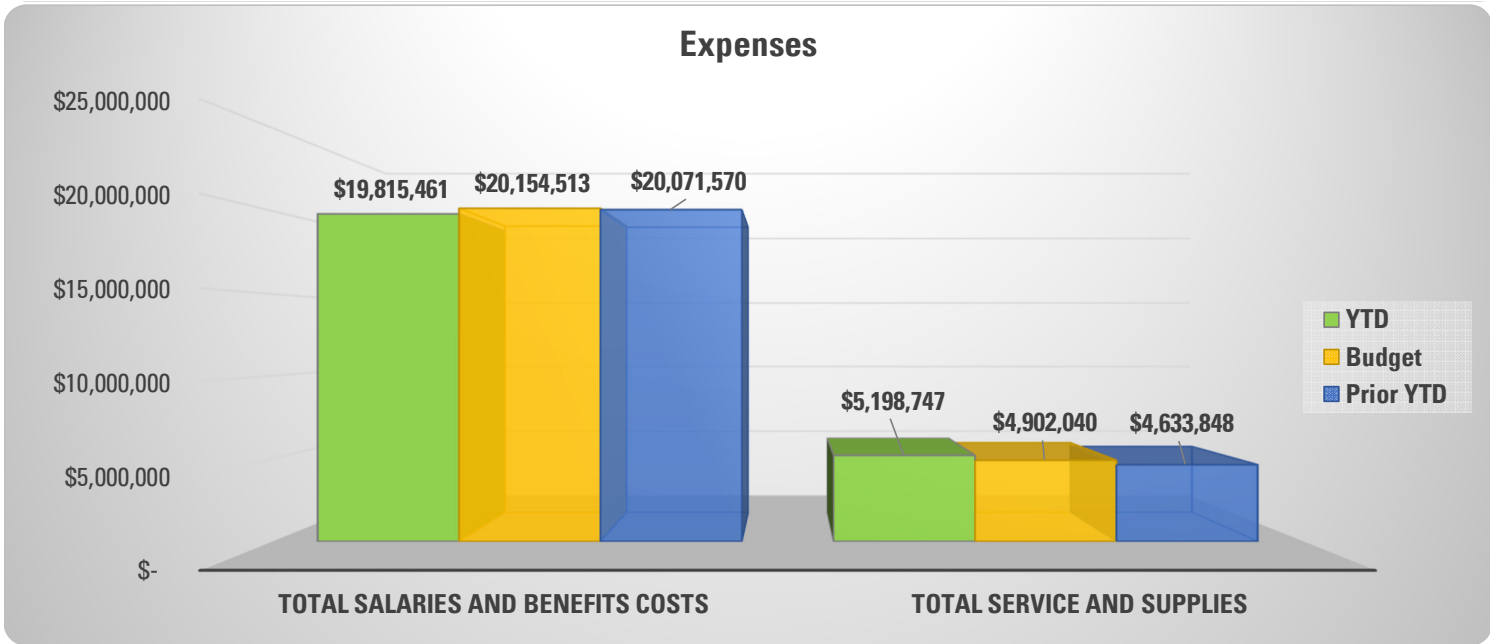
	Jun-22	Jun-23
District Cash & Investments		
Unrestricted		
Cash in County - General Fund	\$ 9,718,810	\$ 9,657,901
Cash in CB&T - Accounts Payable	44,148	1,084,144
Cash in CB&T - Pub Ed Sponsorships	1,352	1,352
Cash in CB&T - CERT Grant	9,668	9,669
Cash in CB&T - Public Funds	3,869	3,752
Cash in CB&T - Worker's Compensation	26,546	45,050
Cash in CB&T - Payroll	167,463	750,610
BNY Mellon - LRB COI Cash Account	-	-
Total Unrestricted	9,971,856	11,552,477
Restricted		
Cash in County - Fixed Equipment Replacement Fund	1,000,554	1,261,017
Cash in County - Contingency Reserve Fund	7,309,444	8,868,965
Cash in County - Uncompensated Leave Fund	1,072,211	1,051,715
Cash in County - Capital Equipment Fund	999,135	510,529
Cash in County - Facilities Replace/Renovate Fund	3,538,933	3,187,365
Cash in County - Vehicle Replacement Fund	2,566,391	3,209,791
Cash in County - Workers' Compensation Reserves	307,109	515,092
Cash in County - Fire Mitigation Fee Fund	504,030	265,444
PASIS Deposit	545,771	533,109
Total Restricted	17,843,579	19,403,027
Total District Cash & Investments	\$ 27,815,435	\$ 30,955,505

Cash And Investments



Revenues





San Miguel Fire & Rescue Budget vs Actual Comparison

	2021-2022		2021-2022	2021-2022	2022-2023		2022-2023	2022-2023
	Actual thru	2021-2022	Budget \$	Budget %	Actual thru	2022-2023	Budget \$	Budget %
	6/30/22	FINAL Budget	increase/ decrease	increase/ decrease	6/30/23	FINAL Budget	increase/ decrease	increase/ decrease
Operating Revenues								
1	\$ 23,087,281	\$ 22,023,024	\$ 1,064,257	104.8%	\$ 25,415,295	\$ 23,749,500	\$ 1,665,795	107.0%
2	2,715,168	2,665,918	49,250	101.8%	2,815,037	2,814,800	237	100.0%
Total Operating Revenues	25,802,449	24,688,942	1,113,507	104.5%	28,230,332	26,564,300	1,666,032	106.3%
Non-Operating Revenues								
3	5,547,517	1,482,533	4,064,984	374.2%	1,914,244	1,311,000	603,244	146.0%
4	21,387	32,293	(10,905)	66.2%	97,332	10,000	87,332	973.3%
Total Non-Operating Revenues	5,568,905	1,514,826	4,054,079	367.6%	2,011,576	1,321,000	690,576	152.3%
Total Revenues	\$ 31,371,354	\$ 26,203,768	\$ 5,167,586	19.7%	\$ 30,241,908	\$ 27,885,300	\$ 2,356,608	8.5%
Operating Expenses								
Salaries and Benefits Costs								
5	11,968	20,000	(8,032)	59.8%	15,142	20,000	(4,858)	75.7%
6	25,396	21,700	3,696	117.0%	26,180	21,700	4,480	120.6%
7	-	777,000	(777,000)	0.0%	916,354	1,032,300	(115,946)	88.8%
8	8,827,124	9,240,191	(413,067)	95.5%	10,108,666	9,566,633	542,033	105.7%
9	3,866,025	2,046,703	1,819,322	188.9%	3,112,270	2,134,200	978,070	145.8%
10	3,880,360	3,117,000	763,360	124.5%	3,160,247	3,154,200	6,047	100.2%
11	-	201,654	(201,654)	0.0%	-	208,705	(208,705)	0.0%
12	3,460,697	3,579,772	(119,075)	96.7%	1,417,754	1,416,775	979	100.1%
13	-	-	-	0.0%	1,058,847	1,058,850	(3)	100.0%
14	-	-	-	0.0%	-	1,541,150	(1,541,150)	0.0%
Total Salaries and Benefits Costs	\$ 20,071,570	\$ 19,004,020	\$ 1,067,550	5.6%	\$ 19,815,461	\$ 20,154,513	\$ (339,053)	-1.7%



June 30th Comparisons

This section of the budget provides the readers with a comparison of financial information for the period ending June 30th of each Fiscal Year beginning with Fiscal Year 2019-2020.

San Miguel Fire & Rescue
Statement of Revenues and Expenses
(Unaudited)

	Jun-23	Jun-22	Jun-21	Jun-20
1 Operating Revenues	\$ 28,230,332	\$ 25,802,449	\$ 24,719,905	\$ 23,773,818
2 Non-Operating Revenues	2,011,576	5,568,905	3,082,419	2,026,487
3 Total Revenues	30,241,908	31,371,354	27,802,324	25,800,305
4 Total Expenses	(25,014,208)	(24,705,418)	(22,874,741)	(20,354,450)
Net Income Before				
5 Reserve Related Expenditures	\$ 5,227,700	\$ 6,665,935	\$ 4,927,583	\$ 5,445,855
6 Total Reserve Revenues	710,478	459,127	887,850	507,409
7 Total Reserve Expenditures	(3,086,059)	(988,036)	(1,327,018)	(926,357)
8 Increase (Decrease) in Fund Balance	\$ 2,852,118	\$ 6,137,026	\$ 4,488,415	\$ 5,026,907

*Preliminary - does not include all year end adjustments
No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.*

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses Comparison
(Unaudited)

	Jun-23	Jun-22	Jun-21	Jun-20
1 Operating Revenues				
2 Property Taxes	\$ 25,415,295	\$ 23,087,281	\$ 22,080,382	\$ 21,150,402
3 Benefit Assessments	2,815,037	2,715,168	2,639,523	2,623,416
4 Total Operating Revenues	28,230,332	25,802,449	24,719,905	23,773,818
5 Non-Operating Revenues				
6 AMR Contract and Other Miscellaneous	1,698,997	1,926,365	1,652,345	1,729,155
7 CARES Act		2,129,691		
8 OES Reimbursement	215,247	1,491,461	1,398,101	240,666
9 Interest Income	97,332	21,387	31,973	56,667
10 Total Non-Operating Revenues	2,011,576	5,568,905	3,082,419	2,026,487
11 Total Revenues	30,241,908	31,371,354	27,802,324	25,800,305
12 Operating Expenses				
13 Salaries and Benefits				
14 Director Fees	15,142	11,968	15,128	12,954
15 Director Benefits	26,180	25,396	23,274	13,741
16 Retiree Benefits	916,354	-	-	-
16 Employee Salaries	10,108,666	8,827,124	8,559,243	7,749,414
17 Employee Overtime	3,112,270	3,866,025	3,406,488	2,117,332
18 Employee Benefits	3,160,247	3,880,360	3,606,779	2,968,620
19 UAL - Pension Payment	1,417,754	3,460,697	3,027,616	2,758,252
20 Pension Bond	1,058,847	-	-	-
21 Pension Savings Reserve	-	-	-	-
22 Total Salaries and Benefits	19,815,461	20,071,570	18,638,529	15,620,313

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses Comparison
(Unaudited)

	Jun-23	Jun-22	Jun-21	Jun-20
23 Services and Supplies				
24 Professional Services	1,715,086	1,934,706	1,972,366	1,786,812
25 Special District Expense	422,867	334,294	360,315	464,350
26 Maintenance	788,752	627,439	534,204	576,148
27 Insurance	984,855	792,152	691,399	870,117
28 Equipment	583,698	356,255	287,530	573,144
29 Utilities	469,989	402,357	253,054	221,745
30 Supplies	101,082	95,638	70,813	154,014
31 Personnel Development	88,747	48,685	27,557	42,611
32 Rents and Leases	43,670	42,322	38,974	45,194
33 Total Service and Supplies	5,198,747	4,633,848	4,236,212	4,734,137
34 Total Expenses	25,014,208	24,705,418	22,874,741	20,354,450
	Net Income Before			
35 Reserve Related Activities	\$ 5,227,700	\$ 6,665,935	\$ 4,927,583	\$ 5,445,855
36 Fire Mitigation Revenue	\$ 259,217	\$ 170,452	\$ 328,815	\$ 169,486
37 Miscellaneous Reserve Revenue	103,120	220,715	446,739	175,579
38 Interest Reserve Revenue	348,142	67,961	112,296	162,344
39 Total Reserve Revenues	710,478	459,127	887,850	507,409
40 Total Reserve Expenditures	3,086,059	988,036	1,327,018	926,357
41 Increase (Decrease) in Fund Balance	\$ 2,852,118	\$ 6,137,026	\$ 4,488,415	\$ 5,026,907

*YTD - Year to Date

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Balance Sheet Comparison
(Unaudited)

	Jun-23	Jun-22	Jun-21	Jun-20
Assets				
Cash in County - General	\$ 9,658,001	\$ 9,718,910	\$ 8,995,428	\$ 5,965,908
Cash in County - Fund Reserves	18,604,475	16,793,777	11,387,177	9,084,362
Fire Mitigation Fund	265,444	504,030	248,217	331,453
Restricted Cash and Investments	533,109	545,771	354,783	527,821
Cash in CB&T	1,894,577	-	-	-
Accounts Receivable	164,180	43,398	496,132	305,612
Fixed Assets	13,404,910	13,394,186	13,361,222	14,074,086
Total Assets	44,524,695	41,253,118	35,481,461	30,692,208
Liability				
Current Liabilities	29,112,443	2,878,362	3,036,226	4,340,615
Net Pension Liability	30,031,222	53,964,863	51,495,820	(1,739,390)
Accounts Payable	903,316	(88,678)	582,328	(710,221)
Total Liability	60,046,984	56,754,549	55,114,376	1,891,010
Fund Balance	(15,522,289)	(15,501,431)	(19,632,915)	28,801,198
Total Liabilities & Fund Balance	\$ 44,524,695	\$ 41,253,118	\$ 35,481,461	\$ 30,692,208

Preliminary - does not include all year end adjustments
No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
accounting principles generally

SAN MIGUEL FIRE & RESCUE



Fiscal Year 2023-2024 Draft Final Budget

Acknowledgments

The budget process wouldn't be possible without the following individuals:

- ❖ Division Chief Andy Lawler
- ❖ Division Chief Ron Quinlan
- ❖ Division Chief Gehrig Browning – Retired
- ❖ Administrative Officer/Finance Officer Leah Harris
 - ❖ Deputy Fire Marshal Jonathan Newman
 - ❖ Chief Officers Association
- ❖ San Miguel Firefighters Association Local 1434
 - ❖ Fire Services Officer Arthur Camarena
 - ❖ Administrative Analyst Diana Derobertis
 - ❖ Accounting Specialist Laura Fernandez
- ❖ Executive Assistant/Board Clerk Shayna Rians

Special Thank You to the Communities we proudly serve!

SERVICE BEYOND EXPECTATIONS