

**The San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, September 13, 2023, 5:30 pm**

***MINUTES***

***Vice President McKenna called the meeting to order at 5:32***

**BOARD MEMBERS PRESENT** Directors McKenna, Muns, Nelson, Pierce, Raddatz, Robles (teleconference), and Woodruff

**BOARD MEMBERS ABSENT** None

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

**Director Pierce led the Pledge of Allegiance**

**APPROVAL OF AGENDA**

Director McKenna requested Closed Session Item #25 be discussed prior to Action Agenda Item #9. Chief Brainard requested Action Agenda Items #9 and #10 be tabled to a future meeting. Director McKenna amended her request following the tabling of items, and #25 will be discussed prior to Action Agenda Item #11. By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of September 13, 2023, was posted at District Headquarters on Friday, September 8, 2023, at 5:00 p.m.*

**PUBLIC COMMENT - None**

**CONSENT AGENDA ITEMS**

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

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 (Vehicle 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 (Vehicle 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 provided the Quarterly Financial Update for the Period Ending June 30, 2023.
8. Tropical Storm Hilary – Battalion Chief Durrell presented 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.

*Tabled to a future meeting.*

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.

*Tabled to a future meeting.*

### ***Vice President McKenna adjourned the meeting to Closed Session at 6:04 p.m.***

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

### ***Vice President McKenna reconvened the meeting to Open Session at 6:58 p.m.***

Chief Brainard read a public comment from Jamie Morris of Declaration Strategies, a communications agency hoping to work with the District.

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.

*Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), the purchase of Zoll monitors was approved.*

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.

The budget shows \$260,000 for this item, but the estimated price is \$20,000 less per station, for a total of \$200,000. There was discussion regarding the difficulty of getting a commercial solar contractor to follow through, and Director McKenna suggested we look into Baker Electric and improve station energy efficiency by ensuring adequate insulation. Director Pierce noted that Station 23 falls within Supervisor Joel Anderson's district and that it may be beneficial to reach out to his office and inquire about grant opportunities.

*Upon a motion by Director McKenna, second by Director Nelson, and vote (unanimously in favor), funds for Solar were approved.*

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, 22, and 23,

out of the Fixed Equipment Fund, following District Procurement Policies.

Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor), the updating of Station Alerting was approved.

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.

Upon a motion by Director Pierce, second by Director Raddatz, and vote (unanimously in favor), the renovation of Station 23's kitchen was approved.

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.

Upon a motion by Director McKenna, second by Director Woodruff, and vote (unanimously in favor), Phase 2 of Station 18 was approved.

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.

Vice President McKenna **opened the public hearing at 7:31 p.m.** With no one wishing to speak on the 2023/2024 Fiscal Year Final Budget, **the public hearing was closed at 7:31 p.m.**

Fire Chief Brainard and Staff presented a comprehensive review of the 2023/2024 Fiscal Year Final Budget and provided information for each department within the District.

Administrative Officer/Finance Officer Harris will remove the Battalion Chief position and Community Outreach Consultant program from the final budget.

Fire Chief Brainard, Staff, and Finance Committee members were acknowledged for their hours of work on the budget.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor), the Final Budget with amendments was adopted.

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.

Legal Counsel Joseph Sanchez of BB&K explained wording from the 2022 California Code Health and Safety Code, Division 12 – Fires and Fire Protection, Part 2.7 – Fire Protection District Law of 1987, Chapter 4 - Existing Board of Directors and Officers, Section 13856, which states, "...a recorded vote by a majority of the total membership of the district board is required on each action."

Mr. Sanchez recommended the Board vote to revise the Board Policy Manual, removing any reference to a supermajority vote, and utilize a "simple majority vote," except where the term supermajority is used within the Brown Act.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), Staff and Legal Counsel are directed to review the entire Policy (including included Brown Act sections) and bring back proposed revisions.

## REPORTS

### 18. Committee Reports

Director Nelson spoke on behalf of the Finance Committee and shared they went through the budget and vetted it efficiently. He also shared a desire to see each year's budget based on final actuals from the prior year, not based on the prior year's adopted budget.

Director Muns attended the HCFA meeting in July but stated no real action to report.

Director Pierce attended the quarterly CSDA meeting and continues networking with the other Special District agencies. Director Robles attended this last CSDA meeting along with Director Pierce and listened to a presentation on Artificial Intelligence. Director Pierce also attended a workshop on community development and shared that the County is seeking grant suggestions. Supervisor Anderson was invited to tour Station 18 but was unable to make it. Avenues for additional Station 18 funding will continue to be explored.

Director Robles discussed his attendance at the CSDA meeting and the opportunity to network with other Special Districts. He hopes to work with some other agencies on additional legislative efforts.

### 19. Directors' Reports

Director Woodruff shared that he was able to witness San Miguel's responses on a couple of incidents and commended crews for their work.

Director Robles read a letter of gratitude for the preparation efforts put forth for Hurricane Hilary.

### 20. Chief's Report

#### **Action Plan Recap from August 9, 2023, Board Meeting**

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

#### **Homeland Security Program Grant Audit completed – No findings.**

- AO/FO Harris, Administrative Analyst Derobertis, Accounting Specialist Fernandez, and Fire Services Officer Camarena all played a critical part in the grant audit
- The Grant was for Tablet Command iPads, Radios, and Thermal Imaging Cameras

#### **Annual External Financial Audit – September 13-15, 2023**

#### **Tropical Storm Hilary – Informational Presentation by Battalion Chief Durrell**

#### **Zone 2/USA/ASA (Ambulance Service Area) - Ambulance Transition**

- September 30<sup>th</sup> final transition Mercy Ambulance to San Diego County Fire Protection District Emergency Operating Center

- Public-private contract with AMR

**Assemblywoman Marie Waldron, 75<sup>th</sup> Assembly District**

- \$500,000 from the State of California
- Presentation postponed to November BOD meeting

**Wellness and Enhanced Cancer Screening**

- Staff is evaluating provider options
  - Strategies to increase participation
  - Enhance early cancer detection
  - Blood work detects 50+ cancers with 99.5% specificity
  - Improved comprehensive ultrasound
  - PSA and hemocult 40 yr.

**Retired Division Chief Danny Reed – Celebration of Life – September 22 at 1400 hrs.**

**Significant Incidents**

- Strike Team OES 410 Lighting Complex Fire (Hoppa California)
- Overhead Division Supervisor Assignments – Chiefs Nava and Durrell
- Overhead Line Medic – FF/PM Padilla Shasta Trinity Fire

21. Association of San Miguel Chief Officers Communications

Battalion Chief Durrell commended San Miguel personnel, noting that he is regularly approached by the public, acknowledging the level of service put forth by crews. Chief Durrell also shared that he and Battalion Chief Nava had overhead assignments in Northern California as Division Group Supervisors. Chief Officers continue to work on Captain development (position task books, simulations, etc.). There is a new avenue of communication with Cal Fire utilizing WhatsApp. The new B6 vehicle is being branded (decals) this Friday, with lights, sirens, and radios slated for installation in December. The Training Division remains busy, with the four newest Firefighter Paramedics working on the floor after completing their academy. Battalion Chief Christiansen is working with Cal/JAC and Miramar College to increase training revenue. There are 5 qualified applicants moving forward with the Engineer Exam, and the application period is opening for Captain. On a personal note, Chief Durrell extended his gratitude for all the kind words and support following his daughter's cancer diagnosis.

22. Association of San Miguel Firefighters Communications

Travis Embleton spoke on behalf of Local 1434 and shared that an Octoberstache event will take place on September 20<sup>th</sup> at Pete's Place. One of this year's recipients is Chief Durrell's daughter, Ashley. Local 1434 is sending some members for training with IAFF and remains politically active by engaging representatives and County District 4 candidates. A 2-year station bid is coming up, and the annual Holiday event is scheduled for December 8 at Sycuan.

23. Correspondence

Chief Brainard shared artwork donated by resident Lori Johnson.

## CLOSED SESSION AGENDA ITEMS

***Vice President McKenna adjourned the meeting to Closed Session at 8:43 p.m.***

24. Closed Session – Conference with Legal Counsel – Existing Litigation  
(Case Number: 21-157174)  
(Government Code §54956.9 Subdivision (b))  
Number of Cases: 1

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)

***Vice President McKenna reconvened the meeting to Open Session at 10:40 p.m.***

### ACTION PLAN RECAP

- AO/FO Harris make changes to the adopted final budget, move forward with a comprehensive budget report
- Staff to look into grants/partnerships for Station 23 solar

*The next Board Meeting will be a Board Workshop on **September 27, 2023, at 5:30 p.m.**, District Headquarters*

***Vice President McKenna adjourned the meeting at 10:41 pm***

Prepared and submitted by:

**Shayna Rians**

Board Clerk