

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, February 10, 2021, 5:30 pm**

Minutes

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

Board Members Present: Directors Ek, McKenna, Nelson, Pomeranz, Raddatz, Robles and Vacio

Board Members Absent: None

Staff Present: Fire Chief Brainard, Administrative Officer/Finance Officer Harris, and Administrative Assistant Rians

Approval of Agenda: [By Board Consensus, the agenda was approved.](#)

The Agenda for the Regular Meeting of February 10, 2021 was posted at District Headquarters on Friday, February 5, 2021, at 5:00 pm.

Pledge of Allegiance: Director Vacio led the Pledge of Allegiance.

Public Communications: None.

SPECIAL PRESENTATION

Sherry Lancaster and Darlene Solomon of AdminSure presented Workers' Compensation Analytics to the Board of Directors.

CONSENT AGENDA ITEMS

[Upon a motion by Director Raddatz, second by Director Ek, and vote \(unanimously in favor\), the Consent Agenda was approved.](#)

1. Approve the Minutes: Regular Meeting of January 13, 2021
Special Meeting of January 26, 2021
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
5. Review Quarterly Employee Reimbursement Report.
6. Receive and File 2020 Audit Report in Accordance With the California Government Code – The Board of Directors will receive and file the District's FYE 2020 audit report.

REPORTS

7. Committee Reports

Director Raddatz shared that AO/FO Harris presented an update to the Finance Committee at their January 28th meeting. Director Nelson spoke about long-term forecasting.

Director Vacio stated that San Miguel has not been represented at CSA 69 Advisory Committee meetings – applications for Vacio and Raddatz (alternate) have been submitted to the County, but confirmation has not yet been received.

8. Directors' Reports

Director Robles shared that he was interviewed by Karen Pearlman for the San Diego Union Tribune. He also shared briefly about illegal marijuana dispensaries and a possible needle exchange program that were discussed at the Spring Valley Community Planning meeting.

9. Chief's Report

- Action Plan Recap from January 13, 2021 Board Meeting
 - Emergency Declaration COVID-19 NPE – addressed in Item #13
 - Terms of Employment for all unclassified employees addressed in Item #s 14-16
- CFD Process
 - Updated corrected NBS Consultant report received 1-12-21.
 - Our report provided to property owners attorney for review 1-12-21.
 - Next step – receive their feedback and meet to discuss.
- 4 FFPM job offers in progress.
 - 23 took our test.
 - 14 passed.
- Retirements – None
- Promotions – None
- Significant Incidents
 - January 20th 11000 Campo Rd High Wildland – Immediate Structure threats – 25 evacuated
 - February 6th 3500 Brittany Residential Structure Fire – Red Cross assisted occupants.
 - February 10th, 2700 Central – Second Alarm Multifamily Structure

10. Association of San Miguel Firefighters Communications

Captain Milewski expressed appreciation for the ongoing support from the District, Board, and staff as the COVID pandemic continues. He also announced two additions to the San Miguel family – FFPM Michel and wife, and FFPM Hurley and wife, both welcomed new babies.

11. Association of San Miguel Chief Officers Communications

Battalion Chief Quinlan acknowledged the straightforward professional management of contract negotiations last month. In March, Zone B training will begin and include live fire training. Chief Quinlan invited our new Directors to stop by the training facility to observe.

12. Correspondence

Chief Brainard read a “thank you” card received from a resident who was recently evacuated during a wildfire.

ACTION AGENDA ITEMS

13. Resolution 21-02 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Designating Funds for COVID-Related Expenditures.
Upon a motion by Director Vacio, second by Director Robles, and vote (unanimously in favor), Resolution 21-02 was approved.
14. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Executive Chiefs and Executive Staff for the term of January 1, 2021 – December 31, 2021.
Upon a motion by Director Raddatz, second by Director Vacio, and vote (Ek, Nelson, Pomeranz, Raddatz, Robles and Vacio in favor, McKenna opposed), this item was tabled for Closed Session discussion at the next meeting.
15. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Fire Prevention Management Staff for the term of January 1, 2021 – December 31, 2021.
Upon a motion by Director Nelson, second by Director Pomeranz, and vote (Ek, Nelson, Pomeranz, Raddatz, Robles and Vacio in favor, McKenna opposed), this item was tabled for Closed Session discussion at the next meeting.
16. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Employees for the term of January 1, 2021 – December 31, 2021.
Upon a motion by Director Vacio, second by Director Nelson, and vote (Ek, Nelson, Pomeranz, Raddatz, Robles and Vacio in favor, McKenna opposed), this item was tabled for Closed Session discussion at the next meeting.

INFORMATIONAL AGENDA ITEMS

17. Financial Update.
Administrative Officer/Finance Officer Harris shared an update regarding District finances, revenues, and expenditures, and how the budget is trending.
18. COVID-19 Update.
 - COVID 19 Vaccinations
 - 70% of personnel vaccinated.
 - Most have received the 2nd vaccination.
 - Non-Personnel Expense – \$18,504 this FY
 - Personnel Expense – \$137,522 this FY
 - Operation Collaboration
 - Reimbursement contract signed.
 - Retroactive back to December 31, 2020
 - Task Force 2-week assignments – 3 SMG employees assigned.
 - SMG re-opening
 - Some Zoom type meetings may meet outside.
 - HQ personnel no change

President McKenna adjourned the meeting to Closed Session at 7:05 pm.

CLOSED SESSION AGENDA ITEMS

19. Closed Session – Conference With Labor Negotiator (§54957.6)

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

President McKenna reconvened the meeting to Open Session at 7:38 pm.

ACTION PLAN RECAP

- Workers Compensation analytics and comparisons – send additional information to full Board
- Review Wellness contract and use money for in-person wellness training
- Finance Committee PowerPoint to be forwarded to full Board

The next Board Meeting will be held Wednesday, March 10, 2021, 5:30 pm, via Zoom.

President McKenna adjourned the meeting at 7:40 pm.

Prepared and Submitted by:

Shayna Rians

Board Recording Secretary