

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, September 9, 2020**

Minutes

Director Raddatz called the tele/videoconference meeting to order at 5:30 pm.

Board Members Present: Directors Ek, Kiel, McKenna, Nelson, Raddatz and Rickards

Board Members Absent: Director Vacio

Staff Present: Fire Chief Brainard, Division Chiefs Browning and Marugg, 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 September 9, 2020 was posted at District Headquarters on Friday, September 4, 2020, at 5:00 pm.

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

Public Communications: None

SPECIAL PRESENTATION

Engineer Carroll and Accounting Specialist Dibb presented the Strategic Plan, which can be viewed online at <https://www.sanmiguelfire.org/strategic-plan>.

CONSENT AGENDA ITEMS

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

1. Approve the Minutes: Special Meeting of August 12, 2020
2. Approve Board Member Stipend Payments.

ACTION AGENDA ITEMS

3. Resolution 20-17 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting Goals and Policies for Community Facilities Districts.

Lutfi Kharuf of BB&K shared the next steps for San Miguel to consider creating Community Facility Districts.

[Upon a motion by Director McKenna, second by Director Raddatz, and vote \(Directors Ek, McKenna, Nelson, Raddatz and Rickards in favor, Director Kiel opposed, and Director Vacio absent\), the Adopting of Goals and Policies for CFDs was approved.](#)

4. Public Hearing – 2020/2021 Fiscal Year Final Budget – The Board of Directors will conduct a public hearing and may adopt the 2020/2021 Fiscal Year final budget.

President Raddatz opened the public hearing at 6:01 pm, and with no public comment, closed the hearing at 6:01 pm.

Upon a motion by Director Nelson, second by Director Ek, and vote (unanimously in favor with Director Vacio absent), the 2020/2021 Fiscal Year Final Budget was approved.

5. Allocation of 2019/2020 General Fund Revenue – The Board of Directors may accept the recommendation of where to allocate General Fund Revenue into Reserve Funds.

Upon a motion by Director Rickards, second by Director Ek, and vote (unanimously in favor with Director Vacio absent), the 2019/2020 General Fund Revenue Allocation was approved.

6. Fire Protection System Compliance Engine – The Board of Directors may take action to approve the Compliance Engine contract with Brycer, LLC.

Deputy Fire Marshal Napier presented a service he would like the Fire Prevention Bureau to partake in, at no cost to the District, which would allow fire protection contractors the ability to submit inspection, testing, and maintenance data into a software system. The software will also provide alerts to deficiencies or when required testing or service has lapsed. Director McKenna asked about expense to contractors that may be passed onto business owners – DFM Napier clarified that the cost to the fire protection contractor is \$15 per submission.

Upon a motion by Director McKenna, second by Director Rickards, and vote (unanimously in favor with Director Vacio absent), the Compliance Engine contract with Brycer, LLC was approved.

7. Purchase of Apparatus – The Board of Directors may take action to approve the procurement process of purchasing new Type I Apparatus.

Upon a motion by Director Nelson, second by Director Ek, and vote (unanimously in favor with Director Vacio absent), purchase of a new Type I Apparatus was approved.

8. Monitor Purchase – The Board of Directors may approve the purchase of a Zoll X Series Cardiac Monitor.

Upon a motion by Director Kiel, second by Director Rickards, and vote (unanimously in favor with Director Vacio absent), the purchase of a Zoll X Series Cardiac Monitor was approved.

INFORMATIONAL AGENDA ITEMS

9. Information pertaining to Board making recommendation to County Board of Supervisors re: vacant seat

Chief Brainard explained the County Board of Supervisors can appoint someone to the vacant seat of Division 6, but that our Board can make a recommendation. Chief Brainard will explore methods for recruiting potential candidates and present the Board with qualified candidates at our next meeting. Captain Grogger, on behalf of Local 1434, shared that the Union may also have a potential candidate.

10. COVID-19 Update.

Chief Brainard shared no change to personnel impacts or re-opening, a validated serology/antibodies test has not been found to be reliable yet, that the District is continuing to monitor expenses related to COVID-19. We are continuing to obtain PPE as it becomes available and are well stocked for the time being.

11. Reports

- a. ***Committee Reports***

Director Nelson said the Finance Committee met and made recommendations to the Board pertaining to the final budget. Director Rickards shared that the CSA 69 meeting has been on hiatus during COVID 19, but that they are meeting tomorrow. Director Rickards also suggested the Board look to appoint another Director since his term ends in December and the application process for CSA 69 takes time before going into effect.

- b. ***Directors' Reports***

Director Ek was part of a Type 1 Strike Team deployment on one of the Lightning Complex fires. He observed Engine 19, led by Captain Riley, displaying professionalism and hard work.

- c. ***Chief's Report***

Action Plan Recap items from August 12 have been completed. The By-Division Green Map was posted to the District website and emailed to each Director. Chief Brainard also met with Director-elect David Pomeranz, who will be joining our December meeting. He also shared significant incidents and strike team deployments including the nearby Valley Fire. Paramedics are now approved to administer vaccines and TB tests. Our November Board Meeting falls on Veterans Day – an action item to change the date of the regular meeting may be included on October's agenda. The District continues to explore methods of community support and engagement and now offers pet microchip scanning. Car seat installation and other services remain on our radar.

- d. ***Association of San Miguel Firefighters Communications***

Captain Grogger expressed appreciation for the collaborative effort of the Strategic Plan. Grogger also shared that churches and families have been dropping off a lot of meals, and he thanked Director Ek for acknowledging the work ethic of the Engine 19 crew on the strike team with Viejas.

e. Association of San Miguel Chief Officers Communications

Battalion Chief Lawler thanked the Board for supporting crews and paid a special acknowledgment to the personnel at Station 15 who handle staffing. He also noted Chief Officers and personnel out on strike teams.

f. Correspondence

None

g. Action Plan Recap

Chief Brainard to perform Division 6 outreach.

President Raddatz adjourned the meeting to Closed Session at 7:57 pm.

CLOSED SESSION AGENDA ITEMS

1. Closed Session – Conference with Legal Counsel – Potential Litigation
(Subdivision (b) of Section 54956.9 of the Government Code)
Number of Cases: 1
2. Closed Session - Conference With Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Employee Organization: Association of San Miguel Firefighters IAFF Local
1434
3. Closed Session – Conference With Labor Negotiator (§54957.6)
Agency Negotiators: Attorney Joseph Sanchez
Directors Ek, Raddatz, and Rickards
Employee Organization: Chief Officer’s Association of San Miguel
4. Closed Session – Conference With Labor Negotiator (§54957.6)
Agency Negotiators: Fire Chief Brainard
Unrepresented Employees: Division Chief, Deputy Fire Marshal,
Administrative Officer/Finance Officer,
Administrative Analyst, Accounting Specialist,
Administrative Assistant, Fire Inspector(s),
Logistics Officer

President Raddatz reconvened the meeting to Open Session at 8:17 pm with no action taken.

Director Raddatz adjourned the meeting at 8:17 pm.

Prepared and Submitted by:

Shayna Rians

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Board Recording Secretary