

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, October 13, 2021, at 5:30 pm  
District Board Room - 2850 Via Orange Way (2<sup>nd</sup> Floor), Spring Valley, CA 91978**

**AGENDA**

**CALL TO ORDER**

**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.

**PLEDGE OF ALLEGIANCE**

**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 accommodation to participate in the meeting, please call Recording Secretary Shayna Rians at (619) 670-0500 for assistance so the necessary arrangements can be made.

**CLOSED SESSION AGENDA ITEMS**

1. Closed Session – Public Employee Performance Evaluation (Government Code §54957)  
Contract Title: Fire Chief
2. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiator: Joseph Sanchez  
Contract Title: Fire Chief
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel
4. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Logistics Officer
5. Closed Session – Conference with Legal Counsel – Potential Litigation  
(Subdivision (b) of §54956.9 of the Government Code) – Number of Cases: 1

**CONSENT AGENDA ITEMS**

6. Approve the Minutes: Regular Meeting of September 8, 2021
7. Approve Board Member Stipend Payments.

## **INFORMATIONAL AGENDA ITEMS**

8. Key Performance Measures (KPMs) – The Fire Chief will present the quarterly KPMs for discussion.

## **REPORTS**

9. Committee Reports
10. Directors' Reports
11. Chief's Report
12. Association of San Miguel Chief Officers Communications
13. Association of San Miguel Firefighters Communications
14. Correspondence

## **ACTION PLAN RECAP**

**NEXT MEETING** – Regular Meeting, November 10, 2021, 5:30 pm, District Headquarters

## **ADJOURNMENT**

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, September 8, 2021, 5:30 pm**

***MINUTES***

***President McKenna called the meeting to order at 5:30 pm.***

**BOARD MEMBERS PRESENT** Directors Ek, McKenna, Muns, Nelson, Pierce, Raddatz, & Robles

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Brainard, Division Chief Lawler, Administrative Officer/Finance Officer Harris, Deputy Fire Marshal Napier, and Administrative Assistant Rians

**APPROVAL OF AGENDA**

***President McKenna pulled Item #2 from Consent and moved Closed Session to immediately follow Public Comment. By Board Consensus, the agenda was approved.***

*The Agenda for the Regular Meeting of September 8, 2021, was posted at District Headquarters on Friday, September 3, 2021, at 5:00 pm.*

**Director Ek led the Pledge of Allegiance.**

**PUBLIC COMMENT**

None

**CLOSED SESSION AGENDA ITEMS**

***President McKenna adjourned the meeting to Closed Session at 5:33 pm.***

**CLOSED SESSION AGENDA ITEMS**

14. Closed Session – Conference with Legal Counsel – Potential Litigation  
(Subdivision (b) of §54956.9 of the Government Code) – Number of Cases: 1
15. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
16. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel
17. Closed Session – Public Employee Performance Evaluation (Government Code §54957)  
Contract Title: Fire Chief
18. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiator: Joseph Sanchez  
Contract Title: Fire Chief

***Director Nelson left at 7:30 pm, Director Ek left at 8:27 pm***

***President McKenna reconvened the meeting to Open Session at 8:27 pm.***

### CONSENT AGENDA ITEMS

Upon a motion by Director Raddatz, second by Director Pierce, and vote (unanimously in favor with Directors Ek and Nelson absent), the Consent Agenda was approved with Item #2 pulled for discussion.

### CONSENT AGENDA ITEMS

1. Approve the Minutes: Regular Meeting of August 11, 2021  
Special Meeting of September 2, 2021
2. Approve Board Member Stipend Payments.

A stipend form for Director Ek was erroneously included in the agenda packet. Director Ek was absent from the 8/11/2021 Board Meeting, so he will not receive a stipend for that meeting.

Upon a motion by Director Robles, second by Director Muns, and vote (unanimously in favor with Directors Ek and Nelson absent), the Board Member Stipend Payments were approved.

### ACTION AGENDA ITEMS

3. Finance Policy 102 Revision – The Board of Directors may accept the recommendation of revising the Fire Chief's procurement authorization limit.

The request to increase the spending limit for the Fire Chief from \$25,000 to \$75,000 was discussed by the Board of Directors and Chief Brainard answered questions.

Upon a motion by Director McKenna, second by Director Muns, and vote (unanimously in favor with Directors Ek and Nelson absent), the revision to the Fire Chief's procurement authorization limit was approved.

4. Public Hearing – 2021/2022 Fiscal Year Final Budget – The Finance Committee/Staff will make a presentation of the Final Budget and the Board of Directors will conduct a public hearing and may adopt the 2021/2022 Fiscal Year Final Budget.

Director McKenna opened the public hearing at 8:36 pm. With no members of the public present to comment, the public hearing was closed at 8:36 pm.

The Finance Committee/Staff presented the 2021/2022 Fiscal Year Final Budget. The budget was discussed in detail by all present Board Members. Each member of the Finance Committee presented a part of the budget that was reviewed during the Finance Committee meeting. Director Raddatz brought forward the Finance Committee's desire to discuss the need for an additional administrative position. Chief Brainard and Administrative Officer/Finance Officer Harris stated that: 1) the workload on the administrative division has increased substantially; 2) staff are not able to keep up with the workload; and 3) staff continue to work toward enhanced financial oversight that the District needs for long-term planning. The Board of Directors discussed bringing forward more information for a new position and gave direction to Administrative Officer/Finance Officer Harris to provide a breakdown of the classification at a later time for approval.

Director McKenna had questions on the increase in Fire Prevention's budget for iPads and funding IT equipment for the Board of Directors. Deputy Fire Marshal Napier clarified that the new software upgrade will require the Fire Prevention Bureau to utilize iPads and that was not in the preliminary budget. Director Raddatz requested IT equipment for the Board of Directors and there was a discussion on what level of risk, if any, is a Board member's private data on their personal devices when used for District business, which may be subject to the public records act. Staff will look into the legal requirements and provide information back to the full Board. Director McKenna requested

that staff look into utilizing retired Mobile Data Computers for Board member use rather than spending money to purchase new devices for Board members.

Administrative Officer/Finance Officer Harris went into detail on the reserve fund cash balances describing the current funding levels per policy. There was a lengthy discussion regarding the proposed reserve fund expenditures, specifically related to the board room/conference room IT equipment and headquarters renovation. Administrative Officer/Finance Officer Harris clarified that the IT work being proposed had been reviewed the past few years, and with COVID procedures most likely not going away, the District needs to update the equipment to allow for proper training platforms and conferencing. Director McKenna had concerns with the budget request of \$400,000 for the renovation of the second floor at Headquarters. Director McKenna suggested reducing the \$400,000 to \$250,000. Director Pierce also felt that a reduction to \$250,000 would be sufficient at this time. Director McKenna made a motion to change the \$400,000 amount to \$250,000 for the Headquarters renovation with the approval of Fiscal Year 2021/2022 Final Budget and the \$150,000 remainder going to the Facilities Reserve Fund.

Upon a motion by Director McKenna, second by Director Pierce, and vote (McKenna, Muns, Pierce and Robles in favor, Director Raddatz opposed, and Directors Ek and Nelson absent), the 2021/2022 Fiscal Year Final Budget was approved with the changes discussed, including the reduction to the HQ renovation line item from \$400,000 to \$250,000 and the \$150,000 remainder going to the Facilities Reserve Fund.

5. Allocation of 2020/2021 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 Robles, second by Director McKenna, and vote (unanimously in favor with Directors Ek and Nelson absent), the allocation of General Fund Revenue into Reserve Funds was approved.

6. Purchase of Emergency Response Vehicle – The Board of Directors may take action to approve the purchase of an Emergency Response Staff Vehicle.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor with Directors Ek and Nelson absent), the purchase of an Emergency Response Staff Vehicle was approved.

7. Prop E Oversight Committee – The Board will discuss and may take action regarding the process to establish a Prop E Oversight Committee.

Chief Brainard shared information about the past Prop E Oversight Committee, which self-dissolved after East County Fire Protection District merged with San Miguel Consolidated Fire Protection District. The Chief suggested a group consisting of one community member from Crest, one from Bostonia, and one representing the District at large.

Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor with Directors Ek and Nelson absent), the Board approved Chief Brainard moving forward with advertising for interest from potential committee members and establishment of policy/guidelines for the committee. Next update to come at the November 2021 meeting.

## REPORTS

8. Committee Reports

Director Raddatz shared that he is unable to attend the CAS 69 meeting taking place 9/9/2021.

Director Robles discussed the Finance Committee's ongoing efforts toward finding new revenue streams and shared that the Spring Valley Community Planning Group is finding revenue potential in plans submitted as "minor deviations".

#### 9. Directors' Reports

Director McKenna shared that she attended the County Taxpayers Association meeting and commended Chief Brainard for answering questions of those in attendance.

#### 10. Chief's Report

- Action Plan Recap from August 11, 2021, Board Meeting
  - Board workshop has not been scheduled yet. Staff will coordinate with the Directors schedules
  - Increasing the Fire Chief's spending limits is on the September 8, 2021, agenda
  - CSA 69 Director Muns application to the County BOS has been submitted
  - Staff is investigating Solar options for the remaining 7 stations
- COVID / Delta (Handout)
  - Fire and EMS currently not in Public Health Care Provider group required to vaccinate
  - Hospitals and some first responder agencies experiencing critical staffing shortages
- Vaccinations – State may make it mandatory for EMT's and Paramedics
- ARPA reimbursement process
  - San Miguel's share of the \$4M is \$1.1M
  - March 1, 2021, thru June 30, 2024, approved expenses
  - Fire Districts and County staff collaborating on submission process
- Central Zone on draw down for ST, ST/TF Leaders, Single Resource and Overhead
- Response Times – (Handout)
  - July 12, 2017, thru September 2, 2021
  - All responses and by incident type
  - District wide and by station
  - Responses by day of the week, hour of the day
  - Fractile 1:00 – 15:00 minutes
- Utilities FY20/21
  - SDG&E \$109,544
  - Water – Otay, Helix, Padre Dam \$21,536
  - Version Cell Service – \$29,315
  - Trash – EDCO \$13,138
  - Fuel – County bulk price - \$135,981
- San Diego Taxpayer Association meeting – September 1<sup>st</sup>.
- Significant Incidents
  - Dixie Fire July 14 – 922,000 acres – 59% Contained – 2 SMG OES Units
  - Caldor Fire Aug 14 – 217,000 Acres – 50% Contained – 1 LG Type 3 ST B23
  - August 26 – 10707 Jamacha BI – Structure Fire Double Wide MH
  - August 30 – Jamacha & San Diego St – Rescue TA – one 11-44, one trapped victim
  - August 30 – 542 Paraiso – Fully involved motorhome w exposure damage

#### 11. Association of San Miguel Chief Officers Communications

Battalion Chief Mike Christiansen communicated that Brush 23 is deployed to the Caldor Fire with Chief Durrell as the Strike Team Leader, OES 410 is deployed to Dixie Fire.

#### 12. Association of San Miguel Firefighters Communications

Captain Hays thanked Administrative Officer/Finance Officer Harris, the Finance Committee, and Director McKenna for the oversight of the budget. Captain Hays shared that the first Octoberstache fundraising event will take place this month, and are participating in helping a local restaurant, Mile's Deli, and a member of Lakeside's family.

13. Correspondence

Chief Brainard shared a child's drawing, as well as a 'Thank You' letter from a resident assisted by Engine 16 crew Captain Shinn, Engineer Bartucca, and Firefighter Paramedic Hurley.

**ACTION PLAN RECAP**

- AO/FO Harris to bring forward an analysis and additional details for a new Administrative position
- Follow up with Legal Counsel regarding electronic devices and their susceptibility in records requests

***The next Board Meeting will be a Regular Meeting, October 13, 2021, 5:30 pm, District Headquarters***

***President McKenna adjourned the meeting at 10:26 pm.***

Prepared and Submitted by:

**Shayna Rians**

Board Recording Secretary



# San Miguel Fire & Rescue

*Service Beyond Expectations*

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## **Staff Report**

**Date:** October 13, 2021  
**To:** Board of Directors  
**From:** Shayna Rians, Administrative Assistant  
**Subject:** Board Member Stipend Payments

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### **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 September 2021.



# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name:                     **Jim Ek**                    

Month/Year:                     **September 2021**                    

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend	Check box (x) if you do <i>not</i> want to be paid Stipend
09/08/21	Prepare for and Attend Regular Board Meeting <i>Present 5:30 pm to 8:27 pm - Meeting adjourned 10:26 pm</i>	\$173.25	<input type="checkbox"/>
<b>TOTAL MEETING STIPEND</b>		\$173.25	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;"><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$173.25</td></tr> <tr><td style="text-align: right;"><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Amount Due:</b></td><td style="text-align: right;">\$173.25</td></tr> </table>	<b>Total Stipend Paid:</b>	\$173.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$173.25
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<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$173.25								
Approved at Board Meeting on: <u>                    10/13/2021                    </u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: September 2021

### 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
09/02/21	Prepare for and Attend Special Board Meeting	\$173.25	x
09/08/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

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<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: 10/13/2021 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: September 2021

### 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
09/02/21	Prepare for and Attend Special Board Meeting	\$173.25	x
09/08/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

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<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: 10/13/2021 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name:                     **Jeff Nelson**                    

Month/Year:                     **September 2021**                    

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	
09/08/21	Prepare for and Attend Regular Board Meeting	\$0.00		
	<i>Present 5:30 pm to 7:37 pm - Meeting adjourned 10:26 pm</i>			
	<i>No payment per Board Policy, due to attending less than 50% of meeting</i>			
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>		

Section II - Training and Local Meetings/Events				
Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

Section III - Expense Claim Summary (Expense Report Form must be attached)		
Date	Description	Amount

Section IV - Summary		
<b>Signature:</b> _____	<b>Total Stipend Paid:</b>	\$0.00
	<b>Total Expense Claim:</b>	\$0.00
<b>Date:</b> _____	<b>Total Mileage:</b>	\$0.00
	<b>Total Amount Due:</b>	\$0.00
<p>Approved at Board Meeting on: 10/13/2021</p> <p>_____</p>		

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**  
 Forms are due the 1st of each month  
 Please submit to Shayna Rians  
[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: September 2021

### 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
09/02/21	Prepare for and Attend Special Board Meeting	\$173.25	
09/08/21	Prepare for and Attend Regular Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____	<b>Total Stipend Paid:</b>	\$346.50
	<b>Total Expense Claim:</b>	\$0.00
<b>Date:</b> _____	<b>Total Mileage:</b>	\$0.00
	<b>Total Amount Due:</b>	\$346.50
Approved at Board Meeting on: 10/13/2021 _____		

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: September 2021

### 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
09/08/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		\$0.00	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

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<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: 10/13/2021 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jesse Robles

Month/Year: September 2021

### 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
09/02/21	Prepare for and Attend Special Board Meeting	\$173.25	
09/08/21	Prepare for and Attend Regular Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
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Approved at Board Meeting on: 10/13/2021 _____									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)