

**San Miguel Consolidated Fire Protection District
Proposition E Citizens' Oversight Committee
Monday, August 15, 2022 at 4:00 pm
District Board Room (2nd Floor)
2850 Via Orange Way, 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 Committee or a member of the public requests a specific item be taken out of order and the Committee agrees to do so.)

PUBLIC COMMENT

The public may bring an item not on the agenda forward; however, the Committee will not be able to take any action at this meeting. If appropriate, the item will be referred to the Committee Chair to determine if the item will be placed on a future Committee agenda. Items from Committee members or Staff may not be discussed by the Committee, but, if appropriate, will be placed on a future Committee agenda. To facilitate business proceedings, a three (3) minute period shall be allotted to each person addressing the Committee. Any writings or documents provided to a majority of the members of the San Miguel Consolidated Fire Protection District Prop E Committee 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 (619-670-0500) or email (info@sanmiguelfire.org) and Administrative Assistant Shayna Rians will make necessary arrangements.

ROLL CALL (*The Chair will complete a roll call for the record*)

CONSENT AGENDA ITEMS

1. Approval of Minutes: Proposition E Citizens' Oversight Committee of July 18, 2022

INFORMATIONAL ITEMS

2. Presentation of District Budgeting Process
3. Review of Prop E Financials for the Period Ended June 30, 2022
4. Committee Member Comments

ACTION PLAN RECAP

NEXT MEETING – Monday, September 19, 2022

ADJOURNMENT

**San Miguel Consolidated Fire Protection District
Proposition E Citizens' Oversight Committee
Monday, July 18, 2022 at 4:00 pm**

MINUTES

Chair Franklin called the meeting to order at 4:05 pm.

COMMITTEE MEMBERS PRESENT Kandhy Franklin, Kyle Hermann, Bennett McDonald, and Joyce Peterson

COMMITTEE MEMBERS ABSENT Mike Herrin

STAFF PRESENT Fire Chief Brainard and Administrative Officer/Finance Officer Harris

APPROVAL OF AGENDA

Upon a motion by Hermann, second by McDonald, and vote (unanimously in favor with Herrin absent), the Agenda was approved.

The Agenda for the Prop E Oversight Committee Meeting of July 18, 2022, was posted at District Headquarters on Thursday, July 14, 2022, at 4:00 pm.

Chair Franklin led the Pledge of Allegiance.

PUBLIC COMMENT

Jeff Nelson spoke and thanked the Committee members for volunteering to serve on this committee.

ACTION AGENDA ITEMS

1. The Committee will appoint a Chair and Co-Chair

By consensus, Kandhy Franklin was appointed as Chair, and Kyle Hermann was appointed as Co-Chair.

2. The Committee may establish future meeting dates for the 2022/2023 Fiscal Year

Communication was discussed, with email and text being noted as primary methods of communication.

Chief Brainard suggested monthly meetings to start, then possibly transitioning to quarterly meetings.

Future meetings of the Prop E Committee will be scheduled for the third Monday of each month at 4 pm.

INFORMATIONAL ITEMS

3. The Committee will discuss recording of meeting minutes by a Committee member

Minutes would be recorded by the Committee Secretary, and need to be prepared for distribution the week prior to the scheduled meeting. Committee member Mike Herrin will be asked if he would like to manage recording of meeting minutes. Kyle Hermann will be considered for the task as a back-up.

ACTION PLAN RECAP

- Committee Secretary / recording of minutes to be decided
- Staff to provide Committee members with each other's contact information
- Staff to provide presentation on budget and financials

*The next Committee Meeting will be **August 15, 2022, 4:00 pm**, District Headquarters*

ADJOURNMENT

Chair Franklin adjourned the meeting at 4:31 pm.

Prepared and submitted by:

Shayna Rians

Board Recording Secretary