

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, May 11, 2022, 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 and Robles

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Division Chief Lawler, Administrative Officer/Finance Officer Harris, Administrative Analyst Herron, Administrative Assistant Rians, Deputy Fire Marshal Napier, and Fire Inspector Israels.

**APPROVAL OF AGENDA**

Director Nelson requested Agenda Item #12 be discussed before Agenda Item #11. By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of May 11, 2022, was posted at District Headquarters on Friday, May 6, 2022, at 5:00 pm.*

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

**PUBLIC COMMENT**

None

**CONSENT AGENDA ITEMS**

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

1. Approve the Minutes: Special Meeting of April 13, 2022  
Regular Meeting of April 13, 2022
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. Approve Resolution 22-06 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act.
7. Approve Resolution 22-07 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Suppression and Emergency Services (Crest Area) for Fiscal Year 2022/2023.

8. Approve Resolution 22-08 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Protection and Emergency Medical Services (Bostonia Area) for Fiscal Year 2022/2023.
9. Approve Resolution 22-09 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for the Provision of Advanced Life Support (Paramedic/Firefighter – Crest and Bostonia Area) Engines for Fiscal Year 2022/2023.
10. Approve Resolution 22-10 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Tax for Fire Suppression, Protection and Emergency Medical Response Services (Proposition E - Crest and Bostonia Area) for Fiscal Year 2022/2023.

### **ACTION AGENDA ITEMS**

11. Resolution 22-11 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Execution and Delivery of a Lease Agreement in an Aggregate Principal Amount Not to Exceed \$26,000,000 for the Purpose of Refunding Some or All of the District's Unfunded Accrued Liability and Authorizing the Execution of Necessary Documents and Certificates and Related Actions.

Administrative Officer/Finance Officer (AO/FO) Harris gave an overview of the where the District was in the process and explained that the strategy that has been presented in previous meetings has not changed and the approval of the resolution will allow the Fire Chief and Staff to execute necessary document for the Unfunded Annual Liability restructuring.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor), Resolution 22-11 was approved.

### **INFORMATIONAL ITEMS**

12. Finance Committee Update – The Finance Committee will give an update from their last meeting.  
  
Directors Nelson, Raddatz and Robles shared that the Finance Committee met and reviewed long-term financial information including discussions of unfunded accrued liability, reserve funding, policies, a 5-year capital plan, a facilities analysis, and funding philosophies. The committee accepted a calendar presented by AO/FO Harris to schedule annual events/reports and plans to bring back a more expansive informational item update in the near future. Future Finance Committee meetings are slated for the last Wednesday of the month and will be canceled if not needed.
13. Quarterly Financial Update – AO/FO Harris presented the 3<sup>rd</sup> Quarter Financials to the Board of Directors and discussed in detail long-term financial management and planning. AO/FO Harris stated that the preliminary budget will be approved by June 30, 2022, allow the District to continue operating day to day, with a final budget adopted no later than October 1, 2022. She reviewed the Statement of Revenues and Expenses for the Period Ending March 31, 2022, and went into detail regarding format changes being implemented on the financials, including the addition of the Benefit Assessment financials.

## REPORTS

### 14. Committee Reports

Director Muns attended a Heartland Communications special meeting. The JPA is currently without a Director; therefore, the meeting was called to approve revising the salary for the vacant position, as well as hiring a previous Director as interim until the vacancy is filled.

Director Pierce will attend a CSDA meeting next week.

Director McKenna shared that on April 13, 2022, the Station 21 AdHoc Committee met with representatives of Mt. Helix Park Foundation. Those in attendance from the Foundation were as follows: Norm Hapke, President, Krista Powers, Executive Director, Chris Kilrain, Chief Financial Officer, Andrew Zlotnik, Counsel, and Robert Ball, Board Member. Director McKenna also shared that the Prop E Committee onboarding took place May 4, 2022.

### 15. Directors' Reports

Directors McKenna and Pierce attended and participated in Local 1434's softball game.

### 16. Chief's Report

Division Chief Lawler presented the Chief's Report in Chief Brainard's absence.

#### **Action Plan Recap from April 13, 2022, Board Meeting**

- Key Performance Measures to be presented on a semi-annual basis moving forward
- Based on data availability, KPM's will be provided to the Board in August covering the previous Fiscal Year with the Fire Chief's year-end report and in February covering the first six-months of the new Fiscal Year.
- A quarterly newsletter to be implemented with the help of Director Robles

#### **Significant Incidents**

- None to report

#### **COVID**

- Two cases within the last month

#### **Community Outreach and Public Education Development**

- Staff has been working with Local 1434 members to grow the program since the reduction of events due to COVID shutdowns
- Division Chief Lawler shared that 25 apparatus were requested to Orange County, and that Battalion Chief Durrell is responding as Strike Team Leader

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

Battalion Chief Durrell shared that San Miguel assisted with North County JPA's Captain's Exam. Central Zone is already being requested for strike teams and Battalion Chief Durrell shared that the Wildland Drill, headed by Captain Nick Nava, went very well. Improved communication with the Regional Cooperative Care Partnership (RCCP) is helping personnel on the floor and three new Lucas devices for CPR are in service to test the product. Heartland Communications is in the middle of a CAD upgrade and all personnel are aware and working through the upgrade.

### 18. Association of San Miguel Firefighters Communications

Captain Hays shared that Probationary Firefighters Mancillas and Martinez both welcomed new babies into the San Miguel family this month. Engineer Hille returned from Ukraine and has helped form a network of firefighters that can be requested to deploy for natural disasters. Captain Hays

shared that although Local 1434 was not victorious in their softball tournament, everyone had a good time. The Padres game on June 12 is currently at capacity but there is a waitlist.

19. Correspondence  
No correspondence.

***President McKenna adjourned the meeting to Closed Session at 6:24 pm.***

#### **CLOSED SESSION AGENDA ITEMS**

20. Closed Session – Conference with Legal Counsel – Potential Litigation  
(Subdivision (b) of Government Code §54956.9) – Number of Cases: 1

***President McKenna reconvened the meeting to Open Session at 7:44 pm.***

#### **ACTION PLAN RECAP**

- Finance Committee to provide informational item update at a future meeting.

*The next Board Meeting will be a Regular Meeting, **June 8, 2022, 5:30 pm**, District Headquarters*

***President McKenna adjourned the meeting at 7:44 pm.***

Prepared and submitted by:  
**Shayna Rians**  
Board Recording Secretary