

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors**

Wednesday, May 10, 2023, 5:30 pm

**Cuyamaca College - 900 Rancho San Diego Pkwy., El Cajon, CA 92019  
Classrooms B-269 & B-271**

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**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.*

**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 an accommodation to participate in the meeting, please call (619-670-0500) or email ([info@sanmiguelfire.org](mailto:info@sanmiguelfire.org)) and Board Clerk Shayna Rians will make necessary arrangements.

**SPECIAL PRESENTATION**

San Miguel Leadership will conduct badge-pinning for Fire Personnel and acknowledge recent retirements with an intermission to follow.

**INFORMATIONAL AGENDA ITEMS**

Division Chief Lawler and the Academy Cadre will present to the Board regarding the Captain's Academy.

**CONSENT AGENDA ITEMS**

1. Approve the Minutes Regular Meeting of April 12, 2023
2. Approve Board Member Stipend Payments.
3. Approve Resolution 23-07 – 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.

**ACTION AGENDA ITEMS**

4. Public Hearing (Second Reading) – Ordinance 2023-1 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1. After the Second Reading, the Board of Directors will consider Adopting Ordinance 2022-2.

- 4.1 Second Reading of Ordinance 2023-1 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (Annexation No. 1).
- 4.2 Adoption of Ordinance 2023-1, An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (Annexation No. 1).
5. Approve Resolution 23-08 – 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 Suppression and Emergency Services (Crest Area) for Fiscal Year 2023/2024.
6. Approve Resolution 23-09 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Protection and Emergency Medical Services (Bostonia Area) for Fiscal Year 2023/2024.
7. Approve Resolution 23-10 – 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 2023/2024.
8. Approve Resolution 23-11 – 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 2023/2024.
9. Refurbish San Miguel Fire & Rescue Headquarters – The Board of Directors may take action based on a recommendation for the refurbishment of headquarters located at 2850 Via Orange Way, Spring Valley, CA 91978.

## REPORTS

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

## CLOSED SESSION AGENDA ITEMS

16. Closed Session – Fire Chief's Performance Evaluation

## ACTION PLAN RECAP

**NEXT MEETING** – Regular Meeting, June 14, 2023, 5:30 pm, District Headquarters

## ADJOURNMENT

The District reserves the 4<sup>th</sup> Wednesday of each month for an additional Regular Meeting if needed.

In accordance with AB 2647, Agenda and supporting documents are available online at <https://www.sanmiguelfire.org/board-meetings>

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway  
 El Cajon, California 92019-4369  
 (619) 660-4000  
[www.cuyamaca.edu](http://www.cuyamaca.edu)



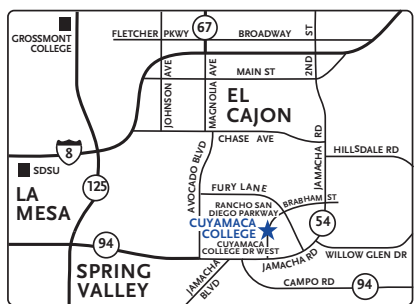
## PARKING/LEGEND

- Parking Permit Machines  
(One-Day Permits valid only in Student lots. For visitors, spectators, etc.)
- VISITOR
- STUDENT
- FLEX PARKING
- MOTORCYCLE
- BICYCLE
- Wheelchair Ramp Access
- Wi-Fi Available
- Public Pay Phone
- Call Box
- ATM Machine
- Restrooms
- Restrooms (All Gender)
- Contemplation Room
- Lactation Room
- Bookstore
- STAFF
- DISABLED

- Academic Resource Center - C Bldg
- Administration - F Bldg
- Admissions & Records - G Bldg
- Automotive Technology - K Bldg
- Bookstore - Student Center
- CalWORKS - G Bldg
- Campus & Parking Services (CAPS) - A Bldg
- CARE - G Bldg
- Career Center I Bldg
- Cashier - G Bldg
- Center for Water Studies - L Bldg
- Child Development Center - R Bldg
- Computer Labs/Tech Mall - E Bldg
- Counseling - G Bldg
- Cuyamaca Cares - Next to R Bldg

- DSPS - G Bldg
- DSPS Hi Tech Center - C Bldg
- Duplicating (Faculty Support Services) - F Bldg
- Environmental Training Center (ETC) - F Bldg
- EOPS - G Bldg
- Financial Aid - G Bldg
- Fitness Center - D Bldg
- Food Services - I Bldg
- Gym - D Bldg
- Health & Wellness Center - I Bldg
- Heritage of the Americas Museum - O Bldg
- High School & Community Relations - G Bldg

- Institutional Effectiveness, Success & Equity - E Bldg
- Library (LRC) - C Bldg
- Mailroom - F Bldg
- Ornamental Horticulture - M Bldg
- Placement Center - G Bldg
- Samuel M. Ciccati Performing Arts Center - B Bldg
- Sheriff's Office - A Bldg
- STEM Achievement Center - H Bldg
- Student Affairs - I Bldg
- Student Center - I Bldg
- Switchboard - F Bldg
- Together We Rise! Center - Annex 2
- Transfer Center - G Bldg
- Veterans Center - I Bldg
- Writing Center - B Bldg



**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, April 12, 2023, 5:30 pm**

***DRAFT MINUTES***

***President Robles called the meeting to order at 5:31 pm.***

**BOARD MEMBERS PRESENT**      Directors McKenna, Muns, Nelson, Pierce, Raddatz, Robles, and Woodruff

**BOARD MEMBERS ABSENT**      None

**STAFF PRESENT**                      Fire Chief Brainard, Division Chief Lawler, Administrative Officer/Finance Officer (AO/FO) Harris, Deputy Fire Marshal Newman, and Executive Assistant/Board Clerk Rians

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

**APPROVAL OF AGENDA**

*By Board Consensus, the agenda was approved.*

*The Agenda for the Regular Meeting of April 12, 2023, was posted at District Headquarters on Friday, April 7, 2023, at 5:00 pm.*

**PUBLIC COMMENT**

None

**SPECIAL PRESENTATION**

Kyle Hermann, Co-Chair of the Prop E Citizens' Oversight Committee, presented their Annual Report to the Board of Directors, reporting that the Committee determined Prop E funds were expended dutifully and truthfully. The report will be published on the District's website.

**INFORMATIONAL AGENDA ITEMS**

1. Fire Hazard Severity Zone Map Update – Deputy Fire Marshal Newman provided an update to the Board of Directors on the Fire Hazard Severity Zone map.

**CONSENT AGENDA ITEMS**

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

2. Approve the Minutes                      Regular Meeting of March 8, 2023
3. Approve Board Member Stipend Payments.
4. Resolution 23-04 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting the 2023 Salary Schedule.

## **ACTION AGENDA ITEMS**

5. Public Hearing – Community Facilities District 2022-1 Annexation No.1 –The Board of Directors will conduct a Public Hearing and May Move Forward with Taking Actions to Approve Community Facilities District 2022-1 Annexation No. 1.

**Director Robles opened the public hearing at 5:40 pm. With no Directors wishing to hear the report or ask questions, no members of the public wishing to speak, and no voters registered within Community Facilities District 2022-1 Annexation 1, Director Robles closed the public hearing at 5:41 pm.**

- 5.1 Approve Resolution 23-05 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Calling a Special Election and Submitting the Qualified Electors of Territory Proposed to be Annexed to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California The Question of Levying Special Taxes Within That Territory (Annexation No.1).

**Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor), Resolution 23-05 was approved.**

- 5.2 Approve Resolution 23-06 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (Annexation No.1).

**Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor), Resolution 23-06 was approved.**

- 5.3 First Reading of Ordinance 2023-1 – An Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Levying Special Taxes Within San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (Annexation No. 1).

Director Robles requested a motion to waive further reading, and introduce by title only, Ordinance 2023-1.

**Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor), the waiving of future readings was approved.**

**Staff is directed to add the Second Reading of Ordinance 2023-1 to the May 10, 2023, Regular Board Meeting.**

6. District Policies – The Board of Directors will discuss the process of approving District policies and may give direction to staff.

Director Robles acknowledged Director McKenna for her time spent on reviewing all approved changes and compiling a draft revision of the Board Policy Manual. Director McKenna pointed out there may be formatting inconsistencies, but the goal was to get the verbiage updated. As Directors and Staff review the Manual, they are invited to mark corrections to be made.

The Board discussed which policies the Board of Directors should review/approve – Board Policies, Employee/Personnel Policies, District Policies, etc.

Chief Lawler shared a handout with the Board which stated:

Several years ago, the District invested in a new software program (Lexipol) to update and store District policy and procedures. This process has been overseen collaboratively between Lexipol, 1434 members, and staff. Since August of 2021, these comprehensive reviews have entailed the merging of old and new policies and procedures, compliance with meet and confer, and assurance that the District was meeting state and federal mandates.

To date, the District maintains thirteen policy chapters and just under 200 policies. We are currently 60% complete with the review and approval process.

Routine reasons policies are reviewed:

1. Established review schedule, i.e., annually or every two-years
2. State or Federal Regulatory changes
3. Updates to Operational activities
4. Add policies based on need
5. Delete outdated policies
6. Format changes
7. Meet and confer requirements

Once the conversion to Lexipol is completed, the District for the first time will have an automated process that will ensure the timely review and reapproval of all polices.

Directors have been issued logins for Lexipol effective April 12, 2023.

With this access to Lexipol, Directors will receive acknowledgment requests for all policies as they are finalized, as well as updates anything a significant change is made to a policy. There is no action required beyond acknowledging receipt of policies – once acknowledged, policies will go into a library where they can be referred to. Board Policy and all policies related to District Finances will continue to be reviewed and approved by the Board of Directors.

## REPORTS

### 7. Committee Reports

Finance Committee – Director Robles shared the committee is still working on Policy #8 and is picking up speed now that they're meeting bi-weekly.

Board Policy Committee – Director McKenna, update covered with Agenda Item #6.

Government Affairs Committee – Director Pierce shared that Congresswoman Sara Jacobs was well-received during her visit to Headquarters/Station 15 on April 5. Chairwoman Nora Vargas is scheduled to visit Station 16 on April 24.

### 8. Directors' Reports

Director Raddatz shared that he attended a Community Development Meeting for Spring Valley public servants, that had taken place at the school where his wife works. He stated that the intent of the meeting was to establish how the community can help schools and first responders in keeping children safe. Chief Brainard's information was given so the District can be aware of future meetings.

Director McKenna discussed printing agenda packets. With Board consensus, Executive Assistant/Board Clerk Rians will poll Directors for their printing preferences when the agenda packet is emailed the Friday prior to the meeting.

Director Robles attended the Fire Districts Association of California (FDAC) Conference with Chiefs Brainard and Lawler, where he learned a lot and was able to network with many other Directors. He also shared there will be a CalPERS presentation at the next Finance Committee meeting.

#### 9. Chief's Report

Action Plan Recap from March 8, 2023, Board Meeting

- None

Captain and Battalion Chief promotional tests completed

- Current lists will be honored until expiration

I.T. Inspection Log

- I.T. Policy approved 12/14/2022
- Policy requires quarterly BOD inspection/review log
- No I.T. inspections for Q3

Significant Incidents

- March 26 Structure Fire 1409 San Bernardino – aggressive fire attack saved home
- March 27 Rescue hoist moderate status patient to LZ for ground transport
- SMG units assigned/assisted w 2 HFR multiple alarm fires

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

Battalion Chief Durrell shared a Captains Academy is starting Monday.

San Miguel sent a crew on a Type 1 OES strike team to Tulare.

San Miguel has several instructors assisting with the 35<sup>th</sup> Fire Academy.

Chief Durrell discussed the importance of common terminology with allied agencies, work towards standardizing terminology, and recent mutual aid incidents resulting in the use of the common terminology.

One of the Chief Officers just completed their State Fire Marshal certification. Two additional Chief Officers are attending the Chief Officers Academy at Miramar College and are bringing back a lot of valuable information.

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

Captain Mike Hays shared his enthusiasm regarding the upcoming Captains Academy. The Golf Tournament is coming up May 16.

#### 12. Correspondence

- 82-year-old provided bystander CPR until E21 arrived. The patient was transported and survived. E21 crew stayed behind and cleaned up extensive blood contamination. The family was extremely grateful for the exceptional service.
- Fire Chiefs Matsushita and Koch, letter of appreciation for Division Chief Browning serving as a rater for their joint HFR and Santee's Battalion Chief assessment process.

- Fire Chief Mora, National City expressed his sincere appreciation for Battalion Chief Christiansen assisting with their Battalion Chief Captain promotional processes.

### **CLOSED SESSION AGENDA ITEMS**

***President Robles adjourned the meeting to Closed Session at 6:35 pm.***

13. Closed Session – Fire Chief’s Performance Evaluation

***President Robles reconvened the meeting to Open Session at 8:18 pm.***

### **ACTION PLAN RECAP**

- Staff to schedule and publish the Second Reading of Ordinance 2023-1 (Community Facilities District) for the next Board Meeting (May 10, 2023).
- Chief Brainard to work on Live Saving Certificates for the CPR call.

*The next Board Meeting will be a Regular Meeting, **May 10, 2023, 5:30 pm**, District Headquarters*

***President Robles adjourned the meeting at 8:18 pm***

Prepared and submitted by:

**Shayna Rians**

Board Clerk





# San Miguel Fire & Rescue

*Service Beyond Expectations*

---

## **Staff Report**

**Date:** May 10, 2023  
**To:** Board of Directors  
**From:** Shayna Rians, Executive Assistant/Board Clerk  
**Subject:** Board Member Stipend Payments

---

### **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 April 2023.

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: April 2023

### 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
04/12/23	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

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr><td><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Amount Due:</b></td><td style="text-align: right;">\$0.00</td></tr> </table>	<b>Total Stipend Paid:</b>	\$0.00	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$0.00
<b>Total Stipend Paid:</b>	\$0.00								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: <u>5/10/2023</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: Harry Muns

Month/Year: April 2023

### 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
04/12/23	Regular Board Meeting	\$173.25	x
04/27/23	Heartland Communications	\$100.00	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

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Total Stipend Paid:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total Expense Claim:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total Mileage:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total Amount Due:</b></td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$0.00	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$0.00
<b>Total Stipend Paid:</b>	\$0.00								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: <u>5/10/2023</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: Jeff Nelson

Month/Year: April 2023

### 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
04/12/23	Special Finance Committee Meeting	\$100.00	
04/12/23	Regular Board Meeting	\$173.25	
04/26/23	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		<b>\$373.25</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>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$373.25</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$373.25</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$373.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$373.25
<b>Total Stipend Paid:</b>	\$373.25								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$373.25								
Approved at Board Meeting on: <u>5/10/2023</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: Christopher Pierce

Month/Year: April 2023

### 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
04/12/23	Regular Board Meeting	\$173.25	
04/13/23	Heartland Training Facility Meeting (paid by HTF)	\$100.00	x
<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%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$173.25</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><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
<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								
Approved at Board Meeting on: 5/10/2023 _____									

**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: April 2023

### 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
04/12/23	Special Finance Committee Meeting	\$100.00	
04/12/23	Regular Board Meeting	\$173.25	
04/26/23	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		<b>\$373.25</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>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$373.25</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$373.25</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$373.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$373.25
<b>Total Stipend Paid:</b>	\$373.25								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$373.25								
Approved at Board Meeting on: <u>5/10/2023</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: Jesse A. Robles

Month/Year: April 2023

### 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
04/12/23	Special Finance Committee Meeting	\$100.00	
04/12/23	Regular Board Meeting	\$173.25	
04/26/23	Finance Committee Meeting	\$100.00	
<b>TOTAL MEETING STIPEND</b>		<b>\$373.25</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>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$373.25</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$373.25</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$373.25	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$373.25
<b>Total Stipend Paid:</b>	\$373.25								
<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$373.25								
Approved at Board Meeting on: 5/10/2023 _____									

**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: Edward Woodruff

Month/Year: April 2023

### 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
04/12/23	Regular Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$173.25</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>Date:</b> _____	<table border="1" style="width: 100%;"> <tr><td><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$173.25</td></tr> <tr><td><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td><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
<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								
Approved at Board Meeting on: 5/10/2023 _____									

**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 Fire & Rescue

*Service Beyond Expectations*

---

## **Staff Report**

**Date:** May 10, 2023  
**To:** Board of Directors  
**From:** Leah Harris, Administrative Officer/Finance Officer  
**Subject:** Adoption of CEQA Guidelines – Resolution 23-07

---

### **Background**

The California Environmental Quality Act (“CEQA”), codified at Public Resources Code section 21000 *et seq.*, is California’s most comprehensive environmental law. It generally requires public agencies to evaluate the environmental effects of their actions before they are taken. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions.

To this end, CEQA requires public agencies to adopt specific objectives, criteria, and procedures for evaluating public and private projects that are undertaken or approved by such agencies.

### **Discussion**

The San Miguel Consolidated Fire Protection District has prepared a proposed updated set of Local CEQA Guidelines for 2022 in compliance with CEQA’s requirements. These Guidelines reflect recent changes in the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA. *BB&K has provided an explanatory memorandum, which is attached.*

### **Fiscal Impact**

No fiscal impact is anticipated from the adoption of the Local CEQA Guidelines.

### **Environmental Impact**

No environmental impact is anticipated from amending the Local CEQA Guidelines. The San Miguel Consolidated Fire Protection District adoption of the attached Resolution is not a project under State CEQA Guidelines section 15378(b)(5) because it involves an administrative activity involving process only and would not result in any environmental impacts.

### **Recommendation**

Adopt Resolution 23-07 regarding the adoption of the 2022 Local Guidelines for Implementing the California Environmental Quality Act

# Memorandum

**TO:** San Miguel Consolidated Fire District  
**FROM:** Best Best & Krieger LLP  
**DATE:** April 17, 2023  
**RE:** Summary of Changes to Local CEQA Guidelines

---

In 2022, the California Legislature took action to exempt certain transportation, water system, and housing projects from the California Environmental Quality Act (“CEQA”). We have revised the District’s Local Guidelines for Implementing CEQA (“Local Guidelines”) to account for these CEQA developments. This memorandum summarizes the substantive amendments to the District’s Local Guidelines.

The Local Guidelines and this memorandum are designed to help the District comply with CEQA when considering a project subject to CEQA. We still recommend, however, that you consult with an attorney when you have specific questions on major, controversial, or unusual projects or activities.

The Local Guidelines, the related CEQA forms, and other important legal alerts may be accessed via the Best Best & Krieger CEQA client portal at <http://clients.bbklaw.net/pfcc/>. For technical support, please contact Tammy Ingram at [tammy.ingram@bbklaw.com](mailto:tammy.ingram@bbklaw.com).

## **REVISIONS TO LOCAL GUIDELINES**

### **1. SECTION 3.20 TRANSIT PRIORITIZATION PROJECTS**

With its adoption of Senate Bill (“SB”) 922, the California Legislature amended Public Resources Code section 21080.25 to exempt certain transit, bicycle, and pedestrian projects that meet specified criteria and do not induce single-occupancy vehicle trips.

Examples of projects exempt under SB 922 include, but are not limited to: (1) pedestrian and bicycle facilities; (2) transit prioritization projects, such as the installation of traffic signs or new signals; (3) a project for the institution or increase of bus rapid transit, bus, or light rail service; (4) a public project to construct or maintain infrastructure or facilities to charge, refuel, or maintain zero-emission public transit buses, trains, or ferries; and (5) a decision to reduce or eliminate minimum parking requirements or institute parking maximums.

We revised Section 3.20 of the Local Guidelines to account for this exemption and to set forth conditions that must be met for the exemption to apply.

### **2. SECTION 3.21 TRANSPORTATION PLANS, PEDESTRIAN PLANS, AND BICYCLE TRANSPORTATION PLANS**

The California Legislature amended Public Resources Code section 21080.20 to exempt “active transportation plans” and “pedestrian plans” from CEQA. An “active transportation plan”

refers to a plan developed by a local jurisdiction that promotes and encourages people to choose walking, bicycling, or rolling through the creation of safe, comfortable, connected, and accessible walking, bicycling, or rolling networks, and encourages alternatives to single-occupancy vehicle trips. A “pedestrian plan” refers to a plan developed by a local jurisdiction that establishes a comprehensive, coordinated approach to improving pedestrian infrastructure and safety.

While a lead agency’s adoption of an active transportation plan or pedestrian plan is exempt from CEQA, specific projects identified within those plans remain subject to CEQA unless such projects are exempt under a separate provision of CEQA.

We revised Section 3.21 of the Local Guidelines to account for this exemption and to set forth procedural requirements that must be met when finding a project exempt under this provision.

### **3. SECTION 3.22 WATER SYSTEM WELLS AND DOMESTIC WELL PROJECTS**

With the adoption of AB 1642 and its codification at Public Resources Code section 21080.31, the Legislature has enacted a new statutory exemption that applies to the construction, maintenance, repair, or replacement of wells where certain conditions are met. To qualify for the exemption, (1) the domestic well or water system to which the well project is connected must be designated by the State Water Resources Control Board (“State Board”) as high risk or medium risk in the State Board’s drinking water needs assessment; (2) the well project must be designed to mitigate or prevent a circumstance where residents that rely on the well or the water system to which the well is connected would be left without an adequate supply of safe drinking water; (3) the well project may not be designed primarily to serve irrigation or future growth; and (4) a series of other conditions must be met.

We added Section 3.22 to the Local CEQA Guidelines to provide for this statutory exemption and to set forth in greater detail the circumstances in which it may apply.

### **4. SECTION 9.08 AFFORDABLE HOUSING DEVELOPMENTS IN COMMERCIAL ZONES**

The Legislature has created a new CEQA-exempt, ministerial approval process for multifamily housing developments meeting specified criteria, codified at Public Resources Code section 65912.110, et seq. For a proposed multifamily housing development project to qualify for this exemption, the project must (1) ensure that 100 percent of the project’s units, excluding managers’ units, be dedicated to lower income households at an affordable cost or affordable rent; (2) meet applicable objective zoning standards, objective subdivision standards, and objective design review standards, as defined; (3) be located in a zone where office, retail, or parking are a principally permitted use; (4) meet certain labor standards; and (5) meet a list of other conditions, specified in the Local Guidelines.

We have added Section 9.08 to the Local Guidelines to include this exemption and to set forth the various conditions a project must meet to qualify for the exemption.

**5. SECTION 9.09 MIXED-INCOME HOUSING DEVELOPMENTS ALONG COMMERCIAL CORRIDORS**

The Legislature has additionally created another CEQA-exempt, ministerial approval process for proposed multifamily housing development projects that meet certain affordability criteria, set forth at Public Resources Code section 65912.120, et seq. In addition to meeting the specified affordability criteria, the proposed project must (1) abut a commercial corridor and have frontage along the commercial corridor of at least fifty feet; (2) not be located on a project site greater than 20 acres; (3) be located in a zone where office, retail, or parking is a principally permitted use; (4) meet certain labor standards; and (5) meet a list of over twenty other conditions, specified in the Local Guidelines.

We have added Section 9.09 to the Local Guidelines to include this exemption and to set forth the various conditions a project must meet to qualify for the exemption.

**6. VARIOUS SECTIONS UPDATED REFERENCES TO CALIFORNIA PUBLIC RECORDS ACT**

The Legislature has recodified and reorganized the entirety of the California Public Records Act (“PRA”) consistent with Assembly Bill (“AB”) 463. Whereas the PRA was previously codified at Government Code section 6250, et seq., the PRA is now codified at Government Code section 7920.000, et seq. We have updated all references to the PRA in the Local Guidelines consistent with AB 463. The reorganization makes no substantive changes to the PRA.

**Other Changes**

Effective January 1, 2023, the Department of Fish and Wildlife has increased its fees. For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is \$2,764.00. For an EIR, the new filing fee is \$3,839.25. For an environmental document prepared pursuant to a Certified Regulatory Program, the filing fee has been increased to \$1,305.25.

**Conclusion**

As always, CEQA remains complicated and, at times, challenging to apply. The only constant in this area of law is how quickly the rules change. Should you have questions about any of the provisions discussed above, please contact a BB&K attorney for assistance.

**BEST BEST & KRIEGER LLP**

**Resolution 23-07**

**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  
(PUBLIC RESOURCES CODE §§ 21000 ET SEQ)**

**WHEREAS**, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended portions of the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA and the State CEQA Guidelines; and

**WHEREAS**, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

**WHEREAS**, the San Miguel Consolidated Fire Protection District must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

**NOW, THEREFORE**, the San Miguel Consolidated Fire Protection District (“District”) hereby resolves as follows:

**SECTION 1.** The District hereby adopts the “2023 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the District and is available for inspection by the public.

**SECTION 2.** All prior actions of the District enacting earlier guidelines are hereby repealed.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 10<sup>th</sup> day of May 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Board Clerk

---

Jesse A. Robles, Board President



# San Miguel Fire & Rescue

*Service Beyond Expectations*

---

## **Administrative Staff Report**

**Date:** May 10, 2023

**To:** Board of Directors

**From:** Leah Harris, Administrative Officer/Finance Officer  
Jonathan Newman, Deputy Fire Marshal

**Subject:** Community Facilities District 2022-1 Annexation No. 1, Second Reading of Ordinance 2023-1

---

### **Background**

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (“Act”) contains the statutory framework pursuant to which the San Miguel Consolidated Fire Protection District (“District”) or any other local agency may form a Community Facilities District (“CFD”) for the purpose of financing the provision of certain authorized public services or maintenance. A CFD may finance services or maintenance through the levy of special taxes within the geographic boundaries of the CFD.

The District previously adopted its Local Goals and Policies relating to the formation of CFDs. On July 14, 2021, the District adopted its Policy No. 9.7, requiring new development to offset the negative fiscal impacts of such development on the District, including through forming or annexing into an existing CFD. The District retained NBS Government Finance Group (“NSB”) as its special tax consultant to study the negative fiscal impact of new development on the provision of services by the District. NBS prepared a Fiscal Impact Analysis setting forth their results, which has been reviewed by the Board in prior meetings.

On September 14, 2022, the District received their first petition for a CFD and on October 12, 2022, approved Ordinance 2022-2 Levying Special Taxes Within San Miguel Consolidated Fire Protection District.

### **Discussion**

The District has received a petition from Mr. Daryl R Priest (the “Owner”), relating to two lots (APN 484-183-27-00 & APN 484-183-28-00) located off of Sumner Avenue. The Owner is the owner of Assessor Parcel Numbers 484-183-27-00 and 484-183-28-00 (“Property”), requesting the annexation into the Community Facilities District No. 2022-1 (“CFD 2022-1”), encompassing the Property, to finance the following public services:

- a) Fire protection and suppression services, and ambulance and paramedic services; and
- b) The administrative and incidental expenses to be incurred by the District, which includes the direct and indirect expenses incurred in carrying out its duties with respect to CFD 2022-1

(including, but not limited to, the levy and collection of the special taxes), including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto, and a proportionate amount of the District's general administrative overhead related

thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of delinquent special taxes, and all other costs and expenses of the District related to CFD 2022-1.

Resolutions 23-05 (CFD 2022-1 Annexation No. 1 – Annexation Resolution Calling Election) and 23-06 (CFD 2022-1 Annexation No. 1 – Annexation Resolution Declaring Election Result) were approved at the April 12, 2023 Board meeting. The second reading of Ordinance 2023-1 for the annexation of territory into CFD No. 2022-1 will be held at 5:30 pm on May 10, 2023.

This project will be for ten (10) detached apartments. The County of San Diego is aware of the process and holding the owner's grading plans until the CFD is approved.

**Fiscal Impact**

None, as the costs for the formation of CFD 2022-1 are paid through a deposit provided by the Developer and ongoing administrative costs are paid for through the levy of special taxes within CFD 2022-1.

**Recommendation**

It is recommended that the Board of Directors adopt Ordinance 2023-1.

**Ordinance 2023-1**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, CALIFORNIA, AUTHORIZING THE LEVY OF SPECIAL TAXES IN A COMMUNITY FACILITIES DISTRICT, INCLUDING CERTAIN ANNEXATION TERRITORY IDENTIFIED AS ANNEXATION NO. 1, INTO SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 2022-1**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has established the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services, which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**WHEREAS**, the rate and method of apportionment of special tax for CFD No. 2022-1 is set forth in Exhibit “C” to the Board Resolution No. 23-03, which was adopted on March 8, 2023 (the “Resolution of Intention”); and

**WHEREAS**, the District has conducted proceedings to annex territory into CFD No. 2022-1 and, with respect to the proceedings, following an election of the qualified electors in the territory proposed for annexation (the “Annexation No. 1”), the Board, on April 12, 2023, adopted a resolution which declared the results of the special election and determined that the territory proposed to be annexed is added to and part of CFD No. 2022-1.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, acting in its capacity as the legislative body of the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California, does hereby:

Section 1.

The foregoing recitals are true and correct.

Section 2.

By the passage of this Ordinance, the Board hereby authorizes and levies the special tax within CFD No. 2022-1, including the Annexation Territory, pursuant to Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”), at the rate and in accordance with the rate and method of apportionment of special tax set forth in the Resolution of Intention, which rate and method is by this reference incorporated herein. The special tax has not previously been levied in the original territory of CFD No. 2022-1 and is planned to be levied beginning in Fiscal Year 2023-24 pursuant to Ordinance No. 2022-2 passed and adopted by the Board on October 12, 2022, and the special tax is hereby levied commencing in Fiscal Year 2023-24 in CFD No. 2022-1, including Annexation No. 1, and in each fiscal year thereafter to pay for the services for CFD No. 2022-1 and the costs of administering the District.



Section 3.

The General Manager of the District or designee or employee or consultant of the District is hereby authorized and directed each fiscal year to determine the specific special tax to be levied for the next ensuing fiscal year for each parcel of real property within CFD No. 2022-1, including Annexation No. 1, in the manner and as provided in the Resolution of Intention.

Section 4.

Exemptions from the levy of the special tax shall be as provided in the Resolution of Intention and the applicable provisions of the Act. In no event shall the special tax be levied on any parcel within CFD No. 2022-1 in excess of the maximum special tax specified in the Resolution of Intention.

Section 5.

All of the collections of the special tax shall be used as provided in the Act and in the Resolution of Intention, including, but not limited to, the payment of the costs of the services, the payment of the costs of the District in administering CFD No. 2022-1, and the costs of collecting and administering the special tax.

Section 6.

The special tax shall be collected in the same manner and at the same time as ordinary *ad valorem* taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for *ad valorem* taxes; provided, however, that CFD No. 2022-1 may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations. The General Manager of the District, or his or her designee, is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of San Diego in order to effect proper billing and collection of the special tax, so that the special tax shall be included on the secured property tax roll of the County of San Diego for Fiscal Year 2023-24 and for each fiscal year thereafter until no longer required to pay for the Services or until otherwise terminated by the District.

Section 7.

If for any reason any portion of this Ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel within CFD No. 2022-1, including Annexation No. 1, by a court of competent jurisdiction, the balance of this Ordinance and the application of the special tax to the remaining parcels within CFD No. 2022-1, including Annexation No. 1, shall not be affected.

Section 8.

This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the Secretary of the Board shall cause this Ordinance, or a summary of it, to be published in a newspaper of general circulation in the District.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Jesse A. Robles, Board President

\*\*\*\*\*

I hereby certify that the foregoing Ordinance was duly introduced at a regular public meeting of the San Miguel Consolidated Fire Protection District Board, held on April 12, 2023, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on May 10, 2023.

\_\_\_\_\_  
Clerk of the Board of Directors  
San Miguel Consolidated Fire Protection District



# San Miguel Fire & Rescue

*Service Beyond Expectations*

## Staff Report

**Date:** May 10, 2023  
**To:** Board of Directors  
**From:** Leah Harris, Administrative Officer/Finance Officer  
**Subject:** Special Assessments Resolutions – Former ECO Area

**Background**

Annually, the Board of Directors is required to approve resolutions to levy special benefit taxes for four service areas approved and adopted by the former East County Fire Protection District.

The four special benefit taxes are:

1. Fire Suppression and Emergency Services (Crest) – approved in 1980.
2. Fire Protection and Emergency Medical Services (Bostonia) – approved in 1997.
3. Advanced Life Support (Paramedic) Engines (Crest and Bostonia) – approved in 2002.
4. Fire Suppression, Protection and Emergency Medical Response Services (Crest and Bostonia) – approved in 2007.

The information in the table below is based on 2022/23 information:

	<u>Total</u>	<u>Bostonia</u>	<u>Percentage</u>	<u>Crest</u>	<u>Percentage</u>
Parcel Tax	\$1,998,955.37	\$1,529,475.00	76.51%	\$469,480	23.49%
Crest Benefit Fee*	\$59,980.00	\$0.00	0.00%	\$59,980.00	100.00%
Bostonia Benefit Fee	\$303,074.54	\$303,074.54	100.00%	\$0.00	0.00%
Paramedic Benefit Fee	\$452,790.04	\$346,835	76.60%	\$105,955	23.40%
Totals	\$2,814,799.95	\$2,179,384.54		\$635,415.41	

*\*Rates cannot be increased*

The following increases are being requested:

1. Fire Suppression and Emergency Services (Bostonia) – Increase by 7.71%
2. Advanced Life Support (Paramedic/Firefighter) Engines – Increase by 7.71%
3. Fire Suppression, Protection and Emergency Medical Services – Increase by 3%

The 2,385 taxable parcels in the East County portion of our District will bring in approximately \$2,690,181.14 in revenue.

**Recommendation**

Adopt Resolutions 23-08, 23-09, 23-1 and 23-11.

**Fiscal Impact**

The District will receive approximately \$2,814,799.95 in revenue.

## **Resolution 23-08**

### **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 Suppression and Emergency Services (Crest Area) for Fiscal Year 2023/2024**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) was authorized by the voters to establish a “Special Benefit Tax for Fire Suppression and Emergency Services” (the “Crest Special Benefit Tax”) within the boundaries of the Crest area of the District at a consolidated special election held on April 8, 1980, that resulted on over two- thirds of the votes being cast in favor; and

**WHEREAS**, in July 2008 the East County Fire Protection District (“former District”) merged with San Miguel Consolidated Fire Protection District; and

**WHEREAS**, the purpose of this Crest Special Benefit Tax is to fund operating expenses, capital improvement expenditures and debt repayment in order to provide continued local fire suppression and emergency services in the Crest area of the District, pursuant to California Government Code Section 50075 *et seq.*; and

**WHEREAS**, the Crest Special Benefit Tax is levied on each taxable parcel of land within the Crest area of the District. Taxable parcels are those parcels that appear on the annual secured San Diego County property tax roll; and

**WHEREAS**, the Crest Special Benefit Tax does not have a provision for annual tax rate adjustments; and

**WHEREAS**, the authorized Fiscal year 2023/2024 annual rates remain the same as the rates approved in 1980, at \$10.00 per unit of benefit per year on all real property in the Crest area, as set forth in the following table:

<b>Parcel Land Use</b>	<b>Maximum Number of Units of Benefit</b>		<b>Tax Rate per Benefit Unit</b>
Unimproved	2	units per acre and/or portion of acre up to 20 units per parcel	\$10.00
Residential	4	units per dwelling	\$10.00
Commercial	10	units per acre and/or portion of acre	\$10.00
Industrial	20	units per acre and/or portion of acre	\$10.00
Irrigated Farm	6	units per parcel	\$10.00
Mobilehome	2	units per dwelling unit	\$10.00
Trailer Parks	1	unit per acre and/or portion of acre	\$10.00
Institutional	6	units per parcel	\$10.00

and

**WHEREAS**, pursuant to California Government Code section 50077, the Crest Special Benefit Tax levy roll shall be submitted to the San Diego County Auditor for inclusion in the property tax bills for Fiscal Year 2023/2024 and the San Miguel Consolidated Fire Protection District intends to submit to the San Diego County Auditor the Crest Special Benefit Tax levy roll for inclusion in the property tax bills each year hereafter; and

**WHEREAS**, the Crest Special Benefit Tax shall be collected by the San Diego County Tax Collector at the same time, in the same manner, and subject to the same penalties as *ad valorem* property taxes collected by the County Tax Collector; and

**WHEREAS**, the Crest Special Benefit Tax revenues shall be deposited into a separate account held by the San Diego County Treasurer for exclusive use of fire suppression and emergency services in the Crest area of the District's jurisdictional area, in accordance with Government Code Section 50075.1(c); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District as follows:

Section 1. Recitals. The forgoing recitals are true and correct.

Section 2. Annual Levy of the Crest Special Benefit Tax. There is hereby levied upon each taxable parcel of land within the Crest area of the San Miguel Consolidated Fire Protection District the Crest Special Benefit Tax for Fiscal Year 2023/2024 at the tax rates set forth in the table above.

Section 3. Collection of the Crest Special Benefit Tax. The annual Crest Special Benefit Taxes shall be collected in the same manner as ordinary *ad valorem* property taxes are collected, and shall be subject to the same procedure, sale, and lien priority in case of delinquency as is provided for *ad valorem* taxes.

Section 4. Transmittal to the County. Immediately following adoption of this Resolution, the Secretary of the Board of Directors of the District is hereby directed to cause a copy hereof to be transmitted to the Board of Supervisors and the County Auditor of the County of San Diego together with a request that the Crest Special Benefit Tax as levied hereby be collected on the tax bills for the taxable parcels in the Crest area of the District along with the ordinary *ad valorem* property taxes to be levied on and collected from the owners of said parcels.

**PASSED AND ADOPTED** by the Board of Directors, San Miguel Consolidated Fire Protection District, County of San Diego, State of California, on this 10<sup>th</sup> day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Board Secretary

---

Jesse A. Robles, Board President

## **Resolution 23-09**

### **A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Ordering the Levy of the Special Benefit Tax for Fire Protection and Emergency Medical Services (Bostonia Area) for Fiscal Year 2023/2024**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) was authorized by the voters to establish a “Special Benefit Tax for Fire Protection and Emergency Medical Services” (the “Bostonia Special Benefit Tax”) within the boundaries of the Bostonia area of the District by a consolidated special election on June 3, 1997, that resulted on 95.44% of the votes being cast in favor; and

**WHEREAS**, in July 2008 the East County Fire Protection District (“former District”) merged with San Miguel Consolidated Fire Protection District; and

**WHEREAS**, the purpose of this Bostonia Special Benefit Tax is to fund operating expenses, capital improvement expenditures and debt repayment in order to provide continued local fire protection and emergency medical services in the Bostonia area of the District, pursuant to California Government Code Section 50075 *et seq.*; and

**WHEREAS**, the Bostonia Special Benefit Tax is levied on each taxable parcel of land within the Bostonia area of the District. Taxable parcels are those parcels in the Bostonia area of the District that appear on the annual secured San Diego County property tax roll; and

**WHEREAS**, in order to help ensure that the revenues from the Bostonia Special Benefit Tax grow in line with the inflation-adjusted cost of providing local fire protection and emergency medical services, the tax rate may be adjusted in future years based on the increase in the consumer price index, for the San Diego County Area (“CPI), as determined by the United States Department of Labor, as approved by the voters in 1997; and

**WHEREAS**, the Board of Directors has determined that the tax rate for the fiscal year 2023/2024 shall be increased by 7.71%, which is the San Diego area annual change in the CPI, in order to meet the adjusted cost of providing local fire protection and emergency medical services; and

**WHEREAS**, the Fiscal Year 2023/2024 annual rates remain as set in the following table:

Parcel Land Use	2022-23 Tax Rate	Annual Rate Adjustment	2023-24 Tax Rate
	\$76.94	7.71%	<b>\$82.87</b> per dwelling
Industrial	\$384.79	7.71%	<b>\$414.46</b> per parcel
Institutional	\$115.42	7.71%	<b>\$124.32</b> per parcel
	\$38.43	7.71%	<b>\$41.40</b> per parcel
Irrigated Farmland & Unimproved Acreage	\$0.00	7.71%	<b>\$0.00</b> per parcel

and

**WHEREAS**, pursuant to California Government Code section 50077, the Bostonia Special Benefit Tax levy roll shall be submitted to the San Diego County Auditor for inclusion in the property tax bills for Fiscal Year 2023/2024 and the District intends to submit to the San Diego County Auditor the Bostonia Special Benefit Tax levy roll for inclusion in the property tax bills each year hereafter; and

**WHEREAS**, the Bostonia Special Benefit Tax shall be collected by the San Diego County Tax Collector at the same time, in the same manner, and subject to the same penalties as *ad valorem* property taxes collected by the County Tax Collector; and

**WHEREAS**, the Bostonia Special Benefit Tax revenues shall be deposited into a separate account held by the San Diego County Treasurer for the exclusive use of fire protection and emergency medical services in the Bostonia area of the District's jurisdictional area, in accordance with Government Code Section 50075.1(c);

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Annual Levy of the Bostonia Special Benefit Tax. There is hereby levied upon each taxable parcel of land within the Bostonia area of the San Miguel Consolidated Fire Protection District the Bostonia Special Benefit Tax for Fiscal Year 2023/2024 at the tax rates set in the above table.

Section 3. Collection of the Bostonia Special Benefit Tax. The annual Bostonia Special Benefit Taxes shall be collected in the same manner as ordinary *ad valorem* property taxes are collected, and shall be subject to the same procedure, sale, and lien priority in case of delinquency as is provided for *ad valorem* taxes.

Section 4. Transmittal to the County. Immediately following adoption of this Resolution, the Secretary of the Board of Directors of the District is hereby directed to cause a copy hereof to be transmitted to the Board of Supervisors and the County Auditor of the County of San Diego together with a request that the Bostonia Special Benefit Tax as levied hereby be collected on the tax bills for the taxable parcels in the Bostonia area of the District along with the ordinary *ad valorem* property taxes to be levied on and collected from the owners of said parcels.

**PASSED AND ADOPTED** by the Board of Directors, San Miguel Consolidated Fire Protection District, County of San Diego, State of California, on this 10<sup>th</sup> day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Board Secretary

---

Jesse A. Robles, Board President

## **Resolution 23-10**

### **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) Engines for Fiscal Year 2023/2024**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) was authorized by the voters to establish a “Special Benefit Tax for the Provision of Advanced Life Support (Paramedic/Firefighter) Engines” (the “Paramedic Special Benefit Tax”) within the boundaries of the former East County Fire Protection District at the general election held on November 5, 2002, that resulted on 71.5% of the votes being cast in favor; and

**WHEREAS**, in July 2008 the East County Fire Protection District (“former District”) merged with San Miguel Consolidated Fire Protection District; and

**WHEREAS**, the purpose of this Paramedic Special Benefit Tax is to provide Paramedic/ Firefighters on each engine company to provide advanced life support (Paramedic) service, pursuant to California Government Code Section 50075 *et seq.*; and

**WHEREAS**, the Paramedic Special Benefit Tax is levied on each taxable parcel of land within the former East County Fire Protection District. Taxable parcels are those parcels that appear on the annual secured San Diego County property tax roll; and

**WHEREAS**, as approved by the voters in 2002, the Paramedic Special Benefit Tax rate may be adjusted in each year based on the increase in the consumer price index for the San Diego area (“CPI”), as determined by the United States Department of Labor, measured between January 1 of the immediately preceding fiscal year and the preceding January 1; and

**WHEREAS**, the Board of Directors has determined that the tax rate for Fiscal Year 2023/2024 shall be increased by 7.71%, which is the change in the CPI, in order to meet the adjusted cost of providing local fire protection and emergency medical services; and

**WHEREAS**, the Fiscal Year 2023/2024 annual rates remain as set forth in the following table:

Parcel Land Use	2022-23 Tax Rate	Annual Rate Adjustment	2023-24 Tax Rate
Residential	\$80.64	7.71%	<b>\$86.86 per dwelling</b>
Commercial / Industrial	\$658.38	7.71%	<b>\$709.14 per parcel</b>
Institutional	\$823.01	7.71%	<b>\$886.47 per parcel</b>
Recreational	\$501.19	7.71%	<b>\$539.82 per parcel</b>
Farmland (Irrigated & Non-Irrigated)	\$329.18	7.71%	<b>\$354.56 per parcel</b>

and

**WHEREAS**, pursuant to California Government Code section 50077, the Paramedic Special Benefit Tax levy roll shall be submitted to the San Diego County Auditor for inclusion in the property tax bills for Fiscal Year 2023/2024 and the District intends to submit to the San Diego County Auditor the Paramedic Special Benefit Tax levy roll for inclusion in the property tax bills each year hereafter; and



**WHEREAS**, the Paramedic Special Benefit Tax shall be collected by the San Diego County Tax Collector at the same time, in the same manner, and subject to the same penalties as *ad valorem* property taxes collected by the County Tax Collector; and

**WHEREAS**, the Paramedic Special Benefit Tax revenues shall be deposited into a separate account held by the San Diego County Treasurer for the exclusive use of providing Paramedic/ Firefighters on each engine company to provide advanced life support (Paramedic) service in the former East County Fire Protection District's jurisdictional area, in accordance with California Government Code Section 50075.1(c); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District as follows:

Section 1. Recitals. The forgoing recitals are true and correct.

Section 2. Annual Levy of the Paramedic Special Benefit Tax. There is hereby levied upon each taxable parcel of land within the former District the Paramedic Special Benefit Tax for Fiscal Year 2023/2024 at the tax rates set forth in the above table.

Section 3. Collection of the Paramedic Special Benefit Tax. The annual Paramedic Special Benefit Taxes shall be collected in the same manner as ordinary *ad valorem* property taxes are collected, and shall be subject to the same procedure, sale, and lien priority in case of delinquency as is provided for *ad valorem* taxes.

Section 4. Transmittal to the County. Immediately following adoption of this Resolution, the Secretary of the Board of Directors of the District is hereby directed to cause a copy hereof to be transmitted to the Board of Supervisors and the County Auditor of the County of San Diego together with a request that the Paramedic Special Benefit Tax as levied hereby be collected on the tax bills for the taxable parcels within the former East County Fire Protection District's jurisdictional area along with the ordinary *ad valorem* property taxes to be levied on and collected from the owners of said parcels.

**PASSED AND ADOPTED** by the Board of Directors, San Miguel Consolidated Fire Protection District, County of San Diego, State of California, on this 10<sup>th</sup> day of May 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Board Secretary

---

Jesse A. Robles, Board President

## **Resolution 23-11**

### **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, Protection and Emergency Medical Response Services (Proposition E) for Fiscal Year 2023/2024**

**WHEREAS**, the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) was authorized by the voters to establish a “Special Tax for Fire Suppression, Protection and Emergency Medical Response Services” (the “Special Tax”) within the boundaries of the District by a San Diego County Registrar of Voters special mail ballot election on September 25, 2007, that resulted on 73.2% of the votes being cast in favor; and

**WHEREAS**, in July 2008 the East County Fire Protection District (“former District”) merged with San Miguel Consolidated Fire Protection District; and

**WHEREAS**, the purpose of this Special Tax is to fund operating expenses, capital improvement expenditures and debt repayment in order to provide continued local fire suppression, protection and emergency response services, pursuant to California Government Code Section 50075 *et seq.*; and

**WHEREAS**, the Special Tax is levied on each taxable parcel of land within the former East County Fire Protection District boundaries. Taxable parcels are those parcels that appear on the annual secured San Diego County property tax roll; and

**WHEREAS**, in order to help ensure that the revenues from the Special Tax grow in line with the inflation adjusted cost of providing local fire protection and medical emergency response services, the tax rate may increase in future years by an annual amount not to exceed 3.00% per year, as approved by the voters in 2007; and

**WHEREAS**, Board of Directors has determined that the tax rate for fiscal year 2023/2024 shall be increased by the authorized 3.00% in order to meet the adjusted cost of providing local fire protection and medical emergency response services in the District for Fiscal Year 2023/2024; and

**WHEREAS**, the specific rates and amounts of the Special Tax to be collected for Fiscal Year 2023/2024, as adjusted by 3.00%, are hereby determined and established, as set forth in the in the following table:

Parcel Land Use	2022-23 Tax Rate	Annual Rate Adjustment	2023-24 Tax Rate
Single Family Residential	\$364.56	3.00%	<b>\$375.50</b> per parcel
Other Residential	\$364.56	3.00%	<b>\$375.50</b> per dwelling unit
Commercial / Industrial	\$364.56	3.00%	<b>\$375.50</b> per 1/10 acre
Agricultural / Vacant	\$182.29	3.00%	<b>\$187.76</b> per parcel
Institutional / Miscellaneous	\$364.56	3.00%	<b>\$375.50</b> per parcel

and

**WHEREAS**, pursuant to California Government Code section 50077, the Special Tax levy roll shall be submitted to the San Diego County Auditor for inclusion in the property tax bills for fiscal year 2023/2024 and the San Miguel Consolidated Fire Protection District intends to submit to the San Diego County Auditor the Special Tax levy roll for inclusion in the property tax bills each year hereafter; and

**WHEREAS**, the Special Tax shall be collected by the San Diego County Tax Collector at the same time, in the same manner, and subject to the same penalties as *ad valorem* property taxes collected by the County Tax Collector; and

**WHEREAS**, the Special Tax revenues shall be deposited into a separate account held by the San Diego County Treasurer for exclusive use of fire suppression, fire protection and emergency services in the former East County Fire Protection District's jurisdictional area, in accordance with California Government Code Section 50075.1(c).

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Annual Levy of the Special Tax. There is hereby levied upon each taxable parcel of land within the former District the Special Tax for Fiscal Year 2023/2024 at the specific rates and amounts as set forth in the table above.

Section 3. Collection of Special Tax. The annual Special Tax shall be collected in the same manner as ordinary *ad valorem* property taxes are collected, and shall be subject to the same procedure, sale, and lien priority in case of delinquency as is provided for *ad valorem* taxes

Section 4. Transmittal to County. Immediately following adoption of this Resolution, the Secretary of the Board of Directors of the District is hereby directed to cause a copy hereof to be transmitted to the Board of Supervisors and the County Auditor of the County of San Diego together with a request that the Special Tax as levied hereby be collected on the tax bills for the taxable parcels along with the ordinary *ad valorem* property taxes to be levied on and collected from the owners of said parcels.

**PASSED AND ADOPTED** by the Board of Directors, San Miguel Consolidated Fire Protection District, County of San Diego, State of California, on this 11<sup>th</sup> day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Board Secretary

---

Jesse A. Robles, Board President



# San Miguel Fire & Rescue

*Service Beyond Expectations*

---

## ***Fire Chief's Report***

**Date:** January 11, 2023  
**To:** Board of Directors  
**From:** Criss Brainard, Fire Chief  
**Subject:** Administrative Offices Refurbishment– Request for Approval of Change Order

---

### **Background**

At the September 14, 2022, Regular Board Meeting, approval was given to allocate \$250,000 for the refurbishment of the second-floor administrative offices' portion of Headquarters, and approved the project on January 11, 2023, to be completed by the contractor selected for Station 15 through a formal Request For Proposal procurement process.

### **Discussion**

The public access doors at the front of the administrative office building have not been fully operational for several months. During the heat of the summer months, the doors swell to the point of being unable to open, and in the colder months, the doors shrink while rain and moisture pass into the building through the openings. The administrative doors need to be updated with ADA-compliant sliding doors to maintain the function of our daily administrative operations. This will also allow for the security functionality of the offices to be maintained properly and used correctly. Glass covering for the front reception area is also being requested to add security within the building. This item had not been discussed in the original proposal as it was originally going to be repaired through facilities maintenance funds out of the General Fund. Due to the state of the doors and the cost of a new door and security glass, replacing it while headquarters is under construction is recommended.

### **Fiscal Impact**

District Administrative Building Door and security elements – \$60,000 from the Facilities Replacement/Renovation Reserve Fund.

### **Recommendation**

Approve the administrative office door replacement and security elements, utilizing our current contractor under a change order as a continuation to the current refurbishment we have in progress, and authorize the Fire Chief to execute the change order following all District procurement processes.