

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

***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 policies.

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