

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, November 10, 2021, 5:30 pm**

MINUTES

President McKenna called the meeting to order at 5:37 pm.

BOARD MEMBERS PRESENT Directors Ek, McKenna, Muns, Pierce, Raddatz and Robles

BOARD MEMBERS ABSENT Director Nelson

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

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of November 10, 2021, was posted at District Headquarters on Friday, November 5, 2021, at 5:00 pm.

Director Pierce led the Pledge of Allegiance.

PUBLIC COMMENT

Kandhy Franklin, Bennett McDonald, and Bill Hoffmann, all residents of the District, spoke in favor of Agenda Item #6. An additional, resident Mike Herrin, attended with intent to speak and express interest in the Committee, but was unable to stay.

President McKenna adjourned the meeting to Closed Session at 5:39 pm.

CLOSED SESSION AGENDA ITEMS

1. Closed Session – Conference with Legal Counsel – Potential Litigation
(Subdivision (b) of Government Code §54956.9) – Number of Cases: 1
2. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiator: Joseph Sanchez
Contract Title: Fire Chief
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Board of Directors
Unrepresented Employees: Human Resources Specialist (New Classification)

President McKenna reconvened the meeting to Open Session at 6:11 pm.

INFORMATIONAL AGENDA ITEMS

4. Directors Use of Personal Electronic Devices – Attorney Joseph Sanchez will provide information regarding electronic devices and their susceptibility of public records requests.

Mr. Sanchez advised Directors to keep District business within District email, as any public records requests can be researched through the District server, and there would be no need for a Director to provide any of their personal devices. Board and District policies shall be updated to reflect this direction.

5. Quarterly Financial Update – Administrative Officer/Finance Officer Harris will provide the 1st Quarter Financials to the Board of Directors

Administrative Officer/Finance Officer Harris provided an overview of District financials. The District's expenses are trending high for the quarter, which is normal for this time of year, but property tax is expected to stabilize. The District is implementing strategies and developing processes that continue to increase transparency and ensure the sustainability of the District.

ACTION AGENDA ITEMS

6. Prop E Citizen Oversight Committee Appointment – The Board may discuss and take action on appointing committee members for the Prop E Citizen Oversight Committee.

The Board discussed whether or not an Ad Hoc Committee was necessary or if the existing Finance Committee could be tasked with establishing Oversight Committee guidelines. The Board decided an Ad Hoc Committee would be best and Directors McKenna and Muns volunteered to serve on the Ad Hoc Committee and draft proposed policy for Board review.

Resident Bill Hoffman was accompanied by his wife, Llona Carlson, who verbally expressed an interest in serving on the Citizen Oversight Committee.

Upon a motion by Director Pierce, second by Director McKenna, and vote (unanimously in favor with Director Nelson absent), all four applicants (Kandhy Franklin, Bennett McDonald, Bill Hoffmann and Mike Herrin), plus Mrs. Carlson, were appointed to the Citizen Oversight Committee, and the District will continue to solicit interest from residents, particularly seeking representation from the community of Bostonia.

7. Amendment to Fire Chief's Employment Agreement – The Board of Directors may discuss and approve the amendments to the Fire Chief's Employment Agreement.

Upon a motion by Director Pierce, second by Director McKenna, and vote (unanimously in favor with Director Nelson absent), the Fire Chief's Employment agreement (annual compensation of \$217,280 retroactive to April 2021, as well as a \$700 annual uniform reimbursement) was approved.

PUBLIC COMMENT

Resident Kandhy Franklin spoke again, this time presenting a Certificate of Appreciation to Chief Brainard for San Miguel's support of Crest, the Crest Firesafe Council, and the evacuation drill.

ACTION AGENDA ITEMS

8. Human Resources Specialist (New Classification) – The Board of Directors may discuss and approve the job classification and salary schedule for Human Resources Specialist.

Administrative Officer/Finance Officer Harris gave a presentation on the requested new classification of Human Resources Specialist, discussing the needs the District has for the position.

Upon a motion by Director Robles, second by Director Muns, and vote (unanimously in favor with Director Nelson absent), the Human Resources Specialist classification and salary schedule were approved.

9. Public Hearing – Public Hearing #1 to Receive Public Comment on Proposed Fire Prevention Fee Schedule and Direct Staff to Publish the Ordinance and Have Second Public Hearing Put on the December Board Meeting’s Agenda for Adoption of the Ordinance.

President McKenna opened the public hearing at 7:21 pm. With no public wishing to comment, the public hearing was closed at 7:22 pm.

Upon a motion by Director Muns, second by Director Raddatz, and vote (unanimously in favor with Director Nelson absent), staff was directed to place Public Hearing #2 on the December meeting agenda.

10. Clinical Learning Experience for Southwestern College Students – The Board of Directors may discuss and take action on approving the Southwestern College Paramedic Preceptor Contract.

Upon a motion by Director Robles, second by Director Pierce, and vote (unanimously in favor with Director Nelson absent), the Southwestern College Paramedic Preceptor Contract was approved. Director McKenna requested that Legal Counsel review the contract and make any corrections necessary.

11. Clinical Learning Experience for EMSTA College Students – The Board of Directors may discuss and take action on approving the EMSTA College Paramedic Preceptor Contract.

Upon a motion by Director Raddatz, second by Director Ek, and vote (unanimously in favor with Director Nelson absent), the EMSTA College Paramedic Preceptor Contract was approved. Director McKenna requested that Legal Counsel review the contract and make any corrections necessary.

12. CSA 69 Dissolution into Lakeside Fire Protection District and Santee Fire Department – The Board of Directors may discuss the dissolution of CSA 69 into Lakeside Fire Protection District and Santee Fire Department and take action in support of the dissolution.

Upon a motion by Director McKenna, second by Director Ek, and vote (unanimously in favor with Director Nelson absent), the Board supports the dissolution of CSA 69 and agreed to sign an existing letter or write their own letter in support – whichever is most helpful.

CONSENT AGENDA ITEMS

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

13. Approve the Minutes: Regular Meeting of October 13, 2021
Special Meeting of October 27, 2021
14. Approve Board Member Stipend Payments.
15. Receive and File Quarterly Investment Report in Accordance with California Government Code.
16. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
17. Review Quarterly Employee Reimbursement Report.
18. Approve Resolution 21-15 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Designating Volunteer Workers as “Employees” for the Purpose of Workers’ Compensation Coverage and Providing Workers’ Compensation for Volunteer Workers.

REPORTS

19. Committee Reports

Director Ek attended the Heartland Training Facility meeting and shared the contract with Southwestern College was approved (replacing Miramar College's contract), and there is a new manager, Jay Pederson, who replaced Steve Butcher. Negotiations Committee met on October 28, 2021, and negotiations are ongoing.

20. Directors' Reports

Director Raddatz shared that he feels confident with Stephen Abbott, retired Fire Chief of North County Fire Protection District, as the new LAFCO consultant, as he is familiar with the hurdles special districts face.

Director Pierce shared that he, along with Directors Muns and Robles, toured San Miguel's 8 stations. Director Pierce requested the Quarterly Investment Report be provided electronically. The Board came to a consensus that the Quarterly Investment Reports will be provided electronically except when hard copies are requested. He also requested that Deputy Fire Marshal Napier give an update on the new Fire Prevention software that was implemented.

Director McKenna shared that she, along with Directors Ek and Robles (as the Negotiations Committee), had discussed an employee appreciation event. Captain Mike Hays shared (during the Association of San Miguel Firefighters Communications portion) information on a holiday party that all staff, Directors, and retirees are invited to attend. Director McKenna conferred with Legal Counsel, and it was concluded that Directors may donate or contribute to Local 1434 if they so choose.

Director Robles discussed a potential newsletter to increase communication between the Board and personnel.

21. Chief's Report

- Action Plan Recap from October 13, 2021, Board Meeting
 - Legal Counsel to provide direct statement regarding personal electronic devices and their susceptibility in PRA requests – Addressed in Action Item #4
- Action Plan Recap from October 27, 2021, Board Meeting
 - To be emailed to all Directors at a later date
- COVID / Delta / Flu
 - No operational change from October 13, 2021, Board Meeting
- ARPA reimbursement process
 - Staff working with the County provided framework for submissions
- CARES Funds
 - Application submitted and we are not expecting any information until Spring 2022
- Crest Evacuation Drill – Large community turnout for annual evacuation drill
- Annual Report – Target date is January 2022 due to development issues
- Significant Incidents
 - Structure Fire 3400 Ybarra Dr – Garage fire extended into house

22. Association of San Miguel Chief Officers Communications

Battalion Chief Blunt spoke about the busy fire season and strike team deployments. He shared on behalf of the Training Battalion Chief, that the open Captain recruitment drew over seventeen candidates – some internal, but many from throughout the State. Chief Blunt also thanked Director Pierce for coming out to a couple of incidents lately to better understand Operations.

23. Association of San Miguel Firefighters Communications

Captain Mike Hays, Vice President of Local 1434, spoke about the Holiday Party. An email went out to all staff and Directors with the details. Captain Hays welcomes emails/texts/phone calls if anyone has questions or needs more information. Local 1434 will be cooking for campers from the Burn Institute's Camp Beyond the Scars December 11th at San Diego Station 45. Octoberstache finished November 6th, and the fundraising is slated to total over \$30,000.

24. Correspondence

Chief Brainard shared three pieces of correspondence: A letter from Lakeside Fire Protection District thanking San Miguel for their support following the death of Lakeside Firefighter Cano, a 'Thank You' letter from a family affected by the Caldor Fire (San Miguel assisted on a strike team), and a 'Thank You' note from a resident who was recently assisted on a medical aid call and wanted to extend her gratitude to Captain Chvilicek, Engineer Ruth, and Firefighter Paramedics Delgadillo and Mancillas.

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 8:17 pm.

25. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel

26. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiators: Directors Ek, McKenna, Robles & Attorney Joseph Sanchez
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist (New Classification), Accounting Specialist, Administrative Assistant, Fire Inspector(s), Logistics Officer

President McKenna reconvened the meeting to Open Session at 10:15 pm.

ACTION PLAN RECAP

- Board and District policies updated advising Directors to keep District business within District email
- Chief Brainard to bring back cost and feasibility of converting MDCs to laptops for Director use
- Continue to solicit for Bostonia community members to join Prop E Citizens Oversight Committee
- Paramedic Internship contracts to be reviewed
- DFM Napier to present update on new software implementation

*The next Board Meeting will be a Regular Meeting, **December 8, 2021, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 10:17 pm.

Prepared and Submitted by:

Shayna Rians

Board Recording Secretary