

**San Miguel Consolidated Fire Protection District
Special Meeting of the Board of Directors
Wednesday, July 8, 2020**

Minutes

Director Raddatz called the tele/videoconference meeting to order at 9:02 am.

Board Members Present: Directors Ek, Kiel, McKenna, Nelson, Raddatz, Rickards and Vacio

Board Members Absent: None

Staff Present: Fire Chief Brainard, Division Chiefs Browning and Marugg, Administrative Officer/Finance Officer Harris, and Administrative Assistant Rians

Approval of Agenda: Director Kiel requested Item #5 be pulled for individual discussion. By Board Consensus, the agenda was approved.

The Agenda for the Special Meeting of July 8, 2020 was posted at District Headquarters on Thursday, July 2, 2020, at 5:00 pm.

Pledge of Allegiance: Director McKenna led the Pledge of Allegiance.

Public Communications: Captain Grogger also shared his personal views on CFDs and revenue streams for the District.

President Raddatz adjourned the meeting to Closed Session at 9:04 am.

CLOSED SESSION AGENDA ITEMS

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

President Raddatz reconvened the meeting to Open Session at 9:56 am with no action taken.

SPECIAL PRESENTATION

2. Chief Brainard presented the “Excellence in the Fire Service” award (“Employee of the Year”) to Logistics Officer Art Camarena.

CONSENT AGENDA ITEMS

Upon a motion by Director Nelson, second by Director McKenna, and vote (Directors Ek, Kiel, McKenna, Raddatz, Nelson and Vacio in favor, Director Rickards absent at the time of vote due to a connectivity issue), the Consent Agenda was approved.

3. Approve the Minutes: Special Meeting of June 10, 2020.
4. Approve Board Member Stipend Payments.
5. Resolution 20-15 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Identifying Surplus Vehicles, Authorizing their Liquidation.
Director Kiel requested this item be pulled for individual discussion because the staff report specified the Fire Blast Trailer to be donated, but there was no potential value listed for the semi-truck. Director Kiel was reassured by Chief Brainard that the truck is over 40 years old and does not run well. We are unsure what value it may hold, but we will attempt to get money out of it.
[Upon a motion by Director Kiel, second by Director Ek, and vote \(Directors Ek, Kiel, McKenna, Raddatz, Nelson and Vacio in favor, Director Rickards absent at the time of vote due to a connectivity issue\), Resolution 20-15 was approved.](#)
6. Approve the Weed Abatement Fixed Special Assessments (Fire Prevention Services) for Fiscal Year 2020/2021.

ACTION AGENDA ITEMS

7. Director Policy Manual – The Board of Directors will consider approving changes to the Director Policy Manual.
The potential change to the Director Policy Manual pertained to the time at which regular Board meetings are held. During the COVID-19 pandemic, where gathering is restricted, meetings have been held at 10 am, with Directors and staff attending via video conference, and the public able to submit comment via email and watch via livestream. There was discussion regarding the need for meetings to be held in the evening so the general public would be able to attend after work hours, and Director Kiel advised he would be unable to attend morning meetings.
[Upon a motion by Director Nelson, second by Director Vacio, and vote \(unanimously in favor\), this item has been tabled and will be brought back after the November election.](#)
8. District Finance Policy Revision – The Board of Directors will consider approving changes to the District Finance Policy.
Our Administrative Office accepts payment for plan checks and annual inspections, and currently accepts cash, check, or money order. The changes to the District Finance Policy would add card payment as an option (with a 3% fee to cover merchant processing costs) and remove cash payment as an option. District staff is looking into the ability to deposit checks remotely – with cash payment eliminated and check processing in-house, this could make physical trips to the bank unnecessary.
[Upon a motion by Director Raddatz, second by Director Ek, and vote \(Directors Ek, McKenna, Raddatz, Rickards and Vacio in favor, Directors Nelson and Kiel opposed\), changes to the District Finance Policy were approved.](#)

9. California Special Districts Association (CSDA) Board of Directors Election – The Board of Directors may vote in the election for CSDA Board Seat C.

Upon a motion by Director Vacio, second by Director Nelson, and vote (unanimously in favor), San Miguel’s vote for CSDA Board Seat C was decided, Arlene Schafer.

Director Rickards was unable to stay for the duration of the meeting, leaving at 11:00 am

10. Community Facilities Districts (CFD) – The Board of Directors will discuss the CFD process and timeline and may take action on approving retention of NBS Consulting for moving forward with the formation of CFDs in the District.

Division Chief Marugg presented a PowerPoint on forming CFDs. This included the initial steps necessary to get started, including the need to retain NBS consulting at a cost of up to \$35,000 which includes a Fiscal Impact Study. An additional \$15,000 was requested to cover legal fees associated with the formation of CFDs.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (Directors Ek, McKenna, Nelson, Raddatz and Vacio in favor, Director Kiel opposed, and Director Rickards absent), retention of a consulting firms and required funds were approved for moving forward in forming CFDs in the District.

INFORMATIONAL AGENDA ITEMS

11. COVID-19 Update.

Chief Brainard shared that two employees have tested for COVID-19, both negative. Neighboring agencies have seen an increase in testing and an uptick in positive results. The most recent county health order has reversed some of the District re-opening, as we have resumed daily temperature checks and have re-emphasized social distancing. The County continues to recommend non-essential tasks be done from home, so staff are telecommuting when possible. Call volume is beginning to normalize, and the District has not incurred any new expenses related to the pandemic although we are continuing to acquire PPE.

12. Reports

- a. Committee Reports

None

- b. Directors’ Reports

None

- c. Chief’s Report

From last’s meeting’s Action Plan Recap: The front office is open.

B6 (serving as Strike Team Leader) and SMG BR23 were part of a strike team deployment to Imperial Valley. 30 dwellings were destroyed in the fire, but no injuries. New Truck 15 was received last week, and equipment is being mounted. We hope to have it in service soon. Eric Benton has promoted from Firefighter Paramedic to Engineer effective June 23. A Battalion Chief test will be held October 1 and a Captain test November 1. We have one new Firefighter Paramedic in backgrounds. After approval of the preliminary budget, Chief Brainard conducted station visits and discussed the budget with all crews. Drones and their capabilities may be of benefit to crews in the future in instances of downed hikers and may be a technology the District can utilize in the future. The annual Burn Institute Golf Classic will be held September 28 at Rancho Bernardo. Let Chief

Brainard know if you are interested in participating. We only had 3 incidents related to fireworks around the July 4 holiday with no injuries or damage to structures. Lastly, Chief Brainard shared he was selected as Vice President of County Chiefs, which will be an additional responsibility on top of his serving as Vice President of FAIRA and his involvement with the Fire Mitigation Committee.

d. Association of San Miguel Firefighters Communications

Captain Grogger thanked the Directors for their support during the COVID-19 pandemic. Local 1434 had been conducting meetings via Zoom. The negotiations team has been formed and is looking forward to working with the District on their upcoming contract. Captain Grogger discussed citizen interaction and shared that residents continue to show gratitude towards crews. Local 1434 is staying active throughout the state and had made donations to other agencies, as well as participating in webinars.

e. Association of San Miguel Chief Officers Communications

None

f. Correspondence

Chief Brainard shared a letter from the District Attorney regarding the Human Trafficking training video that was filmed at SMG, which will be distributed county-wide. Communication was also received regarding SMG CERT participating in COVID testing. Lastly, a few letters of recommendation were received in regard to the CSDA election.

g. Action Plan Recap

Item #7 to be brought back for discussion after November election, and an update to come regarding the CFD process as the consulting firm moves forward.

Director Raddatz adjourned the meeting at 11:24 am.

Prepared and Submitted by:

Shayna Rians

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Board Recording Secretary