



**San Miguel Consolidated Fire Protection District**  
**Regular Meeting of the Board of Directors**  
**2850 Via Orange Way, Spring Valley, CA 91978**

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**AGENDA**

**Wednesday, July 24, 2024 - 5:30 p.m.**

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**MEETINGS** - The Board meets regularly on the second Wednesday of each month at 5:30 p.m. The District reserves the 4th Wednesday of each month for an additional Regular Meeting if needed. Special and Emergency meetings may be scheduled as needed, and cancelled meetings will be noticed by posting on the District website.

**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 to be taken out of order, and the Board agrees to do so.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (US CODE TITLE 42)** - If you need accommodation to participate in the meeting, please call or email and Board Clerk Shayna Rians will coordinate arrangements: (619) 670-0500 or [info@sanmiguelfire.org](mailto:info@sanmiguelfire.org)

**PUBLIC COMMENT** - The public may attend meetings in person, complete a speaker slip, and 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. The Board may not discuss items from Board members or Staff, but, if appropriate, will be placed on a future Board agenda. A three (3) minute period shall be allotted to each person addressing the Board to facilitate business proceedings.

**MEETING MATERIALS (GOVERNMENT CODE §54957.5 AND AB 2647)** - Documents provided to members of a Brown Act body in the 72 hours before a meeting (i.e., after the agenda is typically posted) are available to the public at the same time they are provided to the board members. The agenda and supporting documents are available online at <https://www.sanmiguelfire.org/board-meetings>

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**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

**SPECIAL PRESENTATIONS**

- Paola Garcia-Betancourt, Land Use Environmental Planner (County of San Diego Planning and Development Services, Long Range Planning) will present a Development Feasibility Analysis.
- Rojas Communications Group will present an overview of the services they can provide to the District related to public affairs.

**1. CONSENT AGENDA ITEMS**

- 1.1 Approval of the Minutes Regular Meeting of June 12, 2024.
- 1.2 Approval of Board Member Stipends.
- 1.3 Review the Quarterly Information Technology Access Log.

## **2. INFORMATIONAL AGENDA ITEMS**

- 2.1 Station 18 Update – Division Chief Riley will provide an update on the progress of new Station 18.
- 2.2 Board Policy Manual Committee – Review Board Policy Manual

## **3. ACTION AGENDA ITEMS**

- 3.1 Approve the Weed Abatement Fixed Special Assessments (Fire Prevention Services) for Fiscal Year 2024/2025.
- 3.2 **Items Pertaining to Community Facilities District 2022-1 Annexations**
  - 3.2.1 Second Reading and Adoption of Ordinances 24-02 (Annexation 2) and 24-03 (Annexation 3).
  - 3.2.2 Public Hearing – Community Facilities District 2022-1 Annexation 4 – The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 4.
  - 3.2.3 Resolution 24-36 – The Board of Directors will consider approving Resolution 24-36, 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 4).
  - 3.2.4 Resolution 24-37 – The Board of Directors will consider approving Resolution 24-37, 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 4.
  - 3.2.5 First Reading of Ordinance 24-04 (Annexation 4).
  - 3.2.6 Resolution 24-38 – The Board of Directors will consider adopting Resolution 24-38 declaring intent to annex property into existing CFD 2022-1 (Annexation 5, Parcel 503-261-07-00).
  - 3.2.7 Resolution 24-39 – The Board of Directors will consider adopting Resolution 24-39 declaring intent to annex property into existing CFD 2022-1 (Annexation 6, Parcel 387-142-36-00).
- 3.3 CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Southern Network
- 3.4 Station 18 Demolition Contract – The Board of Directors may take action based on a recommendation to award the contract for the demolition of Station 18.

## **4. REPORTS**

- 4.1 Committee Reports
- 4.2 Directors' Reports
- 4.3 Fire Chief Report
- 4.4 Association of San Miguel Chief Officers Communications
- 4.5 Association of San Miguel Firefighters Communications
- 4.6 Correspondence

## **5. CLOSED SESSION**

- 5.1 Conference with Labor Negotiator (GOV §54957.6)
  - Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
  - Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
- 5.2 Conference with Labor Negotiator (GOV §54957.6)
  - Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
  - Employee Organization: Chief Officer's Association of San Miguel
- 5.3 Conference with Labor Negotiator (GOV §54957.6)
  - Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez
  - Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

**ACTION PLAN RECAP**

**NEXT MEETING** – Regular Meeting, August 14, 2024, 5:30 p.m., District Headquarters

**ADJOURNMENT**

**CERTIFICATION OF POSTING** I certify that on July 19, 2024, a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of the San Miguel Consolidated Fire Protection District, said time being at least 72 hours in advance of the Board of Directors meeting (Government Code §54954.2). Executed at Spring Valley, California on July 19, 2024

/s/ *Shayna Rians*

Shayna Rians, Board Clerk

# San Miguel Consolidated Fire Protection District

## Regular Meeting of the Board of Directors

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### MINUTES

Wednesday, June 12, 2024 - 5:30 p.m.

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President Robles called the meeting to order at 5:33 p.m.

**BOARD MEMBERS PRESENT** Directors McKenna, Muns, Nelson, Pierce (arrived late), Raddatz, Robles, and Woodruff

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Lawler, Division Chiefs Durrell and Riley, Administrative Officer/Finance Officer Harris, Fire Marshal Newman, and Administrative Analyst DeRobertis.

**Director Nelson led the Pledge of Allegiance**

#### APPROVAL OF AGENDA

Director McKenna requested the minutes of the May 8, 2024 meeting be amended. Under "Directors' Reports," the word "County" will be changed to "private" (pertaining to weed abatement along roads within Division 5). By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of June 12, 2024, was posted at District Headquarters on Friday, June 7, 2024, at 5:00 p.m.*

#### PUBLIC COMMENT

None

#### 1. CONSENT AGENDA ITEMS

Upon a motion by Director McKenna, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), the Consent Agenda was approved.

1.1 Approval of the Minutes Special Meeting of May 2, 2024.  
Regular Meeting of May 8, 2024.

1.2 Approval of Board Member Stipends.

1.3 Resolution 24-17 – The Board of Directors will consider adopting Resolution 24-17, Requesting a Temporary Transfer of Funds from the County Treasurer, County of San Diego, for Fiscal Year 2024/2025.

1.4 Resolution 24-18 – The Board of Directors will consider adopting Resolution 24-18, Establishing the Limit for Appropriations of Proceeds of Tax Subject to Limitation for Fiscal Year 2024/2025.

1.5 Resolution 24-19 – The Board of Directors will consider adopting Resolution 24-19, Acknowledging Receipt of a Report Made by the Fire Marshal of the San Miguel Consolidated Fire Protection District Regarding the Inspection of Certain Occupancies Requiring Annual Inspection be Performed in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

## **2. INFORMATIONAL AGENDA ITEMS**

- 2.1** Station 18 Update – Division Chief Riley provided an update on the progress of new Station 18, reporting crews moved into the temporary trailer/station with power and station alerting functioning. The next step will be hazard mitigation in the old building. Chief Riley is working with community members in Crest to keep them involved in this project.
- 2.2** Quarterly Financial Update – Administrative Officer/Finance Officer Harris provided the Quarterly Financial Update to the Board.

## **3. ACTION AGENDA ITEMS**

### **3.1 Items Pertaining to Fire Prevention Fees (Ordinance 24-01)**

#### **3.1.1** Second Reading of Ordinance 24-01.

Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-01 was waived and Ordinance 24-01 was introduced by title only.

#### **3.1.2** Public Hearing – The Board of Directors will conduct the second public hearing pertaining to the Proposed Fire Prevention Fee Schedule (Ordinance 24-01).

President Robles opened the Public Hearing at 5:50 p.m. With no one requesting to comment, the Public Hearing was closed at 5:50 p.m.

#### **3.1.3** Adoption of Ordinance 24-01.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), Ordinance 24-01 was adopted.

### **3.2 Items Pertaining to Community Facilities District 2022-1 Annexations**

#### **3.2.1** Public Hearing – Community Facilities District 2022-1 Annexation 2 – The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 2.

President Robles opened the Public Hearing at 5:51 p.m. With no one requesting to comment, the Public Hearing was closed at 5:51 p.m.

#### **3.2.2** Resolution 24-20 – The Board of Directors will consider adopting Resolution 24-20, 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 2).

Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-20 was adopted.

#### **3.2.3** Resolution 24-21 – The Board of Directors will consider adopting Resolution 24-21, 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 2.

The sealed official ballot was opened and reflected a vote “yes” to annex into CFD 2022-1.

Upon a motion by Director McKenna, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-21 was adopted.

#### **3.2.4** First Reading of Ordinance 24-02.

Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-02 was waived and Ordinance 24-02 was introduced by title only.

#### **3.2.5** Public Hearing – Community Facilities District 2022-1 Annexation 3 –The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 3.

President Robles opened the Public Hearing at 5:54 p.m. With no one requesting to comment, the Public Hearing was closed at 5:55 p.m.

- 3.2.6** Resolution 24-22 – The Board of Directors will consider adopting Resolution 24-22, 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 3).  
Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-22 was adopted.
- 3.2.7** Resolution 24-23 – The Board of Directors will consider adopting Resolution 24-23, 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 3.  
The sealed official ballot was opened and reflected a vote “yes” to annex into CFD 2022-1.  
Upon a motion by Director McKenna, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), Resolution 24-23 was adopted.
- 3.2.8** First Reading of Ordinance 24-03.  
Upon a motion by Director Robles, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-03 was waived and Ordinance 24-03 was introduced by title only.
- Director Pierce arrived at 5:58 p.m.**
- 3.2.9** Resolution 24-24 – The Board of Directors will consider adopting Resolution 24-24 declaring intent to annex property into existing CFD 2022-1 (Annexation 4, Parcel 584-160-52-00).  
Upon a motion by Director Nelson, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-24 was adopted.
- 3.3 Items Pertaining to Purchases that Coincide with the Fiscal Year 2024/2025 Preliminary Budget**
- 3.3.1** Resolution 24-25 – The Board of Directors will consider adopting Resolution 24-25, Approving the refurbishment of a Type I Engine.  
Upon a motion by Director Nelson, second by Director Pierce, and vote (unanimously in favor), Resolution 24-25 was adopted.
- 3.3.2** Resolution 24-26 – The Board of Directors will consider adopting Resolution 24-26, Approving the procurement process for purchasing a new Emergency Command Vehicle.  
Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-26 was adopted.
- 3.3.3** Resolution 24-27 – The Board of Directors will consider adopting Resolution 24-27, Approving the procurement process for purchasing two new staff vehicles (Fire Prevention).  
Upon a motion by Director Robles, second by Director McKenna, and vote (McKenna, Muns, Pierce, Raddatz, Robles and Woodruff in favor – Director Nelson opposed), Resolution 24-27 was adopted.
- 3.3.4** Resolution 24-28 – The Board of Directors will consider adopting Resolution 24-28, Approving the procurement process for purchasing (3) Zoll X Series Advanced Cardiac Monitors.  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-28 was adopted.
- 3.3.5** Resolution 24-29 – The Board of Directors will consider adopting Resolution 24-29, Approving the procurement process for purchasing Personal Protective Equipment.  
Upon a motion by Director Muns, second by Director Pierce, and vote (unanimously in favor), Resolution 24-29 was adopted.
- 3.3.6** Resolution 24-30 – The Board of Directors will consider adopting Resolution 24-30, Approving Retaining Wall Repair (Station 21).  
Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor), Resolution 24-30 was adopted.
- 3.3.7** Resolution 24-31 – The Board of Directors will consider adopting Resolution 24-31, Approving the expenditure of funds for utilization of Nurse Navigator alongside other Central Zone agencies.

The title of Resolution 24-31 will be updated to specify “Nurse Navigator” instead of “New Program.”  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-31 was adopted.

- 3.3.8** Resolution 24-32 – The Board of Directors will consider adopting Resolution 24-32, Approving the CalPERS payment be made in a lump sum instead of monthly installments.  
Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor), Resolution 24-32 was adopted.

### **3.4 Items Pertaining to the Fiscal Year 2024/2025 Preliminary Budget**

- 3.4.1** 2024/2025 Fiscal Year Preliminary Budget – Staff will make a presentation of the Preliminary Budget. Fire Chief Lawler and Executive Staff presented the District’s preliminary budget and the Board of Directors went page by page to receive clarification on any items that were brought forward. Director McKenna requested that the Class A Uniform budget be updated to reflect actuals. Staff will email an updated dollar amount and update the budget before final publishing on the website. Director McKenna requested that an actual dollar amount for election costs be included in the final budget. A grammatical error on page 1 of the budget showing May 2024 in Phase IV of the timeline was requested to be updated to show the correct month of August 2024. Please refer to the budget for additional information on revenue, expenses, and budget requests.
- 3.4.2** Public Hearing – 2024/2025 Fiscal Year Preliminary Budget – The Board of Directors will conduct a public hearing.  
President Robles opened the Public Hearing at 7:09 p.m. With no one requesting to comment, the Public Hearing was closed at 7:10 p.m.
- 3.4.3** Resolution 24-33 – The Board of Directors will consider adopting Resolution 24-33, Approving the 2024/2025 Fiscal Year Preliminary Budget.  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-33 was adopted.
- 3.5** Resolution 24-34 – The Board of Directors will consider adopting Resolution 24-34, Authorizing the Liquidation of Surplus Equipment (Vehicles 1014, 1019 and 1025).  
Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor), Resolution 24-34 was adopted.

## **4. REPORTS**

### **4.1 Committee Reports**

Director Robles acknowledged the work done by Fire Prevention to complete mandated inspections (in reference to consent agenda item 1.5). Director Raddatz shared that the Finance Committee thoroughly reviewed the preliminary budget and commended staff, anticipating questions and having information readily available. Director Woodruff acknowledged the budget preparation, stating it is easy to understand. Director Nelson echoed the Finance Committee’s review of the preliminary budget and feels tonight’s budget presentation was easy to understand. Director McKenna shared that the Policy Committee is still working on edits and the committee with bring the policies forward in the next few months for review.

### **4.2 Directors Reports**

President Robles explained that CFD timelines require a meeting on July 24, 2024. With no other urgent matters on the agenda for July 10, it was requested that all regular business be moved to July 24th and that only one meeting be held in July.

By Board consensus, the next regular meeting will be conducted Wednesday, July 24, 2024.

President Robles shared the following timeline of events:

May 20 – Robles attended CSDA Legislative Days in Sacramento

May 29 – Robles attended San Miguel Firefighters Charitable Foundation golf tournament

May 31 – Robles attended Heartland Academy graduation, extends congratulations and welcome to the District's newest Firefighter Paramedics

June 7 – Robles attended Division Chief Quinlan's retirement ceremony

June 7 – Supervisor Nora Vargas announced the sleeping cabins project will not move forward at the proposed location on Jamacha Road

June 9 – Robles attended the Padres game outing coordinated by Local 1434 Padres

June 10 – Robles attended the strategic planning workshop for community input

The Government Affairs Committee is planning to meet with Supervisor Nora Vargas' office. Director McKenna shared that she also attended the community strategic plan workshop and emphasized the importance of community members feeling supported and heard as they volunteer their time to attend such workshops. Director Woodruff discussed the most recent CSDA meeting, with information presented by the Air Pollution Control District, which is pushing for more electric vehicles.

#### **4.3 Fire Chief Report**

See *Attachment A*

There was discussion around the new Genesis emergency alerting, which was activated for the first time while two separate structure fires were happening in Spring Valley. San Miguel leadership is working with the Sheriff's Department and CalFire to ensure shortfalls can be improved upon.

#### **4.4 Association of San Miguel Chief Officers Communications**

Battalion Chief Nava spoke on behalf of the COA, noting 3 new-hire Firefighter Paramedics recently completed their Academy, with approximately 20 Firefighter Paramedic candidates scheduled for our next round of new-hire interviews. Captain Fuller was successful on the Battalion Chief exam and has been added to the BC list. Chief Nava noted San Miguel has participated in multiple controlled burns and live fire operations. San Miguel Chiefs recently had breakfast with the Rancho San Diego Sheriff's substation, which is bolstering the relationship between fire and law enforcement. Tobin Riley was promoted from Battalion Chief to Division Chief, and Brian Lieberman was promoted from Captain to C-shift Battalion Chief. Bob Ruth was successful in the Captain interviews and should be promoted in the next couple of weeks, with Engineer promotions upcoming as well. Fire season is in full swing with multiple strike teams already being deployed.

#### **4.5 Association of San Miguel Firefighters Communications**

Captain Mike Hays discussed his participation in Legislative Days, noting that Local 1434 is more involved now than ever before. The annual golf tournament, softball tournament, and Padres game were all a success. Captain Hays shared that he is hosting a union workshop to introduce new hires to the role of the Local. Continuing tradition, Local 1434 will have campsites at Silver Strand from July 2-7, with everyone invited to stop by.

#### **4.6 Correspondence**

None.

President Robles discussed digital versus printed agenda packets. By Board consensus, printed agenda packets will be provided at HQ, upon request, with packets no longer being delivered to Directors.

### **5. CLOSED SESSION**

#### **5.1 Liability Claim (GOV §54956.95) – Criss Brainard**

#### **5.2 Conference with Labor Negotiator (GOV §54957.6)**



- Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
 Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
- 5.3** Conference with Labor Negotiator (GOV §54957.6)  
 Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
 Employee Organization: Chief Officer's Association of San Miguel
- 5.4** Conference with Labor Negotiator (GOV §54957.6)  
 Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
 Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

*President Robles adjourned the meeting to Closed Session from 7:45 p.m. to 8:38 p.m.*

**6. ACTION ITEMS**

- 6.1** Resolution 24-35 – The Board of Directors will consider adopting Resolution 24-35 pertaining to the Industrial Disability Retirement of Criss Brainard.  
 Upon a motion by Director Robles, second by Director Raddatz, and vote (Muns, Nelson, Pierce, Raddatz, Robles and Woodruff in favor, Director McKenna abstained), Resolution 24-35 was adopted.

**ACTION PLAN RECAP**

- Minutes of May 8, 2024 Board Meeting to be amended
- Heading of Resolution 24-31 to be updated to reflect program name, Nurse Navigator
- AO/FO Harris to make budgetary changes
- Next regular meeting to be scheduled for July 24, 2024

*The next Board Meeting will be a Regular Meeting on **July 24, 2024, at 5:30 p.m.**, District Headquarters.*

*President Robles adjourned the meeting at 8:40 pm.*

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on July 24, 2024.

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**Jesse A. Robles, Board President**

**Attest:**

\_\_\_\_\_  
**Shayna Rians, Board Clerk**



## ADMINISTRATIVE REPORT

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Shayna Rians, Executive Assistant/Board Clerk  
**SUBJECT:** Board Member Stipends

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### 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.

### DISCUSSION

Meetings attended during the month of June 2024 include:

Meeting	Date	Attended By
Board – Regular	06/12/2024	McKenna, Muns, Nelson, Pierce, Raddatz, Robles and Woodruff

### RECOMMENDATION

Approve the attached stipend forms for meetings that took place during the month of June 2024.

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: June 2024

### 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
06/12/24	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

<p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <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								
<p>Approved at Board Meeting on: 7/24/2024</p> <p>_____</p>									

**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: June 2024

### 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
06/12/24	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%; border-collapse: collapse;"> <tr><td style="text-align: right;"><b>Total Stipend Paid:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Expense Claim:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><b>Total Mileage:</b></td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="text-align: right;"><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>7/24/2024</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: June 2024

### 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
06/12/24	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

Signature: _____  Date: _____	<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
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<b>Total Amount Due:</b>	\$173.25								
Approved at Board Meeting on: <u>7/24/2024</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: June 2024

### 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
06/12/24	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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Total Stipend Paid:</b></td> <td style="text-align: right; padding: 2px;">\$173.25</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;">\$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
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Approved at Board Meeting on: <u>7/24/2024</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

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[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: June 2024

### 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
06/12/24	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> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Date:</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<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;">\$173.25</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;">\$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
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<b>Approved at Board Meeting on:</b> <u>7/24/2024</u>									

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# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jesse A. Robles

Month/Year: June 2024

### 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
06/12/24	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

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Approved at Board Meeting on: <u>7/24/2024</u>									

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# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Ed Woodruff

Month/Year: June 2024

### 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
06/12/24	Regular Board Meeting	\$173.25	
<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>			0	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

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## DRAFT COMMITTEE INTENT POLICIES

---

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Committee Intent Policies

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### BACKGROUND

In a concerted effort to enhance governance, transparency, and operational efficiency, the Board of Directors of the San Miguel Consolidated Fire Protection District (SMFR) recognized the need to formalize the objectives and operational frameworks of its various committees. This initiative was driven by the Board's commitment to ensuring that the strategic functions and contributions of each committee are clearly defined, understood, and aligned with the District's overarching goals and community expectations.

To achieve this, the Board requested the development of specific intent policies for each of its active committees. These policies are designed to memorialize the purpose, scope of work, and guidelines governing the committees' operations, thereby providing a clear directive for current and future committee activities. The formation of these draft policies was a collaborative process, incorporating valuable insights and feedback from the respective committees and their members. Through this inclusive approach, the policies reflect the strategic vision of the Board and the operational realities and expertise of the committee members.

From time to time, the Board may decide by consensus to add new committees or dissolve existing committees. As of April 2024, the committees covered under these policies and authorized by the Board to undertake specific functions and responsibilities on its behalf include:

- **Finance Committee:** Focused on working with Staff in developing draft financial proposals, preliminary budgets, and other specific tasks as assigned by Board consensus for presentation to the full Board. This critical work will assist the Board with financial oversight, budgeting, and fiscal management to ensure the District's financial stability and transparency.
- **Negotiations Committee:** Tasked with overseeing employee negotiations, ensuring agreements align with the District's strategic objectives and fiscal capabilities, and conduct negotiations within the parameters established by Board consensus.
- **Government Affairs Committee:** Aims to build and maintain relationships with elected officials, track legislation with potential impacts to the District, and, with Board consensus, advocates for the District's identified needs and interests.
- **Station 21 Committee:** Tasked with being available for inquiries from the landowner and/or any potential land use/lease considerations for Station 21.
- **Heartland Communications Facility Authority (HCFA) Committee:** Provides governance to the Heartland Communications JPA representing SMFR's interests.

- Zone 1 / Exclusive Operating Area (EOA) Committee: Focuses on preliminary review of the Zone 1 EOA agreement, (currently under the purview of the Grossmont Healthcare District,) in a joint effort to ensure optimal service delivery within Zone 1. Presents findings and recommendations to the Board.
- Education Revenue Augmentation Funds (ERAF): Focuses on any legislative changes that would cause a shift of funds back to special districts. In 1992, the State Legislature enacted ERAF to shift local tax revenues from cities, counties, and special districts to reduce their obligation to schools. Currently, ERAF is being used to help schools and community college districts meet their minimum funding requirements.

These policies serve as foundational documents, guiding the committees in their work to support the District's Mission, enhance service delivery, and uphold the principles of good governance and public accountability. The Board is presented with the following draft policies for review and ratification at a future date.

<b>SAN MIGUEL COMMITTEE MEETINGS</b>	<b>Standing Committees</b>	<b>Board Members</b>
	<b>Finance</b>	Nelson, Raddatz (Chair), Robles <i>The Finance Committee meets the last Wednesday of the month at 10 am in the District Board Room.</i>
	<b>Ad Hoc Committees</b>	<b>Board Members</b>
	<b>Board Policy Manual</b>	McKenna and Robles
	<b>ERAF</b>	McKenna, Raddatz and Robles
	<b>Government Affairs</b>	Pierce and Robles
	<b>Negotiations</b>	McKenna, Muns and Robles (Chair)
	<b>Station 21</b>	McKenna, Muns and Nelson
	<b>EOA / Zone 1</b>	McKenna, Raddatz and Woodruff

<b>COMMISSION MEETINGS</b>	<b>Commission</b>	<b>Primary Representative</b>	<b>Alternate</b>
	<b>CSDA San Diego Chapter</b>	Pierce	Woodruff
	<i>Meets the 3<sup>rd</sup> Thursday of February, May, August, and November at 1800 hrs <a href="https://sandiegocsda.specialdistrict.org/">https://sandiegocsda.specialdistrict.org/</a></i>		
	<b>Heartland Communications</b>	Muns	Raddatz
	<i>Meets the 4<sup>th</sup> Thursday of January, April, July &amp; October at 1600 hrs 8054 Allison Ave., La Mesa, CA 91942 (next door to Heartland Station 11 in La Mesa)</i>		
	<b>Heartland Training Facility</b>	Pierce	Nelson
	<i>Meets the 2<sup>nd</sup> Thursday of January, April, July &amp; October at 1600 hrs 1301 N. Marshall Ave., El Cajon, CA 92020</i>		
<b>FAIRA</b>	Fire Chief	AO/FO	
<b>PASIS</b>	AO/FO	Fire Chief	





## DRAFT FINANCE COMMITTEE INTENT POLICY

---

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Finance Committee Intent Policy

---

### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Finance Committee is constituted to work with Staff in developing draft financial proposals, preliminary budgets, and other specific tasks as assigned by Board consensus for presentation to the full Board. This critical work will assist the Board in its effort to provide strategic oversight and comprehensive financial management for the San Miguel Consolidated Fire Protection District. This committee is entrusted with the critical responsibilities of reviewing financial analyses conducted by Staff, offering fiscal input, and supervising the District's draft budget process to ensure the organization has the financial resources necessary to fulfill its mission. Serving as a key advisory and oversight body at the direction of the Board by consensus, the Finance Committee is committed to maintaining rigorous financial oversight. This includes ensuring the accuracy and transparency of the organization's financial records through detailed evaluations of financial information.
- 1.2. The committee is dedicated to fostering sustainability, transparency, equity, and effective communication regarding the District's financial activities both to the Board of Directors and the broader community. By enhancing understanding of budgetary priorities, processes, and strategic goals of the Board, the Committee plays a pivotal role in preparing the District for future challenges and opportunities. It helps the Board ensure that all financial practices and planning are in strict alignment with the District's vision, mission, and strategic objectives, thereby safeguarding fiscal integrity and promoting strategic financial management.

### 2. OPERATIONS

- 2.1. Committee Composition: The Finance Committee is a standing committee of the Board of Directors.
- 2.2. Member Selection and Decision-Making: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: Regular meetings will be held quarterly. Special meetings may be called as necessary by the chairperson or upon request by a majority of committee members.
- 2.4. Agenda Setting: The chairperson, in consultation with committee members, the Fire Chief, Administrative Officer and/or Finance Officer, will set the agenda at least 72 hours before each meeting.

- 2.5. Communication and Reporting: Formal Minutes of each meeting will be recorded in compliance with the Brown Act.

### **3. GUIDELINES**

- 3.1. Stewardship and Public Trust: The Finance Committee is responsible for ensuring transparency, accountability, and efficiency in the management of public funds. This involves assisting the Board with oversight of financial operations to maintain public trust and fiscal integrity.
- 3.2. Educational Outreach: The Committee engages in educating the public on the District's financial issues, through creating and sharing accessible budget information and financial reports at its public meetings. This effort aims to increase public understanding and transparency.
- 3.3. Audit and Financial Review: The Committee reviews the District's annual audit reports and management letters. It evaluates these documents for accuracy and compliance, providing comments or recommendations to the Board as necessary.
- 3.4. Budgetary Oversight: The Committee reviews the District's draft preliminary budgets, revenue projections, and expenditure forecasts. It makes recommendations to the Board to ensure budget allocations align with the District's strategic goals and operational needs.
- 3.5. Strategic Financial Planning: The Committee works to ensure the long-term capital plans and financial strategies and planning established by the Board for major projects is sustainable and aligned with long-term objectives.
- 3.6. Funds Management and Debt Strategy: The Committee conducts the critical review needed to provide comprehensive recommendations for proposed fund transfers to the Board on special projects and on debt management strategies. This role supports the District's financial stability and addresses its immediate and future needs.
- 3.7. Legislative and Policy Advisory: The Committee informs the Board about potential impacts of local, state, and federal policies or trends that may affect the District's financial goals and priorities. This function aids in regulatory compliance and strategic financial alignment.
- 3.8. Responsiveness to Board Directives: The Committee reviews matters directed by the Board that may significantly impact the District's finances, providing timely and relevant financial information to inform Board decisions.



## DRAFT BOARD POLICY COMMITTEE INTENT POLICY

---

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Board Policy Committee Intent Policy

---

### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Policy Committee, an ad-hoc committee of the San Miguel Consolidated Fire Protection District, supports the development, evaluation, and modification of Board and District policies across all areas, including operational, financial, and human resources at the direction of the Board. Its primary roles are to evaluate and provide recommendations on policy creation, revision, and retirement, ensuring alignment with strategic objectives and legal standards.
- 1.2. The Committee is dedicated to upholding governance standards by ensuring policy transparency, legal compliance, and the integration of feedback from District members. This commitment supports the District's Mission and operational efficiency.

### 2. OPERATIONS

- 2.1. Committee Composition: The Policy Committee consists of members selected by the Board of Directors based on their expertise and the needs of the District. Members serve until the completion of the Committee's objectives or other tasks are assigned.
- 2.2. Member Selection and Decision-Making: Committee members are chosen annually by the Board President (or as new committees are established), with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the committee's operating procedures.
- 2.3. Meeting Schedule: Meetings are scheduled based on policy development needs.
- 2.4. Communication and Reporting: The Committee ensures effective communication of its activities, findings, and policy recommendations to the Board and stakeholders through regular reports and updates, employing clear and accessible language.

### 3. GUIDELINES

- 3.1. Policy Development Process: The Committee shall employ a systematic and documented process for policy review, development, and revision, with the support of District staff and legal counsel, to ensure strategic alignment and compliance.
- 3.2. Compliance and Best Practices: Policies are reviewed and developed in consultation with District staff and legal counsel to ensure adherence to laws and incorporation of public sector governance best practices.

- 3.3. Review Cycle and Documentation: A regular review cycle should be established for all policies to ensure they remain relevant and effective. Policies are documented, updated, and made accessible in a centralized manner, with clear version control.
- 3.4. Board Directives and Advisory Capacity: The Committee acts on the Board's directives; prioritizing policy matters critical to the District's strategic direction. It provides input to the Board on necessary policy updates, the introduction of proposed new policies, or the removal of outdated ones.
- 3.5. Training and Awareness: The Committee may recommend provisions for ongoing training and awareness to ensure that Board members and District staff are informed about policy changes, supporting smooth implementation and compliance.





## DRAFT ERAF COMMITTEE INTENT POLICY

---

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft ERAF Committee Intent Policy

---

### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The ERAF Committee is established as an ad-hoc committee with the specific purpose of developing a comprehensive internal understanding of the Educational Revenue Augmentation Fund (ERAF) and assessing the impact of funds received from ERAF on the San Miguel Consolidated Fire Protection District. The Committee's aim is to ensure informed decision-making related to the allocation and use of ERAF funds within the District.
- 1.2. The ERAF Committee is tasked with the following objectives:
- 1.3. Analysis of ERAF: The Committee will perform a comprehensive analysis of the Educational Revenue Augmentation Fund (ERAF), focusing on understanding its purpose, the mechanisms through which it is funded, and the criteria used for the allocation of these funds. This analysis is fundamental to grasping how ERAF operates and its potential benefits to the District.
- 1.4. Financial Impact Evaluation: The Committee is responsible for assessing the impact of ERAF funds on the District's budget and overall operations. This involves identifying both the opportunities that these funds present and the challenges they may pose. The aim is to ensure that the District can effectively manage and leverage ERAF funds to support its operations and financial health.
- 1.5. Development of Strategic Use Guidelines: Based on the analysis and evaluation, the Committee will formulate strategies for the optimal utilization of ERAF funds. These strategies will be designed to align with the District's financial goals and strategic objectives, ensuring that ERAF funds contribute positively to the District's mission and operational success.

### 2. OPERATIONS

- 2.1. Committee Composition: The ERAF Committee is an ad hoc committee of the Board of Directors.
- 2.2. Member Selection and Decision-making: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: Meetings are convened on an as-needed basis to review ERAF developments, assess fund impacts, and refine strategies for fund utilization. The frequency of meetings is determined by the relevance of ERAF funds to the District's financial planning cycles and any significant changes to ERAF regulations or funding levels.

### **3. GUIDELINES**

- 3.1. Analysis and Reporting: The Committee is responsible for providing detailed analyses and reports on ERAF, outlining the fund's implications for the District's finances and operations. These reports guide the Board of Directors in making informed decisions regarding ERAF fund allocation and use.
- 3.2. Strategic Fund Utilization: Developing strategies for the effective use of ERAF funds is a core guideline for the Committee. Strategies should focus on enhancing the District's financial stability, supporting strategic objectives, and addressing any identified operational challenges or opportunities presented by ERAF funding.
- 3.3. External Engagement: Engaging with key advocates for a more equitable distribution of ERAF monies for the benefit of special districts, (including District staff, community members, legislators, government officials and education funding experts), is crucial for gaining a comprehensive understanding of ERAF. Stakeholder insights will inform the Committee's analyses and strategic recommendations.



## DRAFT GOVERNMENT AFFAIRS COMMITTEE INTENT POLICY

---

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Government Affairs Committee Intent Policy

---

### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Government Affairs Committee is established as an ad-hoc committee with the principal objective of fostering and maintaining relationships with elected officials and their staffers. This Committee plays a critical role in advocating for the San Miguel Consolidated Fire Protection District's interests at various levels of government.
- 1.2. Relationship Building: The primary goal is to build and sustain strong relationships with elected officials and their staff, understanding their roles and how they can support the District's objectives.
- 1.3. Legislative Tracking: The Committee, in collaboration with District Staff and the Fire Chief, shall actively monitor and track legislation and policy developments that could potentially impact the District, ensuring timely adjustments to strategy and operations, as necessary.
- 1.4. Engagement and Invitation: The Committee shall proactively invite elected officials to participate in tours, special events, and other engagements that highlight the District's work in ensuring the needs of the Community are met
- 1.5. Such interactions aim to enhance how the Community and elected representatives understand the District's impact and operational requirements.
- 1.6. Event Participation: Committee members will represent the District at events organized by elected officials, including swearing-in ceremonies, open houses, and other relevant gatherings, to demonstrate support and foster reciprocal relationships.

### 2. OPERATIONS

- 2.1. Committee Composition: The Government Affairs Committee is an ad-hoc committee of the Board of Directors.
- 2.2. Member Selection and Decision-Making: Committee members are chosen annually by the Board President with Board consensus. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: Meetings are scheduled based on the legislative calendar, upcoming community and governmental events, and as needed to respond to emerging legislative issues or opportunities for engagement with elected officials.
- 2.4. Communication and Reporting: The Committee ensures consistent and effective communication within the District and with external elected officials and other dignitaries, utilizing formal and

informal channels to promote the District's interests and activities consistent with Board direction.

### **3. GUIDELINES**

- 3.1. Notifications Protocol: Tours with elected officials shall be scheduled in coordination with all Government Affairs Committee members, the Fire Chief, and the Division Director in which the event is occurring in an effort to afford each the opportunity to attend if they so desire and to ensure adequate planning. This protocol ensures that visits are well-coordinated, properly notified, and that opportunities for engagement and advocacy are maximized.
- 3.2. Enhancing Collaboration and Communication: The Committee shall:
  - 3.2.1. Establish a formal communication protocol requiring the Government Affairs Committee to coordinate with the Board and the Fire Chief at key stages of planning and executing of outreach efforts. This ensures the Board has had an opportunity to provide clear direction as to the Board's goals and objectives. This includes initial strategy discussions, identification of legislative priorities, and shall occur before any direct engagements or invitations to elected officials take place.
  - 3.2.2. Implement a regular briefing schedule, where the Committee updates the Board and the Fire Chief with regard to ongoing initiatives, upcoming events, and legislative tracking outcomes. These briefings can take the form of written reports or scheduled meetings to ensure the timely and transparent sharing of information.
- 3.3. Joint Strategy Development: Prior to initiating any new outreach efforts or responding to legislative developments, as approved by the Board, the Committee will convene a strategy session with the Board President and the Fire Chief. The purpose of these sessions is to align on objectives, messaging, and engagement tactics, ensuring a unified approach to government affairs.
- 3.4. The Committee shall create an annual or bi-annual joint strategic planning session involving the Committee, the Board President, and the Fire Chief to set priorities, evaluate the landscape of governmental affairs, and align on long-term strategies. The proposed plan shall then be presented to the full Board for input and approval.
- 3.5. Inclusion of Leadership in Outreach Activities: The Committee shall formalize the requirement for including the Board President and the Fire Chief, or their designees, in key outreach activities, especially when planning tours, special events, or meetings with elected officials and other dignitaries. This ensures that leadership is visibly engaged and can contribute directly to building and maintaining relationships with government representatives.
- 3.6. Feedback Loop and Adjustments: The Committee shall develop and define a structured feedback mechanism following any major outreach or engagement activity, where insights and outcomes are reviewed collectively by the Committee, the Board, and the Fire Chief. This feedback loop will be instrumental in refining strategies, addressing any gaps, and making necessary adjustments to ensure alignment and cohesive action.
- 3.7. Implementation of Collaboration Tools: The Committee shall adopt collaboration tools (e.g., shared calendars, project management software) that allow for real-time updates and visibility on outreach efforts and legislative tracking. This tool should be accessible to the full Board, Fire Chief, and other designated staff in an effort to promote transparency and joint oversight.
- 3.8. Engagement Strategy: The Committee develops and implements a strategic plan for engaging with elected officials, prioritizing relationships that are most beneficial to the District's strategic goals and operational needs.
- 3.9. Documentation and Follow-up: All interactions with elected officials and legislative tracking activities are documented. Follow-up actions are taken as necessary to capitalize on opportunities for support, funding, or advocacy that benefit the District.



## DRAFT NEGOTIATIONS COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Negotiations Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Negotiations Committee is formed as an ad-hoc body to represent the interests of the San Miguel Consolidated Fire Protection District's Board of Directors throughout the process of employee negotiations. This Committee is designed to act as a dedicated group that reflects the collective interests of the Board's consensus, aiming to conduct negotiations that are well-informed, strategically sound, and equitable.
- 1.2. Primary responsibilities of the Negotiations Committee include:
  - 1.2.1. Financial Analysis: Conducting a thorough assessment of the District's financial condition to ensure negotiations are grounded in the reality of the District's fiscal capabilities.
  - 1.2.2. Strategic Coordination: Aligning the negotiation process with the strategic goals of the Board and the Fire Chief, ensuring that negotiated outcomes contribute to the District's overarching objectives.
  - 1.2.3. Employee Group Engagement: Fully engaging with employee groups to understand their needs and concerns, with the goal of reaching agreements that are fair, respectful, mutually beneficial, and fiscally sound for the District long-term.

### 2. OPERATIONS

- 2.1. Committee Composition: As an ad-hoc committee, the Negotiations Committee is convened by the Board of Directors specifically for the purpose of employee negotiations.
- 2.2. Member Selection and Decision-Making: Committee members are chosen annually by the Board President with Board consensus. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: Meetings are scheduled based on the needs of the negotiation process.
- 2.4. Communication and Reporting: The Committee ensures effective communication of its activities, findings, and recommendations to the Board through regular reports and updates, employing clear and accessible language.
- 2.5. Agenda Setting: The chairperson, in coordination with Committee members, sets the agenda for each meeting, focusing on negotiation priorities, fiscal assessments, and strategy development. Input from the Fire Chief, Administrative Officer, and legal counsel is considered in agenda preparation.

### **3. GUIDELINES**

- 3.1. Fiscal Health Analysis: The Committee is responsible for a detailed analysis of the District's financial condition, providing a basis for informed negotiation strategies that consider the District's ability to meet employee requests.
- 3.2. Strategic Alignment: Negotiation strategies and objectives are developed in alignment with the goals of the Board and the Fire Chief, ensuring that draft employee agreements support the District's Mission, strategic direction, and direction as determined by the Board.
- 3.3. Employee Group Engagement: The Committee engages with employee groups to understand their perspectives and needs, fostering a negotiation environment characterized by open communication and mutual respect.
- 3.4. Recommendations to the Board: The Committee provides regular updates and recommendations to the Board on the negotiation progress, fiscal implications, and strategic alignment, ensuring that the Board's directives and interests are fully represented in the negotiation process.



## DRAFT STATION 21 COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Station 21 Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Station 21 Committee is established as an ad-hoc committee, convened specifically to provide input and recommendations on the land use arrangements for Station 21 with the Mt. Helix Park Foundation (formerly known as the Foundation for the Preservation of the Mount Helix Nature Theatre) ("Foundation") as they arise. The Committee's objective is to ensure that any proposed land use agreements support sustainable service delivery by the San Miguel Consolidated Fire Protection District, both in terms of operational efficiency and financial viability.
- 1.2. The purpose of this Committee may include:
  - 1.2.1. Lease Analysis: To conduct a comprehensive review of any potential Station 21 land lease agreement, assessing its terms, conditions, and potential impacts on the District's operations and service delivery capabilities.
  - 1.2.2. Sustainability Considerations: To evaluate the sustainability of service delivery under any proposed lease terms, ensuring that any draft agreement aligns with the District's long-term operational and financial goals.
  - 1.2.3. Recommendation Development: To develop and present recommendations to the Board of Directors regarding any lease negotiations, modifications, or renewals of any executed lease agreement(s), aimed at optimizing the terms for the benefit of sustainable service delivery.

### 2. OPERATIONS

- 2.1. Committee Composition: The Station 21 Committee is an ad hoc committee of the Board of Directors.
- 2.2. Member Selection and Decision-making: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: Meetings are held on an as-needed basis, determined by the milestones of any potential land use negotiation processes, the necessity for any land use/lease agreement reviews, or any proposed changes to the terms of any executed agreement that could affect service delivery.
- 2.4. Coordination with External Advisors: Where necessary, and with Board consensus, the Committee may coordinate with external legal advisors, real estate experts, or financial analysts to gain

deeper insights or clarification on specific aspects of any proposed or executed land use or lease agreement(s).

- 2.5. Communication and Reporting: The Committee shall provide the Board with necessary updates as they occur in accordance with the Brown Act.

### **3. GUIDELINES**

- 3.1. Lease Agreement Review: The Committee is tasked with thorough documentation and review of all aspects of any Station 21 land use, lease or other agreements, drafted or previously executed, ensuring a comprehensive understanding of their implications.
- 3.2. Sustainable Service Delivery Assessment: Evaluating the impact of any proposed or existing agreement on the District's ability to provide sustainable and efficient emergency services is paramount. This includes, with specific Board direction, assessing the physical location, access routes, and any land use/lease-imposed restrictions or opportunities that could influence operational effectiveness.
- 3.3. Recommendations and Reporting: Based on its analyses, the Committee may draft recommendations for the Board's consideration, focusing on negotiating positions, amendments, or enhancements to any proposed or executed lease that promote sustainability and operational excellence. Detailed reports will support these recommendations, providing the rationale and expected outcomes of proposed actions.
- 3.4. Associate Engagement: Engaging with key associates, including District Staff, Community members, and government entities, may be necessary to gather insights or support for the negotiation process, ensuring any potential lease terms or revisions to any executed agreement meet the broader needs and expectations of the Community served.





## DRAFT ZONE 1 / EOA COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft Zone 1 / EOA Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The Zone 1 / EOA Committee is established as a focused body within the San Miguel Consolidated Fire Protection District (SMFR) to analyze and provide insight on the Exclusive Operating Area agreements within Zone 1 that the District has with the Grossmont Healthcare District. The Committee's objective is to ensure a deep understanding of these agreements, how they impact service delivery, their alignment with the District's operational and strategic goals, and bring any proposed revisions to the full Board for review.
- 1.2. The purpose of the Committee includes:
  - 1.2.1. Agreement Analysis: To conduct a detailed review of the Zone 1 / Exclusive Operating Area agreements, focusing on terms, conditions, service level expectations, and compliance requirements set forth by the Grossmont Healthcare District.
  - 1.2.2. Operational Impact Assessment: To assess the operational impacts of the EOA agreements on the District's emergency response capabilities, resource allocation, and overall service delivery within Zone 1.
  - 1.2.3. Strategic Alignment and Recommendations: To evaluate the strategic fit of the EOA agreements with the District's long-term goals and objectives, providing recommendations for negotiation, amendment, or renewal of agreements to enhance service efficiency and effectiveness.

### 2. OPERATIONS

- 2.1. Committee Composition: The Zone 1 / EOA Committee is an ad hoc committee of the Board of Directors.
- 2.2. Member Selection and Decision-making: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: The Committee meets regularly, with the frequency of meetings determined by the needs of ongoing analysis, negotiations, or operational reviews related to the EOA agreements. Meeting schedules are adjusted to align with the strategic planning cycles of the District and the timelines of agreement renewals or negotiations with the Grossmont Healthcare District.

- 2.4. Collaboration and Information Sharing: The Committee collaborates closely with legal advisors, Grossmont Healthcare District representatives, and other relevant Zone 1 participants and associates to gather information, clarify agreement terms, and establish optimal service delivery system with checks and balances. This collaborative approach facilitates a thorough review and analysis of the EOA agreements.

### **3. GUIDELINES**

- 3.1. Comprehensive Review Process: In close communication with the District's Fire Chief and legal counsel, the Committee engages in a structured review process, examining all aspects of the EOA agreements, from operational requirements to financial implications and compliance standards.
- 3.2. Impact Analysis and Reporting: Analyzing the impact of the EOA agreements on the District's service delivery and reporting findings to the SMFR Board of Directors are crucial. This includes identifying challenges, opportunities, and potential areas for improvement in the agreements.
- 3.3. Strategic Recommendations: Based on its analysis, the Committee formulates strategic recommendations for the Board's consideration. This may involve proposing negotiations for agreement modifications, advocating for terms that better support the District's service delivery model, or identifying strategies to optimize operational efficiencies within the framework of the EOA agreements.



## DRAFT CSDA COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft CSDA Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The California Special Districts Association (CSDA) is an external association dedicated to representing and supporting the interests of special districts through legislative and regulatory advocacy. The purpose of this committee is to engage actively with the CSDA to ensure that the legislative and regulatory concerns affecting the District are adequately addressed and that the District benefits from the resources, training, and networking opportunities provided by the CSDA.

### 2. OPERATIONS

- 2.1. Committee Composition: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.2. Meeting Frequency and Reporting: The San Diego CSDA Chapter meets on a quarterly basis and holds various trainings throughout the year.

### 3. GUIDELINES

- 3.1. Engagement and Representation: Committee members are expected to actively participate in CSDA events, workshops, and legislative sessions. They serve as the primary liaisons between the CSDA and the District, ensuring that our voices are heard on critical issues.
- 3.2. Compliance and Ethics: Members must adhere to all legal and ethical standards in their interactions with the CSDA and other external entities. This includes compliance with conflict of interest laws and maintaining the confidentiality of sensitive information.



## DRAFT HTF COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft HTF Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The HTF Committee is established to represent the San Miguel Consolidated Fire Protection District (SMFR) as a member of the Heartland Fire Training Facility (HTF) Commission. The Committee's primary purpose is to ensure SMFR's interests and needs in fire service training are effectively communicated and advocated for within the HTF.
- 1.2. By participating actively in the HTF Commission, the Committee facilitates the enhancement of our personnel's training, preparedness, and overall response capabilities.

### 2. OPERATIONS

- 2.1. Committee Composition: Committee members are chosen annually by the Board President with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.2. Member Selection and Decision-Making: Committee members are chosen annually by the Board President, with consensus of the Board. Decisions within the Committee are made through a process defined by either consensus or majority vote, as stipulated by the Committee's operating procedures.
- 2.3. Meeting Schedule: The HTF Commission meets quarterly (January, April, July and October) on the 2<sup>nd</sup> Thursday of the month.
- 2.4. Compliance with the Brown Act: As a Brown Act commission, the HTF Committee adheres to all requirements for transparency, public access, and procedural integrity. This includes maintaining a quorum for decision-making and ensuring all meetings are properly noticed and open to the public.

### 3. GUIDELINES

- 3.1. Quorum and Attendance: Given the critical role of the HTF Committee in representing SMFR's interests, maintaining a quorum at each meeting is essential. Attendance by all Committee members is of high importance to uphold SMFR's commitment to active and effective participation in the Heartland Fire Training Facility governance.
- 3.2. Strategic Participation: Committee members are expected to engage proactively in all discussions, bringing forward the perspectives, needs, and recommendations of SMFR. This includes preparing for meetings by reviewing all relevant materials and proposals to be discussed.

- 3.3. Reporting and Accountability: Following each HTF meeting, the Committee will provide an update to the SMFR Board of Directors. This report will detail the discussions, decisions made, and any action items or votes in which the Committee participated, ensuring accountability and alignment with SMFR's strategic objectives.



## DRAFT HTF COMMITTEE INTENT POLICY

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Policy Committee (Directors McKenna and Robles)  
**SUBJECT:** Draft HCFA Committee Intent Policy

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### 1. COMMITTEE INTENT AND PURPOSE

- 1.1. The HCFA Committee is established to represent the San Miguel Consolidated Fire Protection District (SMFR) as a voting member within the Heartland Communications Facility Authority. The primary objective of this Committee is to provide governance and oversight to the Heartland Communications Joint Powers Authority (JPA), ensuring that communication systems and services align with the operational needs and standards of SMFR.
- 1.2. The purpose of the HCFA Committee includes:
  - 1.2.1. Representation and Governance: To actively participate in the governance of the Heartland Communications JPA, representing the interests and operational requirements of SMFR.
  - 1.2.2. Strategic Input: To contribute to strategic decision-making processes, ensuring that the communications infrastructure and services provided by the Heartland Communications JPA support the efficacy and efficiency of SMFR's emergency response capabilities.
  - 1.2.3. Policy and Service Evaluation: To evaluate policies, service agreements, and operational standards of the Heartland Communications JPA, making recommendations for enhancements or changes to support SMFR's objectives.

### 2. OPERATIONS

- 2.1. Committee Composition: The HCFA Committee members serve on a formal Commission with members appointed as part of the Board's yearly committee selection process.
- 2.2. Member Selection and Decision-making: Committee members are chosen annually by the Board President with consensus of the Board.
- 2.3. Meeting Schedule: The Committee meets quarterly, with sessions scheduled for January, April, July, and October.
- 2.4. Compliance with the Brown Act: As a Brown Act commission, the HCFA Committee adheres to all requirements for transparency, public access, and procedural integrity. This includes maintaining a quorum for decision-making and ensuring all meetings are properly noticed and open to the public.

### 3. GUIDELINES

- 3.1. Quorum and Attendance: Given the critical role of the HCFA Committee in representing SMFR's interests, maintaining a quorum at each meeting is essential. Attendance by all Committee members is of high importance to uphold SMFR's commitment to active and effective participation in the Heartland Communications JPA governance.

- 3.2. Strategic Participation: Committee members are expected to engage proactively in all discussions, bringing forward the perspectives, needs, and recommendations of SMFR. This includes preparing for meetings by reviewing all relevant materials and proposals to be discussed.
- 3.3. Reporting and Accountability: Following each Heartland Communications JPA meeting, the Committee will provide an update to the SMFR Board of Directors. This report will detail the discussions, decisions made, and any action items or votes in which the Committee participated, ensuring accountability and alignment with SMFR's strategic objectives.



## FIRE PREVENTION REPORT

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** Fixed Special Assessments – Weed Abatement

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### **BACKGROUND**

The Board of Directors reviews the properties that our hazard abatement contractor has been forced to abate on an annual basis. Attached is a list of lawfully abated properties for which the contractor did not receive payment.

Our administrative charge reflects a \$35 increase from the prior fiscal year due to salary and benefit increases for the Fire Marshal position (reclassification effective January 1, 2024). The rate associated with these fixed special assessments is \$264 per parcel.

### **DISCUSSION**

An audit was performed on the list provided by Fire Prevention Services in an effort to be more hands-on throughout the weed abatement process and ensure accurate records by our hazard abatement contractor. It was determined that residents were correctly notified and appropriately charged for the abatement work performed.

### **FISCAL IMPACT**

Anticipated reimbursement to the District for costs associated with weed abatement during Fiscal Year 2024/2025 is \$9,504.

### **ATTACHMENTS**

Attachment A – List of abated parcels

### **RECOMMENDATION**

Approve the list provided by Fire Prevention Services for tax lien that will be uploaded to the County of San Diego system for processing.





**San Miguel Fixed Charge Special Assessment Tax Year 2024/2025**

Parcel	Assessment Amount	Admin Charge	Total Assessed	Site Address	Owner	Mailing Address	City	State	Zip	Vacant
497 081 5700	\$9,833.00	\$264.00	\$10,097.00	10801 Dewitt Ct, El Cajon, CA 92020	BOWEN, EDWARD F	10801 Dewitt Ct	EL CAJON	CA	92020	No
504 051 0600	\$756.90	\$264.00	\$1,020.90	9414 Lamar St, Spring Valley, CA 91977	SIEMIENOWSKI, JOSEPH V	10951 Sorrento Valley Rd Ste 1A	SAN DIEGO	CA	92121	No
505 112 1800	\$1,547.84	\$264.00	\$1,811.84	10385 Don Pico Rd, Spring Valley, CA 91978	HERSHBERGER, LESLEY A	10385 Don Pico Rd	SPRING VALLEY	CA	91978	No
505 166 1300	\$736.76	\$264.00	\$1,000.76	3211 Calavo Dr, Spring Valley, CA 91978	RENSTROM, KENNETH R	3211 Calavo Dr	SPRING VALLEY	CA	91978	No
505 640 0400	\$42,710.14	\$264.00	\$42,974.14	2780 Via Orange Way, Spring Valley, CA 91978	B C D S PROPERTY L L C	1301 Van Vechten Rd	EL CAJON	CA	92019	No
507 410 5500	\$5,429.08	\$264.00	\$5,693.08	1881 Greenfield Dr, El Cajon, CA 92021	YALDOO LLC	2559 University Ave	SAN DIEGO	CA	92104	No
511 312 0400	\$736.76	\$264.00	\$1,000.76	1751 Granite Hills Dr, El Cajon, CA 92019	AMMO, DANIEL	1751 Granite Hills Dr	EL CAJON	CA	92019	No
578 042 4300	\$4,139.28	\$264.00	\$4,403.28	2253 Helix St, Spring Valley, CA 91977	AHRENSBERG, ROY C	2253 Helix St	SPRING VALLEY	CA	91977	No
579 353 2400	\$722.50	\$264.00	\$986.50	1639 Ramona Ave, Spring Valley, CA 91977	BEDUHI, BEIWAR	1639 Ramona Ave	SPRING VALLEY	CA	91977	No
579 364 0100	\$736.76	\$264.00	\$1,000.76	1327 Maria Ave, Spring Valley, CA 91977	JACKSON, TRAVIS E	1327 Maria Ave	SPRING VALLEY	CA	91977	No
579 392 0100	\$1,144.58	\$264.00	\$1,408.58	9742 Date St, Spring Valley, CA 91977	MERCURIO, JOSHUA	800 The Mark Ln Unit 103	SAN DIEGO	CA	92101	No
579 392 1300	\$731.36	\$264.00	\$995.36	1636 La Mesa Ave, Spring Valley, CA 91977	WHITE, THOMAS J	1636 La Mesa Ave	SPRING VALLEY	CA	91977	No
579 404 2300	\$733.78	\$264.00	\$997.78	1314 Sangamon Ave, Spring Valley, CA 91977	COHEN, JOEL H	1314 Sangamon Ave	SPRING VALLEY	CA	91977	No
580 071 0300	\$718.82	\$264.00	\$982.82	10417 Fairhill Dr, Spring Valley, CA 91977	BOWERS SHAWN S & CHERRY TAMARA L	10417 Fairhill Dr	SPRING VALLEY	CA	91977	No
584 104 0800	\$840.28	\$264.00	\$1,104.28	509 Thayer Dr, Spring Valley, CA 91977	GARCIA, ADRIANA B	6512 Broadrick Pl	SAN DIEGO	CA	92139	No
499 361 1900	\$2,531.58	\$264.00	\$2,795.58	8657 Golf Dr, Spring Valley, CA 91977	JUUNIYO TRUST 01-19-23	4041 N Bonita St	SPRING VALLEY	CA	91977	Yes
502 022 4900	\$3,996.16	\$264.00	\$4,260.16	4064 Audish Ct, La Mesa, CA 91941	ZORA FAMILY TRUST 042606	11575 Swan Lake Dr	SAN DIEGO	CA	92131	Yes
502 022 5000	\$3,260.80	\$264.00	\$3,524.80	4040 Audish Ct, La Mesa, CA 91941	ZORA, AZIZ A	1805 Camino Mojave	CHULA VISTA	CA	91914	Yes
502 022 5100	\$5,395.24	\$264.00	\$5,659.24	0 Fury Ln, La Mesa, CA 91941	ZOURA, ALLEN	3025 MAIN ST	CHULA VISTA	CA	91911	Yes
504 151 0500	\$741.48	\$264.00	\$1,005.48	0 Kenora Dr, Spring Valley, CA 91977	UPLAND SPRINGS LLC	903 Highland Ave	NATIONAL CITY	CA	91950	Yes
504 151 0600	\$3,004.54	\$264.00	\$3,268.54	0 Kenora Dr, Spring Valley, CA 91977	UPLAND SPRINGS LLC	903 Highland Ave	NATIONAL CITY	CA	91950	Yes
517 021 2900	\$2,204.06	\$264.00	\$2,468.06	0 Tina, El Cajon, CA 92019	PUTRUS, HAITHEM	2546 Wind River Rd	EL CAJON	CA	92019	Yes
578 012 8000	\$10,609.74	\$264.00	\$10,873.74	0 Sweetwater Road, Spring Valley, CA 91977	SWEETWATER BNM LLC	844 E. Washington Ave.	EL CAJON	CA	92020	Yes
578 042 3000	\$12,224.20	\$264.00	\$12,488.20	0 Grand Ave, Spring Valley, CA 91977	PHUNG, FRANCES THU	14351 Euclid St # E	GARDEN GROVE	CA	92843	Yes
578 161 0200	\$4,234.44	\$264.00	\$4,498.44	0 Grand Ave, Spring Valley, CA 91977	LIGHT HOUSE BUILDERS INC	4411 Mercury St Ste 211	SAN DIEGO	CA	92111	Yes
579 353 0800	\$2,030.16	\$264.00	\$2,294.16	0 Ramona, Spring Valley, CA 91977	CORDOVA, EDWARD	1514 Ramona Ave	SPRING VALLEY	CA	91977	Yes
579 356 2900	\$1,396.44	\$264.00	\$1,660.44	0 Ramona Ave, Spring Valley, CA 91977	M P REVOCABLE LIVING TRUST 12-22-00	5030 W 58TH PL	LOS ANGELES	CA	90056	Yes
579 356 3000	\$1,356.40	\$264.00	\$1,620.40	0 Ramona Ave, Spring Valley, CA 91977	M P REVOCABLE LIVING TRUST 12-22-00	5030 W 58TH PL	LOS ANGELES	CA	90056	Yes
579 376 1400	\$1,853.80	\$264.00	\$2,117.80	0 San Miguel Avenue, Spring Valley, CA 91977	GONZALEZ, MARIO P	498 Oaklawn Ave Apt H	CHULA VISTA	CA	91910	Yes
579 395 1700	\$1,659.04	\$264.00	\$1,923.04	0 SANGAMON, Spring Valley, CA 91977	MACLEAN, CALVIN	1825 Carolyn Dr	CHULA VISTA	CA	91913	Yes
579 396 0200	\$1,996.64	\$264.00	\$2,260.64	0 Portola Ave, Spring Valley, CA 91977	FLORES, IVAN	1312 W San Ysidro Blvd #A	SAN YSIDRO	CA	92173	Yes
579 396 4900	\$2,044.56	\$264.00	\$2,308.56	0 Portola Ave, Spring Valley, CA 91977	BROWN, ELLEN	373 69TH ST	SAN DIEGO	CA	92114	Yes
579 396 5100	\$728.72	\$264.00	\$992.72	0 Coronado Ave, Spring Valley, CA 91977	CHAMBERS, ROBERT	390508 PO Box	SAN DIEGO	CA	92149	Yes
579 396 5200	\$1,383.30	\$264.00	\$1,647.30	0 La Mesa Ave, Spring Valley, CA 91977	MORAVEC, JACOB	2410 Shamrock St	SAN DIEGO	CA	92105	Yes
579 397 2600	\$1,380.60	\$264.00	\$1,644.60	0 La Mesa Ave, Spring Valley, CA 91977	LA MESA TRUST 06-12-20	1718 Capitol Ave	CHEYENNE	WY	82001	Yes
580 172 1100	\$4,529.64	\$264.00	\$4,793.64	9953 Apple St, Spring Valley, CA 91977	ALKAKOS, JOE	19035 PO Box	SACRAMENTO	CA	95819	Yes

**Total Parcels** 36  
**Total Assesment** \$140,079.38 \$9,504.00 \$149,583.38  
*Note: Grey rows indicate vacant parcel*



## FIRE PREVENTION REPORT

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** CFD 2022-1, Finalize Annexations 2 & 3 via Ordinances 24-02 and 24-03

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### **BACKGROUND**

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. Annexation 1 was approved May 10, 2023. Since then, qualifying projects have annexed into CFD 2022-1.

### **DISCUSSION**

Resolutions 24-14 and 24-15 declared intent to annex property into CFD 2022-1 via Annexation 2 and 3, and were adopted at the regular meeting of the Board of Directors on May 8, 2024. A public hearing and election occurred at the July 10, 2024 regular meeting, with a first reading of both Ordinances read at that same meeting. Tonight's meeting of July 24, 2024 presents Ordinances 24-02 and 24-03, which finalizes Annexations 2 and 3 with their adoption.

### **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.

### **ATTACHMENTS**

- Attachment A - Ordinance 24-02
- Attachment B - Ordinance 24-03

### **RECOMMENDATION**

Adopt Ordinances 24-02 and 24-03, which finalize CFD 2022-1 Annexations 2 and 3.

**Ordinance 24-02**

**Ordinance of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Authorizing the Levy of Special Taxes in a Community Facilities District,  
Including Certain Annexation Territory Identified as Annexation 2,  
into San Miguel Consolidated Fire Protection District  
Community Facilities District 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. 24-14, which was adopted on May 8, 2024 (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. 2”), the Board, on June 12, 2024, 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 previously been levied in the original territory of CFD No. 2022-1 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. 2, 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. 2, 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. 2, 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. 2, 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 Board Clerk 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 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Shayna Rians, Board Clerk

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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 June 12, 2024, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on July 24, 2024.

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Board Clerk  
San Miguel Consolidated Fire Protection District

## **Ordinance 24-03**

### **Ordinance of the Board of Directors of the San Miguel Consolidated Fire Protection District Authorizing the Levy of Special Taxes in a Community Facilities District, Including Certain Annexation Territory Identified as Annexation 3, into San Miguel Consolidated Fire Protection District Community Facilities District 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. 24-15, which was adopted on May 8, 2024 (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. 3”), the Board, on June 12, 2024, 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 previously been levied in the original territory of CFD No. 2022-1 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. 3, 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. 3, 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. 3, 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. 3, 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 Board Clerk 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 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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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 June 12, 2024, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on July 24, 2024.

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Board Clerk  
San Miguel Consolidated Fire Protection District





## FIRE PREVENTION REPORT

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Jon Newman, Fire Marshal  
**SUBJECT:** CFD 2022-1, Annexation 4 through approval of Resolution 24-36, Resolution 24-37, and First Reading of Ordinance 24-04

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### 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. Annexation 1 was approved May 10, 2023.

### DISCUSSION

The District has received a petition from BPI 1 E&P LLC (the “Owner”), relating to Parcel 584-160-52-00 located off of Paradise Valley Rd. The Owner is the owner of Assessor Parcel Numbers 584-160-52-00 (“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.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on July 24, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be a gas station. 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.

### **ATTACHMENTS**

- Attachment A – Resolution 24-36 (Call for Election, Annexation 2)
  - Exhibit A – Official Ballot
- Attachment B – Resolution 24-37 (Results of Election, Annexation 2)
  - Exhibit A – Certificate of Election Official and Statement of Votes Cast
- Attachment C – Draft Ordinance 24-04

### **RECOMMENDATION**

Adopt Resolutions 24-36 and 24-37, and complete the First Reading of Ordinance 24-04.

## ***Resolution 24-36***

### **Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Calling a Special Landowner Election for San Miguel Consolidated Fire Protection District Community Facilities District 2022-1 (Annexation 4)**

**WHEREAS**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has heretofore conducted proceedings for the establishment of and 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 Board is authorized by 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”) to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5; and

**WHEREAS**, on June 12, 2024, the Board adopted Resolution No. 24-24, a resolution of intention to annex territory to CFD No. 2022-1 pursuant to Section 53339.2 of the Act, determining that the public convenience and necessity require that certain property, consisting of approximately 0.49 acres, known as Annexation No. 4 be annexed to CFD No. 2022-1 and containing all of the matters prescribed by Section 53339.3 of the Act, and fixing 5:30 p.m. on July 24, 2024, in the in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978, as the time and place for a hearing upon said resolution; and

**WHEREAS**, pursuant to said resolution, the Board Clerk has published and mailed notice of the time and place of said hearing as required by Section 53339.4 of the Act; and

**WHEREAS**, on July 24, 2024, at the time and place of said hearing, the Board afforded all interested persons for or against the annexation of said property to CFD No. 2022-1 an opportunity to present testimony and to protest against the proposed annexation of said property to CFD No. 2022-1, and no protests, either oral or in writing, were received; and

**WHEREAS**, pursuant to Section 53339.7 of the Act, the Board may now submit the question of levying a special tax within the territory proposed to be annexed to CFD No. 2022-1 to the qualified electors within that territory.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Findings. The Board finds that: (i) the foregoing recitals are correct; (ii) less than twelve (12) persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1 during the ninety (90) days preceding the close of the public hearing on July 24, 2024; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory proposed to be annexed to CFD No. 2022-1 whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one (1) vote for each acre, or portion thereof, which he or she owns within the said territory, which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) pursuant to said Section 53326, the special election must be held at least ninety (90) days, but not more than one hundred eighty (180) days following the date of the adoption of this resolution, unless such time periods are waived with the unanimous waiver of the qualified electors. All of the qualified electors in the territory to be annexed waived the time limits and election formalities of the special election.

Section 2.

Call of Election. The Board hereby calls and schedules a special election for July 24, 2024, on the proposition with respect to the annual levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 for paying the cost of the services to be provided within and for the benefit of the territory proposed to be annexed to CFD No. 2022-1.

Section 3.

Propositions. The propositions to be submitted to the voters of CFD No. 2022-1 at such special election shall be as follows:

PROPOSITION A

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 ("CFD No. 2022-1"), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 4 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 4 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

Section 4.

Conduct of Election. Except as otherwise provided in Section 5 hereof, said election shall be conducted by the Board Clerk of the District pursuant to the California Elections Code governing mail ballot elections, and in particular, the provisions of Division 4 (commencing with Section 4000) of said Code, insofar as they may be applicable.

Section 5.

Election Procedures. The procedures to be followed in conducting the special election on the levy of Special Taxes to pay the annual costs of the Services to the qualified electors of the territory to be annexed to CFD No. 2022-1 (the "Special Election") shall be as follows:

- a) Pursuant to said Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid, or by personal service.
- b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections, and specifically Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Board Clerk shall mail or deliver to each qualified elector an official ballot in the form attached hereto as Exhibit "A," and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of Resolution No. 24-24; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners.
- c) The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.
- d) The return identification envelope mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of said declaration, and (vii) a notice that the envelope contains an official ballot

and is to be opened only by the Board Clerk.

- e) The instruction to voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on July 24, 2024.
- f) Upon receipt of the return identification envelopes, which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the special election, and shall file a statement with the Board as to the results of such canvass and the election on each proposition set forth in the official ballot.

Section 6.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Shayna Rians, Board Clerk

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Jesse A. Robles, Board President

EXHIBIT "A"  
OFFICIAL BALLOT

SPECIAL ELECTION

**NUMBER OF VOTES ENTITLED TO BE CAST: 1**

**SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COMMUNITY FACILITIES  
DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA**

**(ANNEXATION NO. 4)**

**JULY 24, 2024**

**OFFICIAL BALLOT**

To vote on any measure, mark a cross (+) in the voting square before the word "YES" or before the word "NO." If you tear or deface this ballot, call Leah Harris, Administrative Officer/Finance Officer at (619) 670-0500 for assistance.

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**PROPOSITION A**

Shall the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 ("CFD No. 2022-1"), County of San Diego, State of California, subject to accountability measures set forth in California Government Code Section 50075.1, levy special taxes throughout Annexation No. 4 to such community facilities district pursuant to the method of apportioning the special tax set forth in Attachment A to this Official Ballot for the purpose of financing public services, including but not limited to the services set forth in Attachment B to this Official Ballot to meet the increased demand for such services resulting from new development within Annexation No. 4 thereto and the cost of administering the levy and collection of the special taxes and CFD No. 2022-1?

- YES
- NO

## ***Resolution 24-37***

### **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 2022-1, Annexation 4**

**WHEREAS**, the Board of Directors (the "Board") of the San Miguel Consolidated Fire Protection District (the "District") has heretofore conducted proceedings for the annexation of approximately 0.49 acres of land to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California ("CFD No. 2022-1") including conducting a public hearing pursuant to Section 53339.5 of the Government Code; and

**WHEREAS**, at the conclusion of said public hearing, the Board adopted a resolution calling a special election for July 24, 2024, and submitting to the qualified electors of the territory to be annexed, known as Annexation No. 4 to CFD No. 2022-1 the question of levying special taxes within that territory to pay the costs of certain services and the costs associated with the determination of the amount of and levy and collection of special taxes, which will be levied to provide the services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1 (the "Election Resolution").

**WHEREAS**, the Board has received a statement from the Board Clerk, who pursuant to the Election Resolution was authorized to conduct such special election and act as the election official therefor, with respect to the canvass of the ballots returned in and the results of said special election, certifying that at least two-thirds of the votes cast upon the proposition submitted to the qualified electors in said special election were in favor of such proposition.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the San Miguel Consolidated Fire Protection District, California, hereby:

Section 1.

Recitals. The above recitals are all true and correct.

Section 2.

Findings. The Board finds that: (i) there are no registered voters residing within the territory proposed to be annexed to CFD No. 2022-1 ("Annexation No. 4") at the time of the close of the public hearing on July 24, 2024, and pursuant to Section 53326 of the Government Code, the vote in said special election was, therefore, to be by the landowners owning land within Annexation No. 4, with each landowner having one vote for each acre or portion thereof of land that he or she owned within Annexation No. 4; (ii) pursuant to said Section 53326 and the Election Resolution, the Board Clerk caused to be delivered an official ballot for the special election to the owner of the land within Annexation No. 4, with return postage prepaid; (iii) said special election has been properly conducted in accordance



with all statutory requirements and the provisions of the Election Resolution; (iv) pursuant to said Section 53326, BPI 1 E&P LLC, the owner of all the land within Annexation No. 4, was entitled to one (1) votes; (v) said landowner returned its ballot to the Board Clerk prior to the time set by the Board Clerk for the close of the election on July 24, 2024; (vi) the ballot returned to the Board Clerk by said landowner voted all votes of said landowner in favor of the proposition set forth therein; (vii) at least two-thirds of the votes cast in such special election on said proposition were in favor thereof, and pursuant to Sections 53328 and 53329 of the Government Code, said proposition carried; (viii) pursuant to Section 53339.8 of the Government Code, the Board is authorized to determine that Annexation No. 4 to be annexed has been added to and become a part of CFD No. 2022-1 with full legal effect; and (ix) the Board is also authorized, pursuant to said Section 53339.8, to annually levy special taxes within Annexation No. 4 to pay the costs of the services to be provided by CFD No. 2022-1.

Section 3.

Declaration of Results. At least two-thirds of the votes voted in the special election on the proposition of the annual levy of special taxes within Annexation No. 4 to pay the costs of the services to be provided by CFD No. 2022-1 were voted in favor thereof, and such proposition carried.

Section 4.

Annexation. Annexation No. 4 is annexed and added to and is a part of CFD No. 2022-1 with full legal effect, and the Board shall annually levy special taxes within Annexation No. 4 at the rates as specified in Resolution No. 24-24 adopted by the Board on June 12, 2024, to pay costs of certain services to be provided by CFD No. 2022-1. The boundaries of Annexation No. 4 are shown on the map entitled, "Annexation Map No. 4 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, County of San Diego, State of California," which was recorded on June 17, 2024, in the office of the County Recorder of the County of San Diego as Instrument No. 2024-7000278.

Section 5.

Notice. Pursuant to Section 53339.8 of the Government Code and Section 3117.5 of the Streets and Highways Code, the Board Clerk shall cause to be filed with the County Recorder of the County of San Diego an amendment of the notice of special tax lien and a map of the amended boundaries of CFD No. 2022-1 including Annexation No. 4.

Section 6.

Entry of the Election Results in the Minutes. The Board Clerk is hereby directed, pursuant to the provisions of the Elections Code of the State of California, to enter in the minutes the results of the election as set forth in said Certificate of Election Official.

Section 7.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

**BE IT FURTHER RESOLVED AND ORDERED** The Board Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the Board of the San Miguel Consolidated Fire Protection District this 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

---

Shayna Rians, Board Clerk

---

Jesse A. Robles, Board President

EXHIBIT "A"

CERTIFICATE OF ELECTION OFFICIAL  
AND STATEMENT OF VOTES CAST

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT )

The undersigned, ELECTION OFFICIAL OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions of Section 53326 of the Government Code and Division 12, commencing with Section 17000 of the Elections Code of the State of California, I did canvass the returns of the votes cast at the

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1,  
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA  
SPECIAL ELECTION  
(ANNEXATION NO. 4)

in said District, held July 24, 2024.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in Annexation No. 4 to be annexed to CFD No. 2022-1 in such District, and the whole number of votes cast for the Proposition in Annexation No. 4 to be annexed to CFD No. 2022-1 in said District, and the totals of the respective columns and the totals as shown for the Proposition are full, true and correct.

1. VOTES CAST ON PROPOSITION A: YES \_\_\_  
NO \_\_\_

WITNESS my hand this 24<sup>th</sup> day of July 2024.

\_\_\_\_\_  
BOARD CLERK  
ELECTION OFFICIAL  
SAN MIGUEL CONSOLIDATED FIRE  
PROTECTION DISTRICT  
STATE OF CALIFORNIA

**Ordinance 24-04**

**Ordinance of the Board of Directors of the  
San Miguel Consolidated Fire Protection District  
Authorizing the Levy of Special Taxes in a Community Facilities District,  
Including Certain Annexation Territory Identified as Annexation 4,  
into San Miguel Consolidated Fire Protection District  
Community Facilities District 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. 24-24, which was adopted on June 12, 2024 (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. 4”), the Board, on July 24, 2024, 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 previously been levied in the original territory of CFD No. 2022-1 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. 4, 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. 4, 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. 4, 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. 4, 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 Board Clerk 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 14<sup>th</sup> day of August 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

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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 June 12, 2024, and was duly adopted, passed, and ordered posted at an adjourned regular meeting of the San Miguel Consolidated Fire Protection District Board held on August 14, 2024.

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Board Clerk  
San Miguel Consolidated Fire Protection District



## FIRE PREVENTION REPORT

**DATE:** July 24, 2024

**TO:** Board of Directors

**FROM:** Jon Newman, Fire Marshal

**SUBJECT:** Intent to Annex Territory to Community Facilities District No. 2022-1 and Adopting Map of the Area Proposed to be Annexed Thereto through Resolution 24-38 (Annexation 5)

### **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. Annexation 1 was approved May 10, 2023.

### **DISCUSSION**

The District has received a petition from BC LAMAR, LLC (the “Owner”), relating to Parcel 503-261-07-00 located off of Lamar Street. The Owner is the owner of Assessor Parcel Numbers 503-261-07-00 (“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 include 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on September 11, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be for a multi-family property. 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.

### **ATTACHMENTS**

- Attachment A – Resolution 24-38
  - Exhibit A – Description of Services
  - Exhibit B – Legal Description of Property
  - Exhibit C – Rate and Method of Apportion of Special Taxes for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 with Annexation Map
  - Attachment 1 – Maximum Special Tax Rates
- Attachment B – Boundary Map
- Attachment C – Property Owner Petition to the Board

### **RECOMMENDATION**

Approve Resolution 24-38.



## ***Resolution 24-38***

### **Resolution of Intention of The Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Intention to Annex Territory to Community Facilities District No. 2022-1 and Adopting a Map of the Area Proposed to be Annexed Thereto (Annexation 5)**

**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 ("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 territory which is included in CFD No. 2022-1 is described on the map of CFD No. 2022-1 recorded in Book 50 of Maps of Assessment and Community Facilities Districts, page(s) 41 in the office of the County Recorder for the County of San Diego, State of California; and

**WHEREAS**, the Board has received a written petition from BC LAMAR, LLC, the owner of certain real property within the District requesting that such property be annexed to CFD No. 2022-1 in order that they may be developed and receive the benefit of services, which will be financed by the annual levy of special taxes on said property for the purpose set forth in Exhibit "A" (the "Services"); and agreeing to the annual levy of special taxes on said property sufficient to pay the costs of such Services and costs incidental thereto; and

**WHEREAS**, the Board is authorized by 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") to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5.

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

Section 1.

Recitals. The above recitals are true and correct and are hereby incorporated into this resolution.

Section 2.

Name of District. The name of the existing community facilities district is the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

Section 3.

Intention. The Board declares its intention to conduct proceedings pursuant to said Article 3.5 of the Act for territory proposed for annexation designated “Annexation No. 5” to CFD No. 2022-1 as described in Exhibit “B” attached hereto. The Board determines that the public convenience and necessity require that such territory be annexed to CFD No. 2022-1.

Section 4.

Description of Territory Proposed To Be Annexed; Annexation Map. Annexation No. 5 to be annexed to CFD No. 2022-1 is described in Exhibit “B” attached hereto and by this reference made a part hereof. Such territory is also shown and described on the map thereof entitled “Annexation Map No. 5 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, San Diego County, State of California” which is on file with the Board Clerk (the “Annexation Map”).

Section 5.

Types of Services; Incidental Expenses. Services authorized to be financed by CFD No. 2022-1 are set forth in Exhibit “A.” The District shall also finance costs associated with the determination of the amount of and the levy and collection of special taxes which are levied to provide such Services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1.

Section 6.

Special Taxes. Except where funds are otherwise available, special taxes sufficient to pay the costs of the Services provided for in Section 5 above and the annual administrative expenses of the District and CFD No. 2022-1 in determining, apportioning, levying and collecting such special taxes, shall be annually levied within CFD No. 2022-1. Pursuant to Section 53340 of the California Government Code, the special taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. However, under no circumstances shall the special tax levied against any parcel subject to the levy of the special tax pursuant to the rates and method of apportionment be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within CFD No. 2022-1 by more than ten percent (10%). The rate and method of apportionment of said special taxes shall be as set forth in Exhibit “C” attached hereto and by this reference made a part hereof.

Section 7.

Adoption of Annexation Map. Pursuant to Section 3110.5 of the Streets and Highways Code, the Board adopts the Annexation Map as the map of the area proposed to be annexed to CFD No. 2022-1. Pursuant to Section 3111 of said Code, the Board Clerk

shall file the original of the Annexation Map in his or her office and shall file a copy of the Annexation Map with the County Recorder of the County of San Diego no later than 15 days prior to the date of the hearing specified in Section 10 hereof.

Section 8.

Exempt Properties. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal, and local governments shall be exempt from the levy of special taxes of CFD No. 2022-1.

Section 9.

Necessity. The Board finds that the Services described in Section 5 hereof are necessary to meet increased demands placed upon the District as a result of development occurring within the boundaries of the proposed annexation of territory to CFD No. 2022-1.

Section 10.

Hearing on Annexation of Territory. A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 pm on September 11, 2024, or as soon thereafter as the Board may consider the matter, in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978.

Section 11.

Notice. The Board Clerk shall publish a notice of the time and place of said hearing as required by Section 53322 of the California Government Code, and shall also give notice of the time and place of said hearing by first-class mail to each registered voter and to each landowner within the proposed community facilities district as prescribed by Section 53322.4 of said Code. Said notice shall be published at least seven (7) days and mailed at least fifteen (15) days before the date of the hearing, and shall contain the information required by said Section 53322.

Section 12.

Description of Voting Procedures. The voting procedures to be followed in conducting the election on the proposition with respect to the levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 shall be as follows:

- a) If at the time of the close of the public or protest hearing (hereinafter referred to as the "protest hearing") at least 12 persons are registered to vote within the territory proposed to be annexed to CFD No. 2022-1, the election shall be conducted by the Board Clerk, and shall be held on a date selected by the Board in conformance with the provisions of Section 53326 of the California Government Code ("Section 53326") and pursuant to the applicable provisions of law regulating elections of the District, insofar as they may be applicable, and pursuant to Section 53326 the ballots for the election shall be distributed to the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 by mail with return postage prepaid and the election shall be conducted as a mail ballot election.

b) If at the time of the close of the protest hearing, and for at least the preceding 90 days, less than 12 persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1, and pursuant to Section 53326, the vote is therefore to be by the landowners of that territory, with each landowner of record at the close of the protest hearing having one vote for each acre or portion of an acre of land that he or she owns, the election shall be conducted by the Board Clerk as follows:

1. The election shall be held on the earliest date following the conclusion of the protest hearing upon which it can be held pursuant to Section 53326 which may be selected by the Board, or such earlier date as the owners of land within the territory proposed to be annexed to CFD No. 2022-1 and the Board Clerk agree and concur is acceptable.
2. Pursuant to Section 53326, the election may be held earlier than 90 days following the close of the protest hearing if the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 waive the time limits for conducting the election set forth in Section 53326 by unanimous written consent and the Secretary of the Board concurs in such earlier election date as shall be consented to by the qualified electors.
3. Pursuant to Section 53326, ballots for the election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid or by personal service.
4. Pursuant to applicable provisions of law regulating elections of the District, which govern the conduct of mail ballot elections, and Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Secretary of the Board shall mail or deliver to each qualified elector an official ballot in a form specified by the Board in the resolution calling the election, and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a statement pursuant to Section 9401 of the said Code, an impartial analysis by the District's Legal Counsel pursuant to Section 9280 of the said Code with respect to the ballot proposition contained in the official ballot, ballot arguments and rebuttals, if any, pursuant to Sections 9281 to 9287, inclusive, of said Code, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of this resolution; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners of the territory proposed to be annexed to CFD No. 2022-1 and

shall be so stated in the resolution adopted by the Board calling the election.

5. The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter, and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the proposition set forth in the official ballot as marked thereon in the voting square opposite such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.
6. The return identification envelope delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk.
7. The information-to-voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on the date of the election.
8. Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the election, and shall file a statement with the Board at its next regular meeting regarding the results of such canvass and the election. The procedures set forth in this section for conducting the

election may be modified as the Board may determine to be necessary or desirable by a resolution subsequently adopted by the Board.

Section 13.

Certification. The Board Clerk shall certify the passage and adoption of this resolution.

Section 14.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

***PASSED AND ADOPTED*** by the Board of the San Miguel Consolidated Fire Protection District this 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

\_\_\_\_\_  
Shayna Rians, Board Clerk

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

EXHIBIT A  
DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.

EXHIBIT B  
LEGAL DESCRIPTION OF PROPERTY

The Property is identified as San Diego County, Assessor's Parcel Numbers:

- 503-261-07



EXHIBIT C  
RATE AND METHOD OF APPORTION OF SPECIAL TAXES  
FOR SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1  
TAX ZONE NO. 1

The Special Tax shall be levied in Annexation No. 5 in accordance with the Rate and Method of Apportionment of Special Tax for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 pursuant to the rate for Tax Zone No. 1 set forth in Attachment No. 1 thereto. The Rate and Method of Apportionment of Special Tax is attached hereto and incorporated herein by this reference.

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1  
ATTACHMENT 1  
MAXIMUM SPECIAL TAX RATES

<b>Tax Zone</b>	<b>APNs</b>	<b>Property Type</b>	<b>Special Tax Rate</b>	<b>Per</b>	<b>Base Year</b>
1	503-261-07	Multi-Family Property	\$242.80	Unit	2024/25

# ANNEXATION MAP NO. 5 OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1 ANNEXATION NO. 5

COUNTY OF SAN DIEGO  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE BOARD CLERK OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

BOARD CLERK  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF ANNEXATION NO. 5 TO SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, AT A MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_.

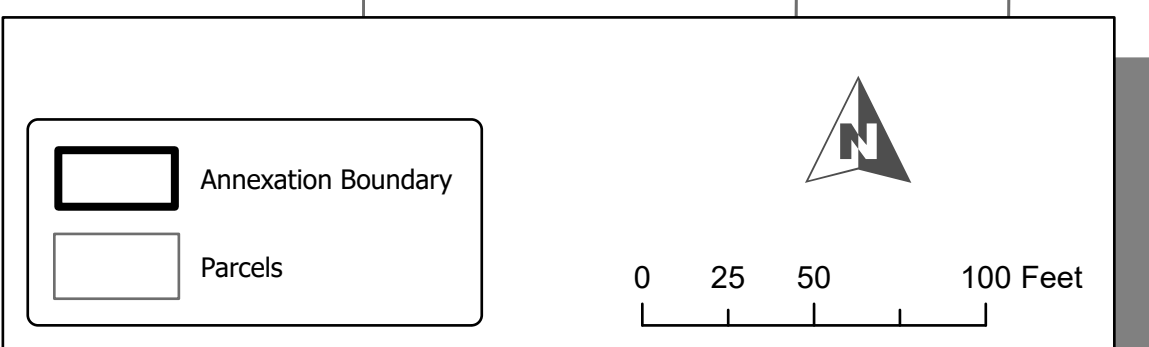
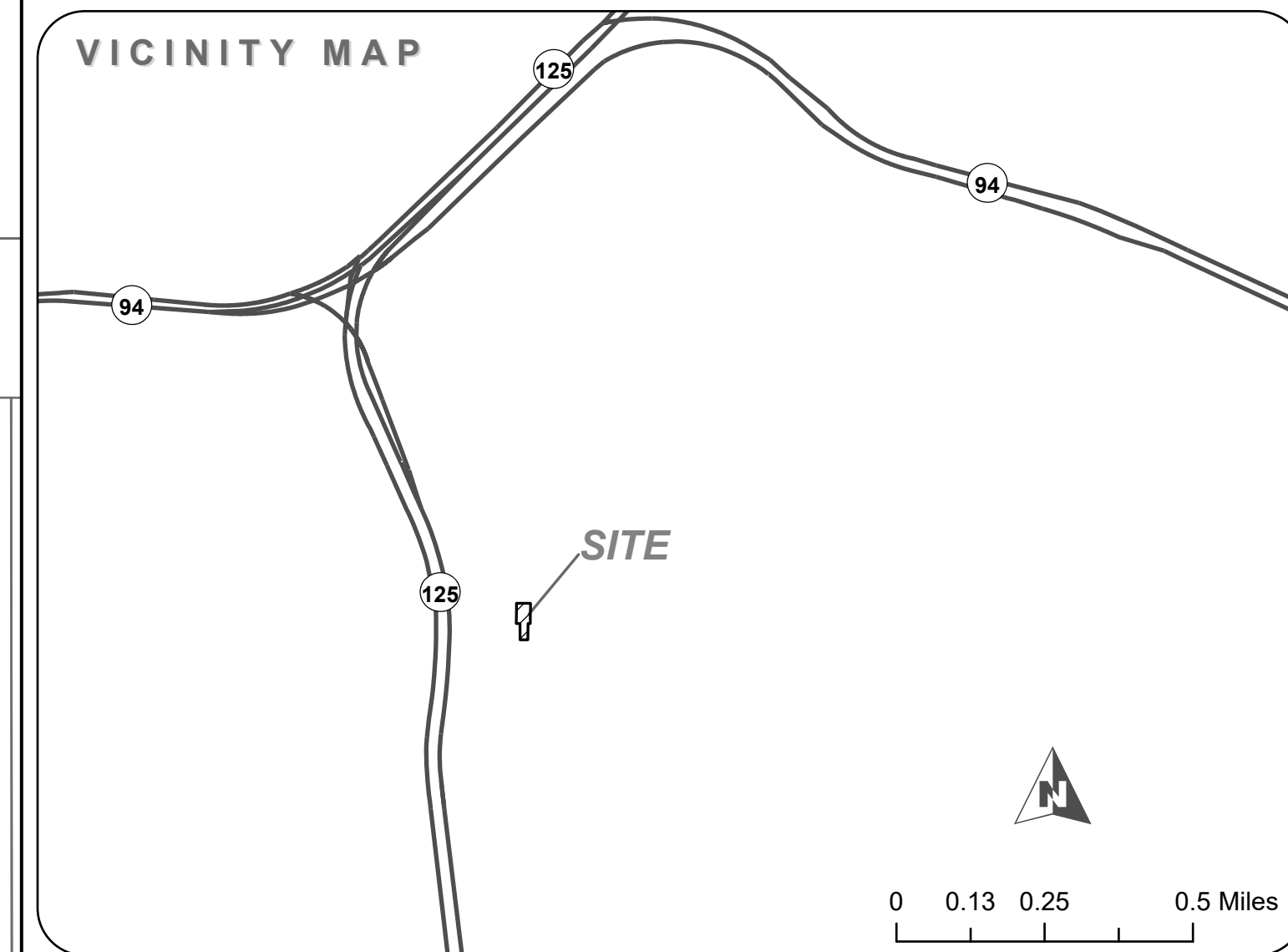
BOARD CLERK  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M, IN BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AS FILE NO. \_\_\_\_\_.

JORDAN Z. MARKS  
COUNTY RECORDER  
COUNTY OF SAN DIEGO, CALIFORNIA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "MAP OF PROPOSED BOUNDARIES OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA" FILED THE 22ND DAY OF AUGUST, 2022, AT THE HOUR OF 3:56 O'CLOCK P.M. IN BOOK 50 OF MAP OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 41 AND AS INSTRUMENT NO. 2022-7000403 IN THE OFFICE OF THE COUNTY RECORDER FOR THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.



Source: San Diego County GIS  
Geographic Coordinate Reference: GCS North American 1983  
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet



**PETITION TO THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT REQUESTING INITIATION OF PROCEEDINGS FOR THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2022-1, AND CONSENTING TO THE LEVY OF SPECIAL TAXES TO PAY THE ANNUAL COSTS OF SERVICES (ANNEXATION NO. 5 TO CFD 2022-1)**

1. BC LAMAR, LLC, (“Owner”), requests that the Board of Directors of the San Miguel Consolidated Fire Protection District (the “District”) initiate proceedings 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”) for the annexation of the property described in Exhibit “A” attached hereto (the “Property”) to “San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1, County of San Diego, State of California” (the “CFD”) for the purpose of providing for the funding, through the levy of special taxes, of the services set forth in Exhibit “B” attached hereto.

2. Owner represents to the Board of Directors that it is the owner of all of the Property.

DATED: July 10, 2024

BC LAMAR, LLC

Signature: 

Printed Name: Abraham Edid

Title: Manager

EXHIBIT "A"

DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

- APN: 503-261-07

EXHIBIT "B"

DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.



## FIRE PREVENTION REPORT

**DATE:** July 24, 2024

**TO:** Board of Directors

**FROM:** Jon Newman, Fire Marshal

**SUBJECT:** Intent to Annex Territory to Community Facilities District No. 2022-1 and Adopting Map of the Area Proposed to be Annexed Thereto through Resolution 24-39 (Annexation 6)

### **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. Annexation 1 was approved May 10, 2023.

### **DISCUSSION**

The District has received a petition from EL CAJON REAL ESTATE, LLC (the “Owner”), relating to Parcel 387-142-36-00 located off of E. Bradley Avenue. The Owner is the owner of Assessor Parcel Numbers 387-142-36-00 (“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 include 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 p.m. on September 11, 2024, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be a skilled nursing facility. 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.

### **ATTACHMENTS**

- Attachment A – Resolution 24-39
  - Exhibit A – Description of Services
  - Exhibit B – Legal Description of Property
  - Exhibit C – Rate and Method of Apportion of Special Taxes for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 with Annexation Map
  - Attachment 1 – Maximum Special Tax Rates
- Attachment B – Boundary Map
- Attachment C – Property Owner Petition to the Board

### **RECOMMENDATION**

Approve Resolution 24-39.



## ***Resolution 24-39***

### **Resolution of Intention of The Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Intention to Annex Territory to Community Facilities District No. 2022-1 and Adopting a Map of the Area Proposed to be Annexed Thereto (Annexation 6)**

**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 ("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 territory which is included in CFD No. 2022-1 is described on the map of CFD No. 2022-1 recorded in Book 50 of Maps of Assessment and Community Facilities Districts, page(s) 41 in the office of the County Recorder for the County of San Diego, State of California; and

**WHEREAS**, the Board has received a written petition from EL CAJON REAL ESTATE, LLC, the owner of certain real property within the District requesting that such property be annexed to CFD No. 2022-1 in order that they may be developed and receive the benefit of services, which will be financed by the annual levy of special taxes on said property for the purpose set forth in Exhibit "A" (the "Services"); and agreeing to the annual levy of special taxes on said property sufficient to pay the costs of such Services and costs incidental thereto; and

**WHEREAS**, the Board is authorized by 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") to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5.

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

Section 1.

Recitals. The above recitals are true and correct and are hereby incorporated into this resolution.

Section 2.

Name of District. The name of the existing community facilities district is the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

Section 3.

Intention. The Board declares its intention to conduct proceedings pursuant to said Article 3.5 of the Act for territory proposed for annexation designated “Annexation No. 6” to CFD No. 2022-1 as described in Exhibit “B” attached hereto. The Board determines that the public convenience and necessity require that such territory be annexed to CFD No. 2022-1.

Section 4.

Description of Territory Proposed To Be Annexed; Annexation Map. Annexation No. 6 to be annexed to CFD No. 2022-1 is described in Exhibit “B” attached hereto and by this reference made a part hereof. Such territory is also shown and described on the map thereof entitled “Annexation Map No. 6 of Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, San Diego County, State of California” which is on file with the Board Clerk (the “Annexation Map”).

Section 5.

Types of Services; Incidental Expenses. Services authorized to be financed by CFD No. 2022-1 are set forth in Exhibit “A.” The District shall also finance costs associated with the determination of the amount of and the levy and collection of special taxes which are levied to provide such Services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1.

Section 6.

Special Taxes. Except where funds are otherwise available, special taxes sufficient to pay the costs of the Services provided for in Section 5 above and the annual administrative expenses of the District and CFD No. 2022-1 in determining, apportioning, levying and collecting such special taxes, shall be annually levied within CFD No. 2022-1. Pursuant to Section 53340 of the California Government Code, the special taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. However, under no circumstances shall the special tax levied against any parcel subject to the levy of the special tax pursuant to the rates and method of apportionment be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within CFD No. 2022-1 by more than ten percent (10%). The rate and method of apportionment of said special taxes shall be as set forth in Exhibit “C” attached hereto and by this reference made a part hereof.

Section 7.

Adoption of Annexation Map. Pursuant to Section 3110.5 of the Streets and Highways Code, the Board adopts the Annexation Map as the map of the area proposed to be annexed to CFD No. 2022-1. Pursuant to Section 3111 of said Code, the Board Clerk

shall file the original of the Annexation Map in his or her office and shall file a copy of the Annexation Map with the County Recorder of the County of San Diego no later than 15 days prior to the date of the hearing specified in Section 10 hereof.

Section 8.

Exempt Properties. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal, and local governments shall be exempt from the levy of special taxes of CFD No. 2022-1.

Section 9.

Necessity. The Board finds that the Services described in Section 5 hereof are necessary to meet increased demands placed upon the District as a result of development occurring within the boundaries of the proposed annexation of territory to CFD No. 2022-1.

Section 10.

Hearing on Annexation of Territory. A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 pm on September 11, 2024, or as soon thereafter as the Board may consider the matter, in the Board Chambers, located at 2850 Via Orange Way, Spring Valley, CA 91978.

Section 11.

Notice. The Board Clerk shall publish a notice of the time and place of said hearing as required by Section 53322 of the California Government Code, and shall also give notice of the time and place of said hearing by first-class mail to each registered voter and to each landowner within the proposed community facilities district as prescribed by Section 53322.4 of said Code. Said notice shall be published at least seven (7) days and mailed at least fifteen (15) days before the date of the hearing, and shall contain the information required by said Section 53322.

Section 12.

Description of Voting Procedures. The voting procedures to be followed in conducting the election on the proposition with respect to the levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 shall be as follows:

- a) If at the time of the close of the public or protest hearing (hereinafter referred to as the "protest hearing") at least 12 persons are registered to vote within the territory proposed to be annexed to CFD No. 2022-1, the election shall be conducted by the Board Clerk, and shall be held on a date selected by the Board in conformance with the provisions of Section 53326 of the California Government Code ("Section 53326") and pursuant to the applicable provisions of law regulating elections of the District, insofar as they may be applicable, and pursuant to Section 53326 the ballots for the election shall be distributed to the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 by mail with return postage prepaid and the election shall be conducted as a mail ballot election.

- b) If at the time of the close of the protest hearing, and for at least the preceding 90 days, less than 12 persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1, and pursuant to Section 53326, the vote is therefore to be by the landowners of that territory, with each landowner of record at the close of the protest hearing having one vote for each acre or portion of an acre of land that he or she owns, the election shall be conducted by the Board Clerk as follows:
1. The election shall be held on the earliest date following the conclusion of the protest hearing upon which it can be held pursuant to Section 53326 which may be selected by the Board, or such earlier date as the owners of land within the territory proposed to be annexed to CFD No. 2022-1 and the Board Clerk agree and concur is acceptable.
  2. Pursuant to Section 53326, the election may be held earlier than 90 days following the close of the protest hearing if the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 waive the time limits for conducting the election set forth in Section 53326 by unanimous written consent and the Secretary of the Board concurs in such earlier election date as shall be consented to by the qualified electors.
  3. Pursuant to Section 53326, ballots for the election shall be distributed to the qualified electors by the Board Clerk by mail with return postage prepaid or by personal service.
  4. Pursuant to applicable provisions of law regulating elections of the District, which govern the conduct of mail ballot elections, and Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Secretary of the Board shall mail or deliver to each qualified elector an official ballot in a form specified by the Board in the resolution calling the election, and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a statement pursuant to Section 9401 of the said Code, an impartial analysis by the District's Legal Counsel pursuant to Section 9280 of the said Code with respect to the ballot proposition contained in the official ballot, ballot arguments and rebuttals, if any, pursuant to Sections 9281 to 9287, inclusive, of said Code, a return identification envelope with prepaid postage thereon addressed to the Board Clerk for the return of voted official ballots, and a copy of this resolution; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners of the territory proposed to be annexed to CFD No. 2022-1 and

shall be so stated in the resolution adopted by the Board calling the election.

5. The official ballot to be mailed or delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter, and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the proposition set forth in the official ballot as marked thereon in the voting square opposite such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.
6. The return identification envelope delivered by the Board Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Board Clerk.
7. The information-to-voter form to be mailed or delivered by the Board Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the Board Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on the date of the election.
8. Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the election, the Board Clerk shall canvass the votes cast in the election, and shall file a statement with the Board at its next regular meeting regarding the results of such canvass and the election. The procedures set forth in this section for conducting the

election may be modified as the Board may determine to be necessary or desirable by a resolution subsequently adopted by the Board.

Section 13.

Certification. The Board Clerk shall certify the passage and adoption of this resolution.

Section 14.

Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

***PASSED AND ADOPTED*** by the Board of the San Miguel Consolidated Fire Protection District this 24<sup>th</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST

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Shayna Rians, Board Clerk

---

Jesse A. Robles, Board President

EXHIBIT A  
DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.

EXHIBIT B  
LEGAL DESCRIPTION OF PROPERTY

The Property is identified as San Diego County, Assessor's Parcel Numbers:

- 387-142-36



EXHIBIT C  
RATE AND METHOD OF APPORTION OF SPECIAL TAXES  
FOR SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1  
TAX ZONE NO. 1

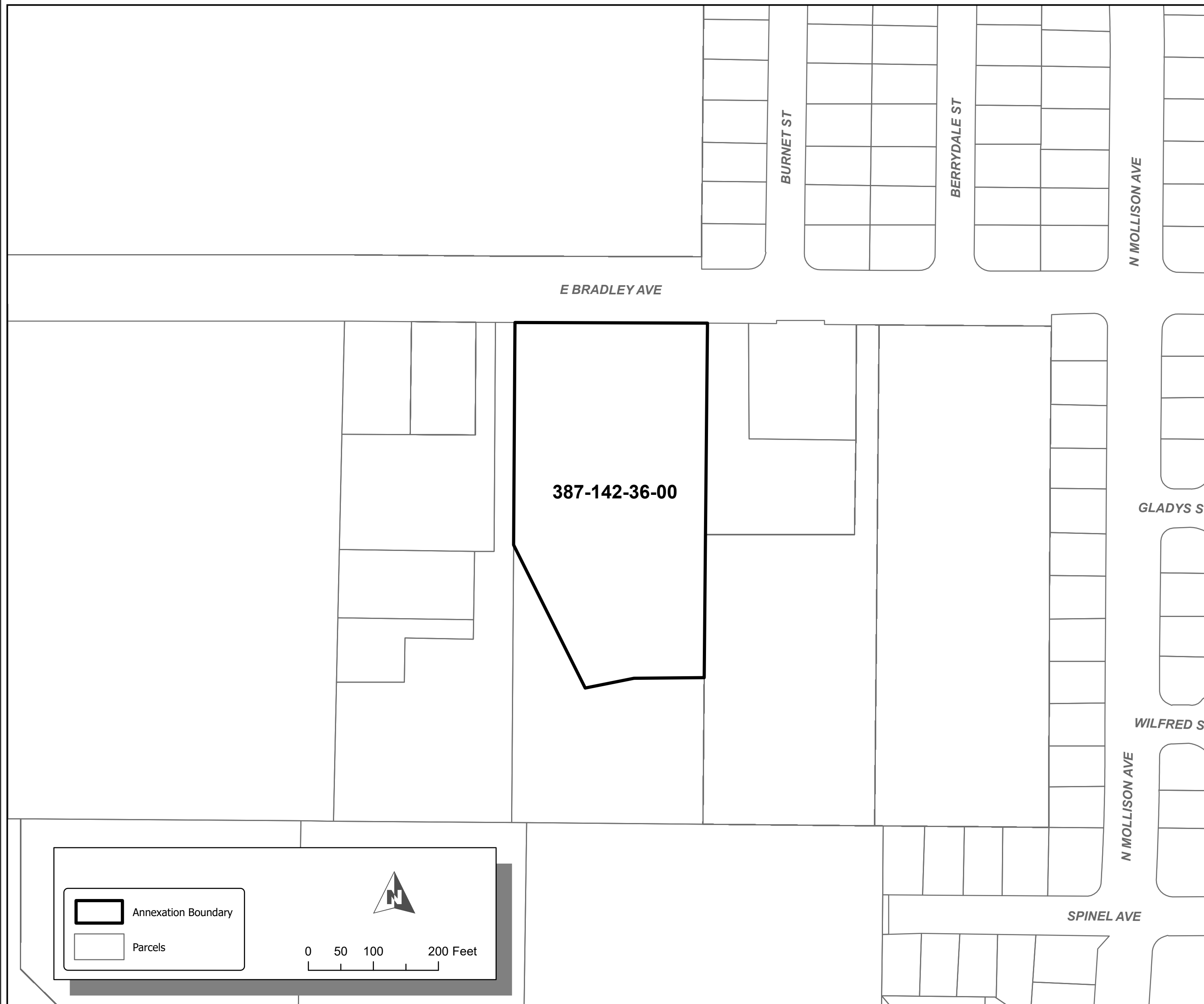
The Special Tax shall be levied in Annexation No. 6 in accordance with the Rate and Method of Apportionment of Special Tax for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 pursuant to the rate for Tax Zone No. 1 set forth in Attachment No. 1 thereto. The Rate and Method of Apportionment of Special Tax is attached hereto and incorporated herein by this reference.

SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1  
ATTACHMENT 1  
MAXIMUM SPECIAL TAX RATES

<b>Tax Zone</b>	<b>APNs</b>	<b>Property Type</b>	<b>Special Tax Rate</b>	<b>Per</b>	<b>Base Year</b>
1	387-142-36	Assisted Living Property	\$242.80	Unit	2024/25

# ANNEXATION MAP NO. 6 OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1 ANNEXATION NO. 6

COUNTY OF SAN DIEGO  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE BOARD CLERK OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

BOARD CLERK  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF ANNEXATION NO. 6 TO SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, AT A MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_.

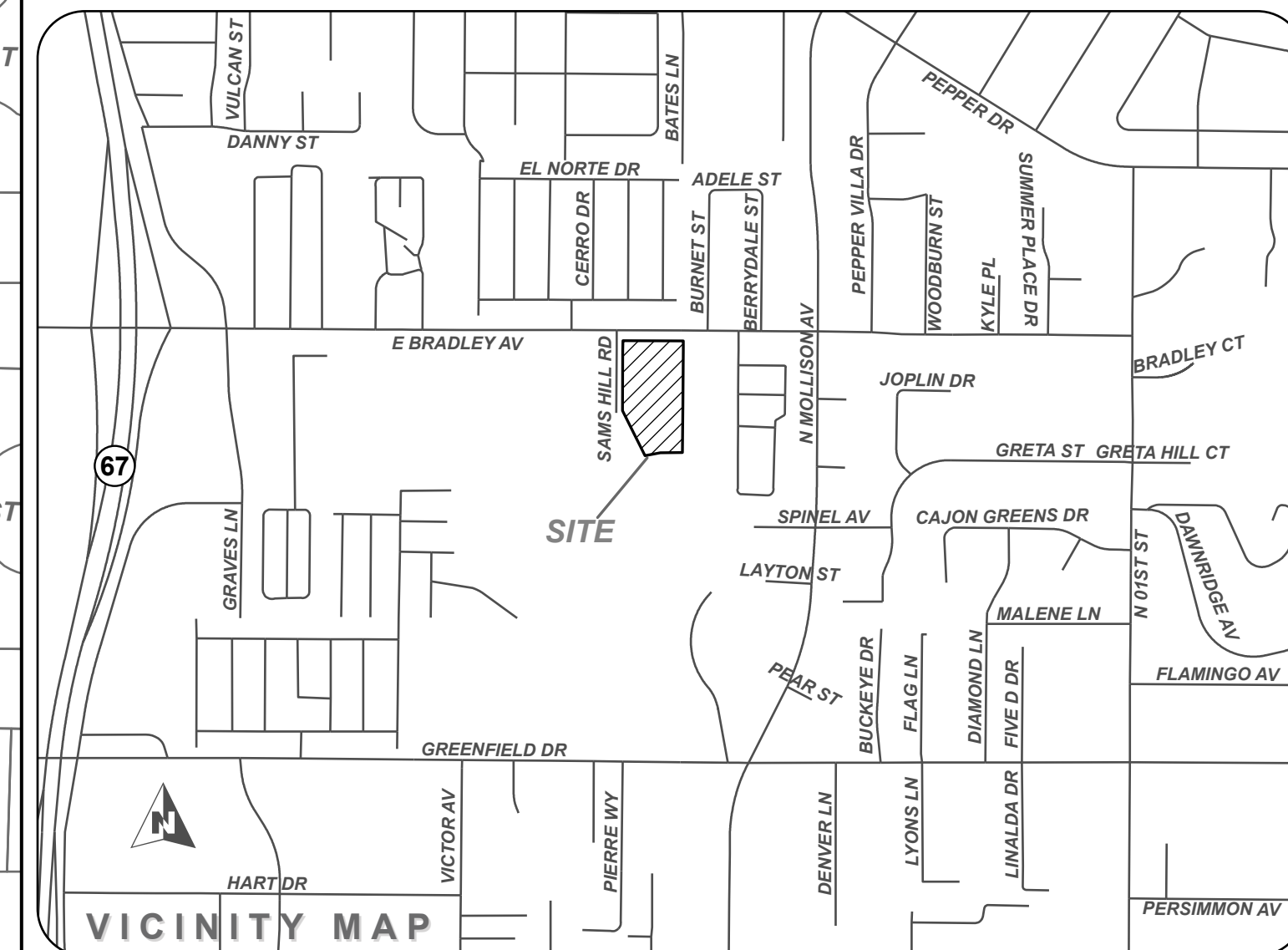
BOARD CLERK  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M, IN BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AS FILE NO. \_\_\_\_\_.

JORDAN Z. MARKS  
COUNTY RECORDER  
COUNTY OF SAN DIEGO, CALIFORNIA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "MAP OF PROPOSED BOUNDARIES OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA" FILED THE 22ND DAY OF AUGUST, 2022, AT THE HOUR OF 3:56 O'CLOCK P.M. IN BOOK 50 OF MAP OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 41 AND AS INSTRUMENT NO. 2022-7000403 IN THE OFFICE OF THE COUNTY RECORDER FOR THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.



Source: San Diego County GIS  
Geographic Coordinate Reference: GCS North American 1983  
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet



**PETITION TO THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT REQUESTING INITIATION OF PROCEEDINGS FOR THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2022-1, AND CONSENTING TO THE LEVY OF SPECIAL TAXES TO PAY THE ANNUAL COSTS OF SERVICES (ANNEXATION NO. 6 TO CFD 2022-1)**

1. EL CAJON REAL ESTATE, LLC, ("Owner"), requests that the Board of Directors of the San Miguel Consolidated Fire Protection District (the "District") initiate proceedings 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") for the annexation of the property described in Exhibit "A" attached hereto (the "Property") to "San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1, County of San Diego, State of California" (the "CFD") for the purpose of providing for the funding, through the levy of special taxes, of the services set forth in Exhibit "B" attached hereto.

2. Owner represents to the Board of Directors that it is the owner of all of the Property.

DATED: July 16, 2024, 2024

EL CAJON REAL ESTATE, LLC

Signature: 

Printed Name: Thomas Olds, Jr.

Title: Chief Executive Officer & President

EXHIBIT "A"

DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

- APN: 387-142-36

EXHIBIT "B"

DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District 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 special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.



## STAFF REPORT

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**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Shayna Rians, Executive Assistant/Board Clerk  
**SUBJECT:** CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Southern Network

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### BACKGROUND

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The CSDA Board of Directors is crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the board requires one's interest in the issues confronting special districts statewide.

This election is for the CSDA Board of Directors, Southern Network, Seat A, serving a term from 2025-2027.

### DISCUSSION

The candidates are:

Jo MacKenzie, Director, Vista Irrigation District (incumbent)  
Jason Dafforn, General Manager, Valley Sanitary District  
Rodd Leja, Director, Jurupa Area Recreation & Park District

Ballots are due by July 26, 2024 at 5:00 p.m.

### FISCAL IMPACT

None

### ATTACHMENTS

- A. Candidate information sheets and statements

### RECOMMENDATION

Determine which candidate the District shall vote for, and direct staff to cast ballot.



**California Special Districts Association**  
*Districts Stronger Together*

**2024 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** JO MacKENZIE

**District/Company:** Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

**Title:** Director, Certificate in Special District Governance

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 32 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

- ✚ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✚ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✚ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✚ Fiscal and Audit Committees, rewrote ‘Treasurer Job Description’; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✚ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✚ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✚ Attend all Annual Conferences and Legislative Days

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

- ✚ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✚ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✚ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017–2023

**3. List local government involvement (such as LAFCO, Association of Governments, etc.):**

- ✚ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✚ City of San Marcos Planning and Traffic Commissions
- ✚ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✚ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

**4. List civic organization involvement and recognitions**

- ✚ Special District Official of the Year by PublicCEO
- ✚ CSDA Legislative Advocate of the Year, 2011
- ✚ Graduate of CSDA’s Special District Leadership Academy
- ✚ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✚ Graduate of Leadership 2000, Cal State San Marcos
- ✚ Vista Community Development Associates, Treasurer
- ✚ Soroptimist International





## **RE-ELECT JO MACKENZIE**

### **PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS**

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON  
CSDA'S HOME PAGE**



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jason Dafforn

**District/Company:** Valley Sanitary District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

Desert Recreation Foundation Board of Directors

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ROSS A. LEJA

District/Company: JURUPA AREA RECREATION & PARK DISTRICT

Title: DIRECTOR DIVISION 5

Elected/Appointed/Staff: ELECTED

Length of Service with District: 6 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.





## FACILITIES REPORT

**DATE:** July 24, 2024  
**TO:** Board of Directors  
**FROM:** Tobin Riley, Division Chief  
**SUBJECT:** Station 18 Demolition Contract

### BACKGROUND

The tear-down/rebuild of Fire Station 18 is being done in phases. To date, completed projects include the lot merger, installation of temporary living quarters, and hazardous materials mitigation. The next step is demolition and clearing the site prior for grading. This process will be completed in two phases: Phase I: demolition/clearing of the main building and site, and Phase II: demolition/clearing of Apparatus Bay.

On May 22, 2024, a Request for Proposals (RFP) was advertised in local publications and mailed to contractors, with a submittal due date of 2 p.m. on June 26, 2024. This is in accordance with current procurement policies and procedures. The RFP process required a mandatory pre-bid walk, which was held at 10 a.m. on Tuesday, June 4, 2024, and attended by six potential bidders.

Three companies submitted bids by the due date:

Company	BTS Unlimited of El Cajon	Whillock Contracting	HSCC Builders
Phase I	\$60,000	\$75,474	\$79,250
Phase II	\$53,578	\$45,285	\$49,250
<b>Total Bid</b>	<b>\$113,578</b>	<b>\$120,760</b>	<b>\$128,500</b>

### DISCUSSION

Representatives from all three companies were present at the bid opening, conducted by Board Clerk Rians and Consultant Tockstein. Once opened, each bid was thoroughly reviewed, and Consultant Tockstein conducted a further review to check references and verify the status of all contractors' licensure. On July 1, Consultant Tockstein and Staff interviewed each company to clarify their bid, confirm completion time, discuss disposal requirements, and verify their ability to complete the work in the two phases.

### FISCAL IMPACT

\$113,578 from the Facilities Replacement/Renovation Fund.

### ATTACHMENTS

Attachment A – BTS Unlimited Station 18 Demo Contract

*\*\*Please contact Board Clerk Rians if you would like to review all RFP response submissions\*\**

### RECOMMENDATION

Award contract to the low bidder (BTS Unlimited), granting the Fire Chief or designee authority to execute said contract.

**AGREEMENT BY AND BETWEEN  
THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
AND  
BTS EQUIPMENT UNLIMITED, INCORPORATED (CONTRACTOR LICENSE 907777)  
FOR  
FIRE STATION 18 DEMOLITION**

This contract is made and entered into this 24<sup>th</sup> day of July 2024 by and between the San Miguel Consolidated Fire Protection District (a public agency organized under the laws of the State of California with its principal place of business at 2850 Via Orange Way, Spring Valley, California 91978) (“District”); and BTS Equipment Unlimited, Incorporated (a construction company with its principal place of business 14370 Old Highway 80, Suite A, El Cajon, California 92021) (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this contract.

**Recitals**

- A. **WHEREAS**, District is a California Special District duly organized and validly existing under the laws of the State of California with the power to continue its business as it is now being conducted under the statutes of the State of California.
- B. **WHEREAS**, Contractor is a general contractor determined by the District to be qualified by experience and ability to render the desired construction services.
- C. **WHEREAS**, Request for Proposals “Station 18 Demolition” with an expiration date of June 26, 2024 (“RFP”), issued by District, solicited proposals for demolition services at District’s Fire Station 18 located at 1811 Suncrest Boulevard, El Cajon, California 92021 (“Fire Station 18”).
- D. **WHEREAS**, Contractor submitted a proposal in response to the RFP prepared by District (“Proposal”)
- E. **WHEREAS**, District’s Board of Directors approved the selection of and award of the contract to the Contractor on 07/24/2024 contingent upon performance and payment bond stipulations.
- F. **WHEREAS**, District and Contractor desire to contract for specific services in connection with the demolition services at Fire Station 18 (“Project”) as set forth in this contract.

**Terms**

- 1. **RFP and Proposal Incorporation by Reference.** The RFP and Proposal, including any amendments or modifications thereto, are hereby incorporated into and made a part of this contract by reference. The terms and conditions of the RFP and Proposal, including any exhibits or attachments, shall govern the performance of work and the obligations of the Parties under the contract to the extent they do not conflict with the terms of this contract. In the event of any conflict between the terms of this contract and the RFP and Proposal, the terms of this contract shall prevail.

- a. RFP Documents. The following documents listed in the “Table of Contents” section of the RFP are specifically highlighted and hereby incorporated in full by reference: Document Number 00500 (Contract), Document Number 00700 (General Conditions), Document Number 00750 (Special Provisions), and Document Number 00800 (Scope of Work).
  - b. Articles to RFP Document Number 00700 (“General Conditions”). The following Articles listed in the General Conditions section of the RFP are and are hereby incorporated in full by reference:
    - Article 2 (Contract Documents)
    - Article 6 (Project Schedule)
    - Article 15 (Subcontractors)
    - Article 30 (Prevailing Rates of Wages)
    - Article 31 (Labor Compliance)
    - Articles 35-40 (Insurance)
    - Article 41 (Time for Completion and Liquidated Damages)
    - Article 48 (Indemnification)
    - Article 49 (Personal Liability)
    - Article 51 (Resolution of Construction Claims)
    - Article 52 (District’s Right to Terminate Contract)
    - Article 53 (Warranty and Guarantee)
    - Article 55 (Required Certifications)
    - Article 65 (Laws and Regulations)
2. Time for Completion. The work shall commence within ten (10) days of the date stated in District’s Notice to Proceed (“NTP”) in accordance with Article 41a to the General Conditions section of the RFP. Contractor shall complete all work required by the contract not later than ninety (90) working days from the date stated in the NTP. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the work.
  3. Amount of Compensation. As consideration for performance of the work required herein, District agrees to pay Contractor the total contract price of one hundred thirteen thousand five hundred seventy-eight dollars (\$113,578.00), provided that such amount shall be subject to adjustment pursuant to the applicable terms of this contract or written change orders approved and signed in advance by District. The total contract price is broken down as follows: Phase I – sixty thousand dollars (\$60,000.00), and Phase II – fifty-three thousand five hundred seventy-eight dollars (\$53,578.00). Contractor shall provide proof of payment (certified receipt) prior to reimbursement.
  4. Liquidated Damages. Contractor shall pay District the sum of five hundred dollars (\$500.00) for each and every calendar day of delay beyond the time prescribed in the contract for finishing the work as liquidated damages in accordance with Article 41a to the General Conditions section of the RFP. In the event this is not paid, Contractor agrees District may deduct that amount from any money due or that may become due to the Contractor under the contract. This provision does not exclude recovery of other damages specified in the contract.



5. Authority to Enter Contract. Each Party warrants that the individuals who have signed this contract have the legal power, right, and authority to make this contract and bind each respective Party.
6. Entire Contract; Modification. This contract contains the entire agreement of the Parties with respect to the contract (and supersedes all prior negotiations, understandings, or agreements). This contract may only be modified in writing, signed by both Parties.

**[SIGNATURES ON NEXT PAGE]**

**SIGNATURE PAGE FOR  
AGREEMENT BY AND BETWEEN  
THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
AND  
BTS EQUIPMENT UNLIMITED, INCORPORATED (CONTRACTOR LICENSE 907777)  
FOR  
FIRE STATION 18 DEMOLITION**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the 24<sup>th</sup> day of July 2024.

**SAN MIGUEL CONSOLIDATED FIRE  
PROTECTION DISTRICT**

**BTS EQUIPMENT, INCORPORATED  
(CONTRACTOR LICENSE 907777)**

BY: \_\_\_\_\_  
ANDY LAWLER, FIRE CHIEF

BY: \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

## FIRE CHIEF REPORT

July 24, 2024



### STAFF INVOLVEMENT

- Recognition of AO/FO Harris on her presentation at CSDA General Managers Summit “Leadership Lessons from Your Peers-Collaboration and Transformation.”
- Chief Lawler and AO/FO to present at the September FDAC Leadership Symposium in (Sacramento).
- Chief Lawler, Chief Riley, Inspector Lyons, and E18 attended the July 4<sup>th</sup> parade.

### IMPORTANT LEGISLATION

- Initiative 1935 (formerly Initiative 21-0042A1) update from CSDA:  
*In Legislature v. Weber, the California Supreme Court ruled unanimously that Initiative 1935, which aimed to retroactively invalidate local ballot measures and jeopardize funding for essential services, could not be placed on the November 2024 ballot. The Court deemed it an improper revision of the California Constitution, permissible only by the Legislature or a constitutional convention.*
- AFG and SAFERs authorization scheduled to sunset September 30, 2024. (Requesting governmental affairs letter to Senators to pass S.870 into law).

### POLITICAL PARTNERSHIPS

- The District will be receiving \$1,000,000 from Congressman Issa’s office for Station 18.
- The District will be receiving \$250,000 from Congressman Jacobs for a type 1 apparatus.

### COMMUNITY OUTREACH

- **June 15 & 16** - E23 attended a Father's Day car show held at Shadow Mountain Community Church.
- **June 19** - T14 provided apparatus for a kid's day camp at Faith Chapel Church on Campo Rd. T14 displayed its water flow capabilities while allowing the kids to run through water.
- **June 22** - E22, along with Scott Medinger and two Reserve Firefighters, attended World Refugee Day at Cuyamaca College. The event's purpose was to showcase services available for refugees.
- **June 25** - E15 had a school visit to a local KinderCare facility to demonstrate fire safety skills and allow children to tour the engine.
- **June 27** - Chief Riley and the crew of E22 met with residents of La Vida Real Retirement Community during a luncheon. Chief Riley reports of a well-received event with future interactions anticipated.
- The District has been receiving many requests for ride-alongs and station visits. I believe our "brand" is getting to be well-known in the community and is sparking interest in our department.

### OTHER

- Conducted District Succession Planning survey, reviewing results.
- Strategic Plan in progress.

### ATTACHMENTS

- State of the Insurance Market document from FAIRA/Gallagher.



# State of the Insurance Market

*“Why are my rates increasing, when I’ve had little to no losses?” (Read below)*

## Overview

The risks facing municipalities are substantial and have reached unprecedented levels. Factors such as nuclear verdicts and social inflation have led to disproportionately high settlement amounts, placing a significant strain on carriers and their loss projections. Consequently, premiums increase in hopes to collect adequate premiums to pay future years runaway settlements. When questioned about the possibility of a return to flat premiums, carriers indicate that such a scenario is not foreseen in the near future. The best-case scenario will likely involve low double-digit or potentially high single-digit increases until legislative reform is enacted in California.

Public entity insurance coverages are complex compared to other classes of business. They are specialized and all encompassing. No other industry has a single policy-spanning general liability, automobile, directors’ and officers’ liability, errors & omissions, employment practice liability, property and automobile physical damage coverages – and the list goes on. This coupled with the runaway Jury Verdicts in many States, such as California, make it difficult for carriers to collect adequate premium that will ultimately cover the costs of paying losses, and leave a profit margin

A considerable amount of time is spent gathering the right data to tell the story. Underwriters like to hear why the deal makes sense conveyed in a high- quality submission, as they sort through several hundred submissions. A good submission will engage the underwriter and strengthen the relationships with the broker and client.

### WHERE WE ARE

- **Property** – 2023 had a slower than average wildfire season, however, carriers are expecting uncontrollable wildfires in California where there were greater than average rainfalls. Rates are projected to harden with an **average rate increase of 18% and a high of 41%**.
- **General Liability** – rates in the first quarter of 2024 have been moderate. Social inflation, nuclear verdicts and rising medical costs are, however, being closely monitored in hope of an average increase of **3.3% to 12.5%** will be sustainable. GL does not include Employment Practice Liability, Sexual Abuse or Directors’ and Officers’ where losses for **Sexual Abuse and EPL** off the charts. This affects **rates** that are off the charts seeing an average of **20% -50%** due to the uncertainty of decisions being made by juries.
- **Excess Liability** - rates are rising primarily due to the uptick in Jury Awards and **Nuclear Verdicts continue to drive rates up 20.9% to 39% for municipalities**, especially from those organizations serving youth.
- **Automobile** - rates have yet to stabilize, and there is no sign this will reverse anytime soon, as an increase in jury awards, general inflation and the activities of third-party litigation funders (TPLFs) continue to drive pricing upward. Increases for **States with limited to no Tort Caps are seeing rate increases up to 30%**.
- **Workers’ Compensation** - remains an attractive class of business for carriers due to stability and predictability, as carriers make profits for another year. Average **rates range from -2% to an increase of 12.2%**. Rates at the higher end of the range are typically due to poorly performing badly.
- **Cyber Risk** - Competition has returned to the market and in conjunction with improved loss ratios drive pricing down. Some **premium reductions** are being seen, while others with adverse experience and lack of internal controls see **rate increased up to 12.4%**.

## Property - A Challenging Market Persists -

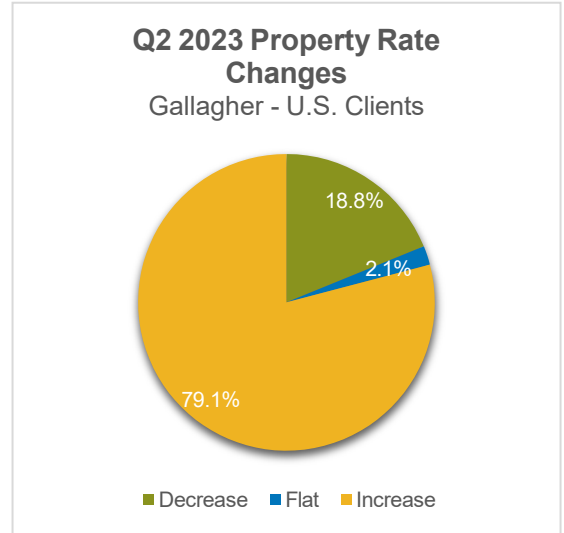
As we are in 2024, the property market remains challenging. However, we have begun to see signs of softening and anticipate a slowdown in the pace of rate increases for most insureds. **The marketplace for Wildfire continues to constrict in area prone to large, uncontrollable Wildfires such as California**

As we progressed through 2023, it is clear that challenges within the commercial property market are continuing. Premium rates hardened by an average of **18% with a high of 41%** and capacity for wild fire and earthquake classes tightening.

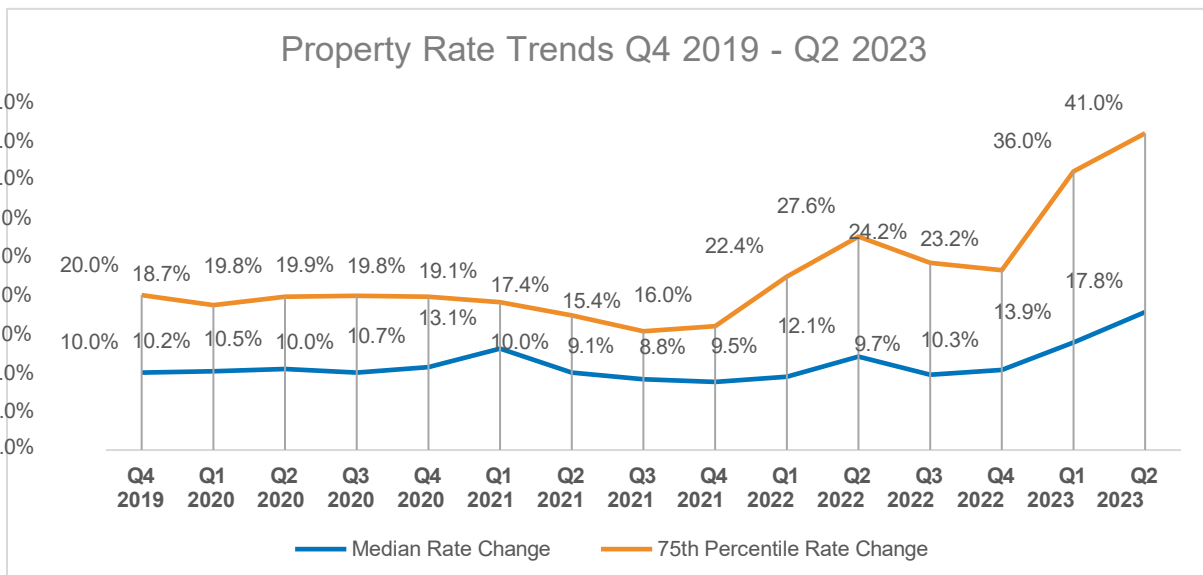
There have been **numerous natural catastrophe** events over the course of the year including windstorms, wildfires, and severe thunderstorms accounting for up to 70% of all insured natural Catastrophe losses in the first half of 2023.

Carriers continue to emphasize the importance of carrying out regular property valuations, and our more proactive clients typically benefit from more options at renewal.

Insurance buyers are becoming more creative to secure coverage in what continues to be an extremely challenging market, with those in the top quartile experiencing median rate rises of 41%.



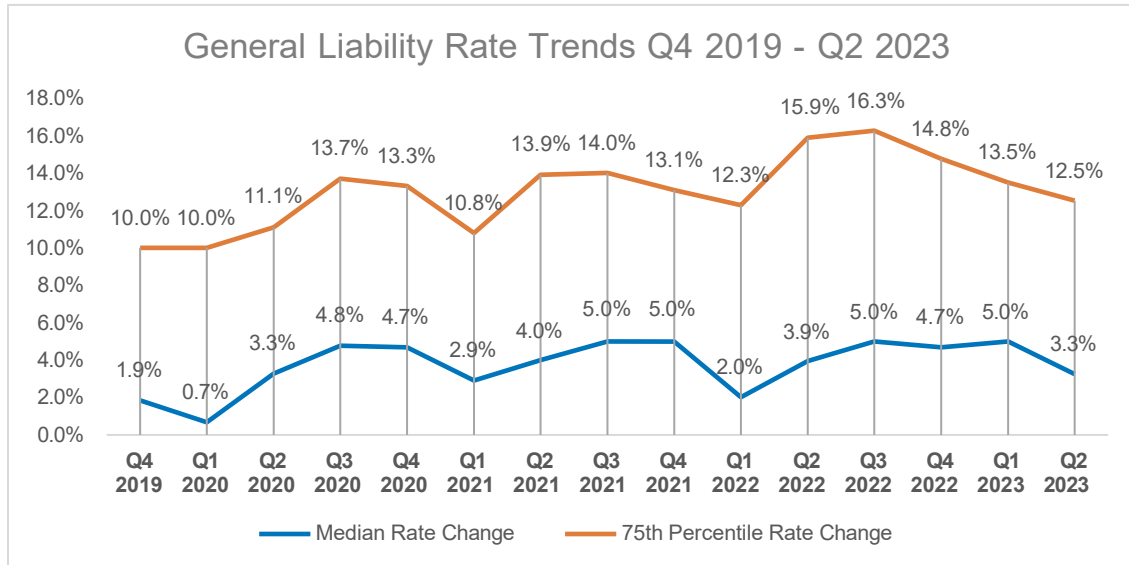
For shared and layered accounts, the buffer or excess layers where the insurable values continue to affect attachment points, both capacity and cost continue to be challenged. Larger excess layers continue to become more compressed to ensure completion, thus driving more premium into the lower layers and forcing insureds to look at retaining the risk.



## General Liability (Including Paramedic Medical Malpractice): Rate Increases Start to Stabilize

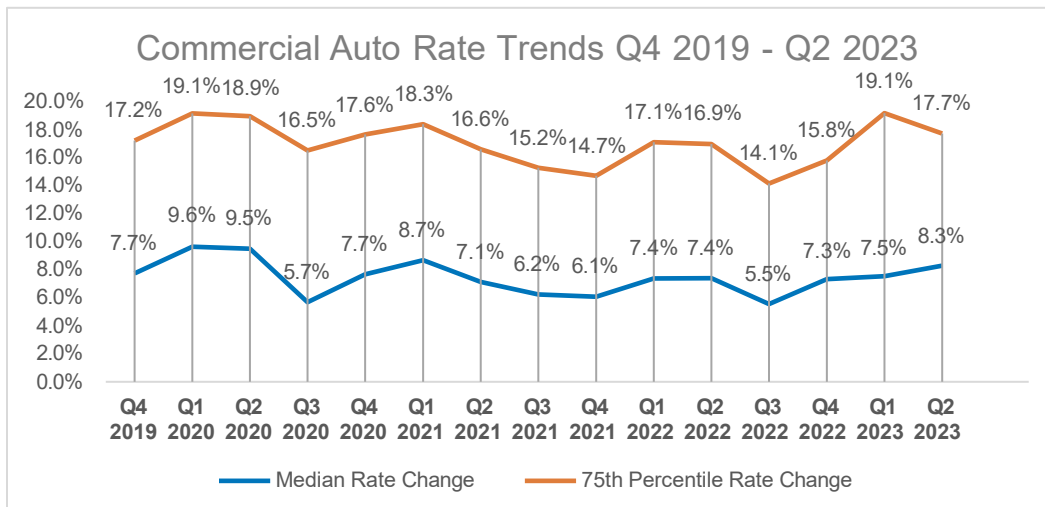
A more moderate market is emerging with median rate increases largely in line with growing exposures. Social inflation, nuclear verdicts and rising medical costs are, however, being closely monitored.

Capacity is even returning for General liability on middle excess layers, however, this does not include Employment Practice Liability, Sexual Abuse or Directors' and Officers' where premium increases are based on the impact of losses that are off the charts. **Sexual Abuse and EPL rates are seeing 20-50%** on an average. Uncertainty is the driving force behind many of the claims.



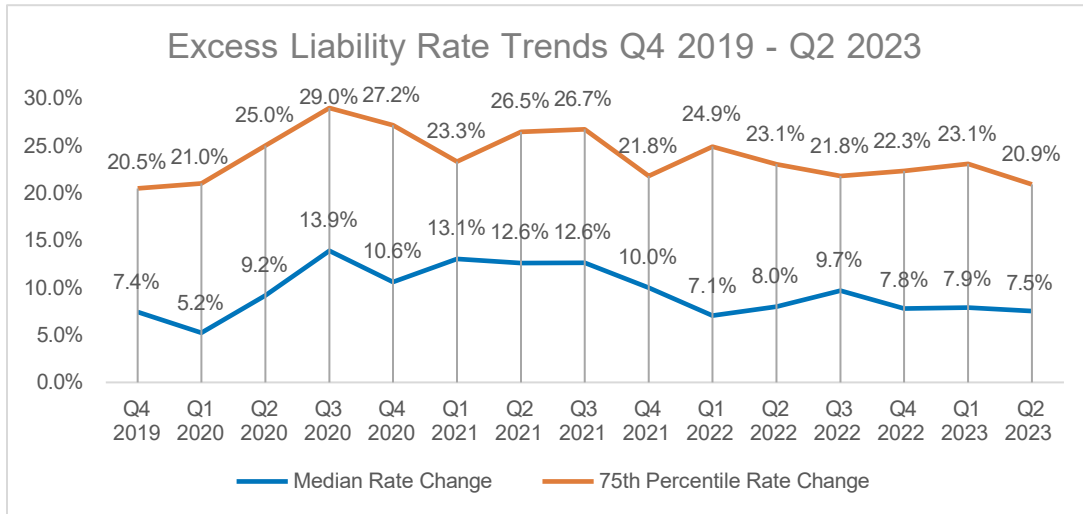
## Auto Liability: Rates Show no Signs of Normalizing

Auto liability rates have yet to stabilize, and there is no sign this will reverse anytime soon, as an increase in jury awards, general inflation and the activities of third-party litigation funders (TPLFs) continue to drive pricing upward. Increase for **States with limited to no Tort Caps are seeing increases up to 30%**. Supply chain disruptions and labor shortages have eased, but the cost of repairs remains much higher than in the pre-pandemic era.



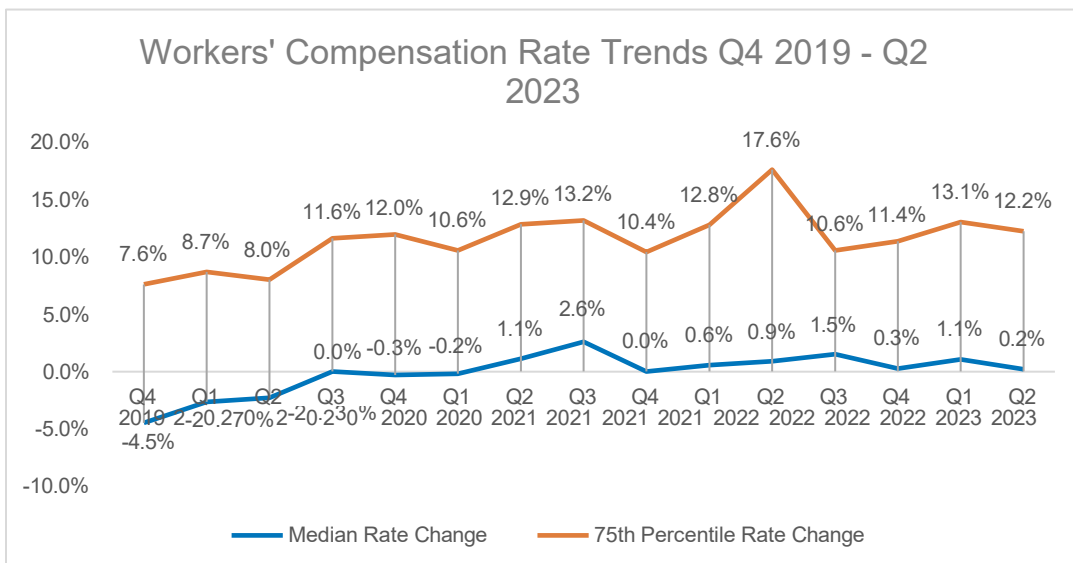
## Excess Liability: Rate Increases Start to Show Signs of Slowing Down

Excess Liability coverage remains another challenge as insurers are looking for significant rate increases while reducing limits of coverage. We have witnessed limits evaporate or become exorbitant in cost. Social inflation is accentuated with Public Entities, for whom there is a higher standard of care. Some carriers are reducing limits for this class of business, including abuse. The uptick in Jury Awards and **Nuclear Verdicts continue to drive loss costs up 20.9% to 39% for municipalities**, especially from those organizations serving youth.



## Workers' Compensation: Rates Remain Stable

Workers' Compensation remains an attractive class of business for carriers due to stability and predictability. There is a lot of healthy competition for the business; however, a more challenging economic environment could also affect the frequency of Workers' Compensation claims. For example, we have seen severe claims that hit above \$10 Million and the carrier still offered a multi-year rate on the policy. The market is showing indications of softening as evidenced by our receiving competitive quotes on Workers' Compensation coverage for the first time in years.

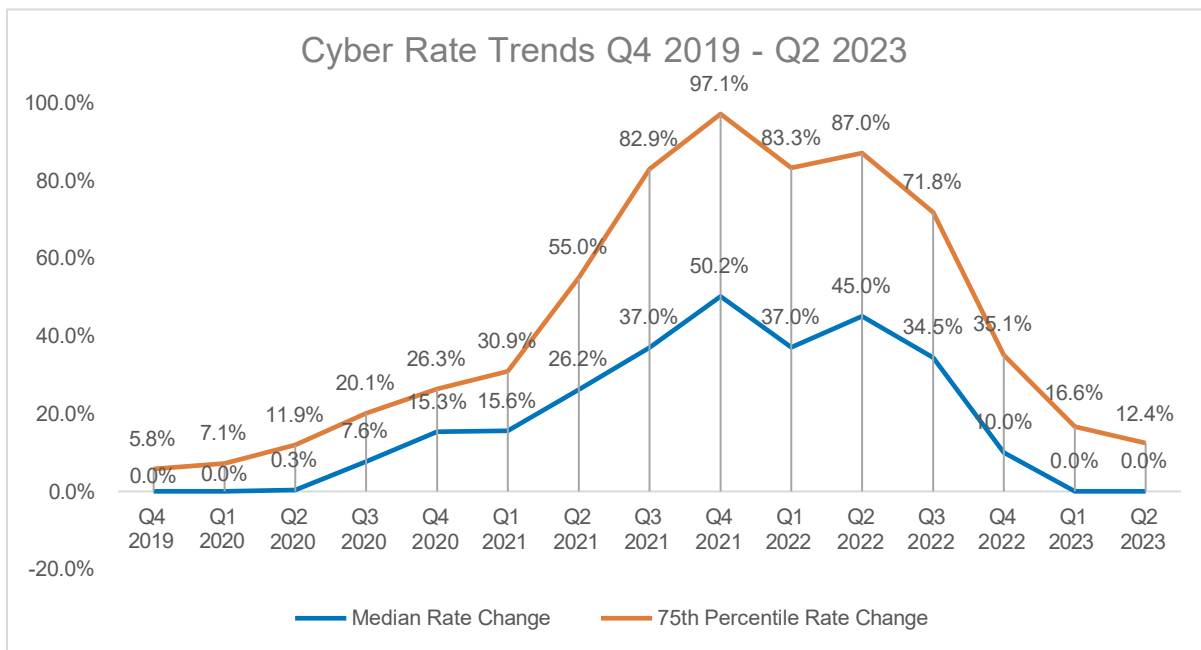


## Cyber: Industry Responds to Ransomware Losses

Competition has returned to the market after a short, sharp correction, driven by improved loss ratios during 2022 and more attractive levels of pricing. Capacity is coming back in, either through incumbents, MGAs and/or start-ups. In some cases, clients with superior security controls have been able to secure a discount on their premium and/or better terms and conditions. The insurance industry’s smart and meaningful response to the frequency and severity of cyber losses over the past several years has helped bring more stability back into the market. From its peak in late 2021 and early 2022, rate increases have begun to flatten, particularly for accounts that can demonstrate a sophisticated approach to cyber risk management.

The threat potential continues to evolve, with ransomware activity up during the first two quarters of the year. There is heightened attention on the potential for risks arising from AI. Carriers have introduced tighter policy language to limit their exposure to potential systemic risks such as cyberwarfare.

A combination of new wordings to address accumulation risks, clearly communicated risk appetites and improved risk controls are giving underwriters much greater comfort levels than was the case three years ago when the market began its substantial correction. Rates average **flat to 12.4% increases**.





## Demand Continues for Creative Buying Strategies

With pricing trends moderating within casualty and cyber, the primary pinch points continue to be felt most acutely within the property market.

Against this backdrop, clients continue to evaluate all the options. Those with the ability to take on very high deductibles will have more options in constricted markets

Clients, brokers and carriers are working collaboratively to find creative solutions where there are capacity constraints. As is often the case during harder markets, self-insurance becomes an essential risk financing solution.

Outside of property, carriers are responding in a measured way to a number of significant challenges, including some of

## Demand

Our job as your broker is to provide data to support what you do, and explain what it that you do not do is.

We share examples of what you do particularly well to minimize exposure to risk and when there have been major losses we share the story of what steps have been taken to prevent against future occurrence. Full descriptions are provided on all major losses to keep underwriters from guessing.

A considerable amount of time is spent gathering the right data to tell the story. Underwriters like to hear why the deal makes sense conveyed in a high- quality submission, as they sort through several hundred submissions. Good submissions will engage the underwriter and strengthen the relationships with the broker and client, ultimately resulting in the most favorable terms and conditions.

# Thank You for Your Business

We have enjoyed our partnership and appreciate the continued time, support and confidence you have placed in us as your risk management team. This past year has been successful as evidenced by your scorecard. Your total cost of risk is being impacted favorably and our strategy for this upcoming renewal continues to focus on ways to improve this positive impact on your profitability. Thank you.

### Legal Disclaimer

Gallagher provides insurance and risk management advice that is tailored to our clients' risk transfer needs. Our review can include evaluation of insurance premium, risk transfer options, finance agreements, insurance limits, indemnification obligations, and contracts to ascertain appropriate coverage. We do emphasize that any risk management advice, insurance analysis, and limited review of contract terms and conditions, is only provided from an insurance/risk management perspective and is NOT legal advice. We do not provide legal advice and always recommend that our clients seek advice from legal counsel to become fully apprised of all legal implications from their business transactions.

Gallagher provides insurance, risk management and consultation services for our clients in response to both known and unknown risk exposures. When providing analysis and recommendations regarding potential insurance coverage, potential claims and/or operational strategy in response to national emergencies (including health crises), we do so from an insurance/risk management perspective, and offer broad information about risk mitigation, loss control strategy and potential claim exposures. We have prepared this commentary and other news alerts for general informational purposes only and the material is not intended to be, nor should it be interpreted as, legal or client-specific risk management advice. General insurance descriptions contained herein do not include complete insurance policy definitions, terms and/or conditions, and should not be relied on for coverage interpretation. The information may not include current governmental or insurance developments, is provided without knowledge of the individual recipient's industry or specific business or coverage circumstances, and in no way reflects or promises to provide insurance coverage outcomes that only insurance carriers control. Gallagher publications may contain links to non-Gallagher websites that are created and controlled by other organizations. We claim no responsibility for the content of any linked website, or any link contained therein. The inclusion of any link does not imply endorsement by Gallagher, as we have no responsibility for information referenced in material owned and controlled by other parties. Gallagher strongly encourages you to review any separate terms of use and privacy policies governing use of these third party websites and resources. Insurance brokerage and related services to be provided by Arthur J. Gallagher Risk Management Services, Inc. (License No. 0D69293) and/or its affiliate Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. (License No. 0726293).