

# San Miguel Consolidated Fire Protection District

## Regular Meeting of the Board of Directors

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### MINUTES

Wednesday, October 23, 2024 - 5:30 p.m.

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President Robles called the meeting to order at 5:30 p.m.

**BOARD MEMBERS PRESENT** Directors McKenna, Muns, Nelson, Pierce, 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 McKenna led the Pledge of Allegiance**

### APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of October 23, 2024, was posted at District Headquarters on Friday, October 18, 2024, at 5:00 p.m.*

### PUBLIC COMMENT

None

### 1. CONSENT AGENDA ITEMS

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

- 1.1 Approval of the Minutes Regular Meeting of September 11, 2024.  
Regular Meeting of September 25, 2024.

- 1.2 Approval of Director Stipends.

- 1.3 Review the Quarterly Information Technology Access Log.

- 1.4 Approval of Resolution 24-47 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting a Conflict-of-Interest Code Pursuant to the Political Reform Act of 1974 and Rescinding All Previous Codes of the District.

- 1.5 CSDA Bylaws Update – The Board of Directors may elect to vote in favor of an update to CSDA Bylaws.

### 2. INFORMATIONAL AGENDA ITEMS

- 2.1 Facilities Updates – Division Chief Riley presented a PowerPoint that included an update on all facilities and the groundbreaking of new Station 18.

### 3. ACTION AGENDA ITEMS

- 3.1 Resolution 24-48 ~ The Board may consider awarding a contract for Grading, Public Improvements & Utilities at Station 18 via Resolution 24-48.

There was discussion among the Board and Chiefs regarding contracts and legal review.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor), Resolution 24-48 was approved.

- 3.2 Resolution 24-49 ~ The Board may consider approving a service agreement with MPA Architects Entering into a service agreement with MPA Architects via Resolution 24-49.

Agenda Item 3.2 was tabled for a future meeting.

- 3.3 Resolution 24-50 ~ The Board will consider approving additions to the Board Policy Manual via Resolution 24-50.

Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor), Resolution 24-50 was approved.

#### 4. REPORTS

##### 4.1 Committee Reports

Director Robles reported that the Negotiations Committee is on track to meet with everyone by the end of the month. Director Robles also reported on behalf of the Government Affairs Committee, sharing multiple elected officials supported the groundbreaking at New Station 18.

##### 4.2 Directors' Reports

Directors McKenna, Nelson, Pierce, Robles, and Woodruff all commended staff for their work on the Station 18 Groundbreaking Ceremony and noted a great turnout from the community.

Director Robles acknowledged that all San Miguel Directors up for re-election ran unopposed and were confirmed for their new terms yesterday. He also shared that he attended the Citizens Water Academy.

- 4.3 Fire Chief Report – See **Attachment A**. Chief Lawler requested that a Standards of Coverage Study be conducted and gave an overview of the components (staff capacity, apparatus/station placement, District population, infrastructure growth, revenues, etc.) and their importance to overall planning. Chief Lawler asked for consensus to move forward with hiring a consultant with a not-to-exceed amount of \$150,000.

The Board of Directors provided consensus and gave Chief Lawler the authorization to move forward.

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

Chief Christiansen addressed the Board and handed over the leadership of Training Battalion Chief to Nick Nava. Chief Christiansen will be moving back to the floor, serving as the Shift Battalion Chief of B Division.

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

None

##### 4.6 Correspondence

None

#### 5. CLOSED SESSION

##### 5.1 Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, and 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, and 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, and Attorney Joseph Sanchez

Employee Organization: Non-Safety Professionals Association

##### 5.4 Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, and Attorney Joseph Sanchez  
Unrepresented Employees: Division Chief, Administrative Officer/Finance, Fire Marshal, Officer, and Fire Services Officer

***President Robles adjourned the meeting to Closed Session from 6:44 p.m. to 7:46 p.m.***

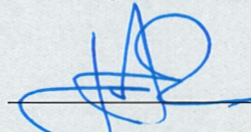
**ACTION PLAN RECAP**

- Board Clerk Rians to submit the Conflict-of-Interest Code update to the County Board of Supervisors.
- Board Clerk Rians to cast San Miguel's ballot in favor of CSDA bylaws update.
- Chief Riley's PowerPoint on Station 18 is to be added to the Directors' SharePoint.
- Fire Chief to review expectations and ensure state procurement standards are being met with the highest level of scrutiny, including District protections for the attorney drafting and reviewing documents for any construction bid process, including construction contracts. The intent is to ensure the District's best interest is being met.
- Standards of Coverage Study, consensus from the Board, not to exceed \$150,000.

*The next Board Meeting will be a Regular Meeting on **November 13, 2024, at 5:30 p.m.**, District Headquarters.*

***President Robles adjourned the meeting at 7:48 p.m.***

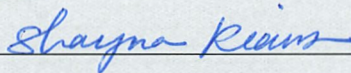
Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on November 13, 2024.



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**Jesse A. Robles, Board President**

**Attest:**



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**Shayna Rians, Board Clerk**